



## MINUTES OF THE MEETING OF THE TRUSTEES 11<sup>th</sup> December 2018

### Trustees Present:

Soolie Burke (SB), Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Secretary), David Haedicke (DH) (Chair), Meurig Hughes (MH), David Phillips (DP) and Graham Snape (GS).

### Present By Invitation:

Cathy Black (CB) (Manager, East Lodge) and Hilary Roberts (HR) (Membership Secretary).

### Apologies:

James Callaghan (JC),.

#### 1. Welcome

DH welcomed everyone to the meeting.

#### 2. Approval of Minutes

The Trustees approved the Minutes of the meeting held on 13<sup>th</sup> November 2018.

#### 3. Treasurer's Report

TC reported that the cash balances were up on the November figures by about £2000. The previous two exhibition submissions had resulted in a significant cash deposit, which had contributed to this increase.

Approximately £270 had been spent on the Christmas card and newsletter, which had been posted or hand delivered to members and VIPs.

Payments for the 2019 East Lodge bookings were now being received, which would lead to a strong cash position in the new year.

Progress on reviewing the gift aid rules had not yet been made.

**ACTION: TC, DH**

All the documentation to remove old signatories and add new ones to the bank account was now with Lloyds Bank. Once this had been actioned by the bank, which was anticipated to take about one week, the forms to enable HR to access the account would be submitted.

#### 4. Membership Report

HR reported that total membership was 307, up 5 on the November figure. Still 14 members were paying too little.

#### 5. Events/Exhibitions

##### a. Response to *The Waste Land*

It was reported that Professor Tooby awarded the Judge's Prize to Don Mason for his work "And the Dead Tree Gives No Shelter". Avril Leigh's "Fragments" was highly commended.

Don also won the People's Choice Award. He had since made contact to say that he wished to donate his winnings from the People's Choice Award to LSA. AC had responded with thanks and a request that he complete a gift aid form.



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### b. Christmas/Members Exhibition

It was reported that submissions to the exhibition were numerous and of a high quality. Future open exhibitions would probably need to have submissions restricted to 2 per artists.

The submission window for future exhibitions would also be limited to two hours: 10am until noon.

### c. Temperance Exhibition

Suminder Treadwell had put forward proposals for the organisation of the Temperance Exhibition. It was agreed that the exhibition should go ahead as proposed in January 2019. AC would ensure that Suminder was aware of the Trustees' concern about potential damp in the basement of the venue.

**ACTION: AC**

### d. Applications for 2019 exhibitions

It was reported that contracts had been issued for East Lodge exhibitions in 2019. The deadline for return was 15<sup>th</sup> December.

### e. Luminate Leamington

Luminate Leamington took place on Sunday 2<sup>nd</sup> December in Jephson Gardens. SB and JC decorated the outside of East Lodge with fairylights (which would stay up during the festive season) and CB had arranged a window display with her daughter. Although BID had requested that all the gates should be open, the Willes Road gate was locked during the event. Concerns were raised over safety of future events if the gates remained locked.

It was agreed that if the event took place again that East Lodge should be illuminated with floodlights for the event.

### f. AITP 2019

AC reported that LSA would have two marquees at AITP 2019; booking for the festival would open on 15<sup>th</sup> December and it would be helpful if LSA decided how it wished to use the marquees so that members could be informed of the options available to them.

It was agreed:

- i) That the small marquee would accommodate 6 artists who would each pay £135 for a table, chair and backboard to sell their work.
- ii) That a call out would be made for 4 demonstrators for the large marquee. Given the water theme of the festival it would be good if one of these could be working in watercolours.
- iii) That the colour theory/mixing workshop should again be offered. AC would contact Mo Enright to see if she would be willing to run it again.
- iv) That there would not be a Judge's prize for the exhibition in East Lodge, but there would be a People's Choice Award.

AC would include details of all the opportunities in the newsletter. Bookings would not be made through PayPal, but would be by email with invoices issued for BACS payment.

