

MINUTES OF THE MEETING OF THE TRUSTEES 6TH AUGUST 2019

Trustees Present: Helen Ballantyne (HB), Soolie Burke (SB), Alison Chantrey (AC) (Secretary), David Haedicke (DH) (Chair), Meurig Hughes (MH), Paul Joyner (PJ), David Phillips (DP) and Chan Uppal (CU)

By invitation: Hilary Roberts (HR) (Membership Secretary)

Apologies: Tony Cartwright (TC)

1. Welcome

DH welcomed everyone to the meeting, in particular the newly appointed members.

2. Minutes

The Trustees approved the Minutes of the meeting held on 18th June 2019.

3. Update on Questions Raised at the AGM

a. New card machine for East Lodge

TC had reported, via email, that now that AITP was over, he could turn his attention to acquiring a new card machine. SB noted that the card machine would be located in the 2nd gallery space.

ACTION: TC

b. Actions from Suggestions Box tabled at Trustee meeting on 18th June

The summary of suggestions, which had been tabled at the Trustee meeting on 18th June, had been reviewed at the East Lodge meeting held on 23rd July, which as an expanded meeting of volunteers, trustees and studio holders, met the first of the suggestions made. SB had outlined the action taken in response to each suggestion or explained why it would not be possible. In future those making suggestions would be asked to include their name so that a response could be made directly to them.

4. Results from Art in the Park 2019

a. Successes and any immediate suggestions

LSA's presence at AITP had been extremely successful over all. The launch party had been well attended and had attracted several local dignitaries. The Young Artists Exhibition had been enthusiastically embraced by members of the public, approximately 1000 of whom voted. The demonstrators had been busy with members of the public and the artists in the second marquee had sold well. The new display racks had worked well and a good group of volunteers had helped to set up for the event. East Lodge had experienced strong footfall, but there was still room for improvement. This could be facilitated by better signage and artwork outside the building.

b. Process for counting public votes on Young Artists Competition, award of prizes

An award evening would be held on Friday 23rd August from 7 – 8 at which the Young Artists and the members' exhibition winners would be announced; DH would make the presentations. CU agreed to count the votes and SB would arrange the drinks and nibbles.

ACTION: CU/DH/SB

5. Away Day

It was agreed that the away day would be held at AC's house on Tuesday 10th September from 9.30am to 3pm.

6. East Lodge Update

a. Results of Health and Safety Review and further action

AC and SB had provided a report on action taken in relation to Health and Safety issues. In particular further work was required in drawing up a Health and Safety Policy. It was agreed that



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HB, as a priority, should seek out a course for Health and Safety Officers, at the LSA's expense, to assist her in her new role.

ACTION: AC/HB

b. Results of review of potential legal or civil liability for Trustees and Members

CU had been asked to review the potential legal or civil liability of Trustees and Members. He made it clear he did not give advice in a legal capacity. To provide legal advice he would require a formal engagement letter and fees to be agreed. DH suggested instructing a solicitor. CU confirmed this would not be a good use of LSA monies.

CU reported that, as it was an unincorporated association, the current structure of LSA left individual Trustees personally liable should a criminal or civil case be brought against the organization. There was no liability for Members who were not Trustees.

There was insurance cover provided for Trustees, but it was dependent upon all legal requirements being followed and the amount covered was limited. This meant that it was particularly important that care was taken to ensure that East Lodge premises were safe and protected, that amongst other requirements, the public liability insurance certificate was posted on the wall and that regular gas and electrical safety tests were carried out and recorded.

ACTION: SB

Additionally, CU expressed concern about the adequacy of the constitution, which, for example, made no reference to who were authorized signatories.

It was agreed that PJ, who had some current experience in this area, should look into the options for Charitable Incorporated Organisations, working with CU and should put forward recommendations to the Trustees.

ACTION: PJ/CU

c. Results of initial monthly meeting on 23 July

SB reported that the first of the expanded East Lodge meetings had been held on 23rd July. It had been well attended and had begun with training on fire evacuation procedures and extinguisher use. All those who attended the training would be provided with a certificate and their names would be included in the fire risk assessment. An assembly point notice had been purchased and would be placed in the WDC noticeboard. The