**ACTION: AC**

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### 6. Report from the PR Committee

There had been no meeting.

### 7. ArtSpace

#### a. ArtSpace advertising rates

The ArtSpace Committee had put forward proposals for the advertising rates for future editions of the publication. These were approved by the trustees.

#### b. Publication Dates for 2019 editions (ArtSpace 50, 51 and 52)

DP reported that these would be late February, July/August and November/December. The Trustees requested more specific timings for the publication of ArtSpace 51 and 52 to help sell advertising space. Additionally, the ArtSpace committee were asked to produce the Summer edition in time for Art in the Park.

**ACTION: DP**

### 8. East Lodge

#### a. Garden Studio – lighting

The replacement lights for the Garden Studio had been ordered. A date for fitting was awaited. The old lights would be fitted in the basement area.

**ACTION: CB**

#### b. Antisocial behaviour by East Lodge visitors - guidelines for stewards

CB reported that she was awaiting example policies from WCC. There had been no further incidences of antisocial behavior by visitors.

**ACTION: CB**

#### c. Matters arising from Stewards/volunteers meetings

SB reported that she hoped a replacement curatorial team member had been found to replace Elliot Minor, when he moved to London in January. CB reported that the exhibition submission process was to be amended; artists would be asked to complete the submission form, which would be made available online, before they arrived at East Lodge.

**ACTION: AC**

#### d. Footfall Statistics

East Lodge had 1293 visitors in November and 1334 for The Waste Land exhibition.

#### e. Lease Renewal

TC reported that the lease had been agreed, but not yet signed. The new lease would run for 5 years. It was expected to be signed in January.

**ACTION: TC**

### 9. Trustees' Away Day 22<sup>nd</sup> November

Notes of the away day and the results of the survey, which had informed the discussion, were circulated. In order to maintain momentum, sponsorship of several areas of the outcomes was assigned:

EL Manager Funding – DH, TC

Common vision/purpose – CB

Benefits of membership – MH

Raising awareness of LSA/ East Lodge – AC

ArtSpace – DP

Digital Future – DH

The topic of links with other charities would be discussed more fully at the January meeting.

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### 10. “Creative Mornings” request to film at East Lodge

CB reported that she had met with Chris Knight, a dancer with Motionhouse, who was setting up a “Creative Mornings” chapter in Leamington. He had requested permission to film at East Lodge, which was agreed. He was also seeking funding/links with LSA, but further information on his proposals was sought before this could be agreed.

**ACTION: CB**

### 11. Leamington Creative Quarter Masterplan

WDC considered the Leamington Creative Quarter Draft Masterplan at its Executive Committee meeting on 28<sup>th</sup> November. It is now out for public consultation at <https://www.leamingtoncreativequarter.co.uk/public-consultation/> with a deadline of 21<sup>st</sup> January. This was an opportunity for LSA to provide input. Although the area of the Creative Quarter had been re-drawn it still ended at the clock tower in Jephson Gardens and therefore didn't include East Lodge.

MH had attended an earlier meeting, which had informed the drafting of the Masterplan and agreed to follow this up by attending one of the forums which was planned. He would advise the Trustees on an appropriate response from LSA.

**ACTION: MH**

### 12. Other Business

#### a. Althorpe Studios Business Rates Letter

TC reported that he had received a letter to his home address from HMRC relating to business rates at the old Althorpe Studios. He was concerned that HMRC was under the impression that the Althorpe Studios lease had a connection with LSA. He would respond indicating that Althorpe Studios, which had now disbanded, was unrelated to LSA.

**ACTION: TC**

#### b. Christmas Party

The Christmas party would take place on Thursday 13<sup>th</sup> December. It was agreed that there should be some recognition of Elliot Minor's contribution to LSA made at the party.

### 13. Next meeting

Tuesday 15<sup>th</sup> January at 1pm at East Lodge.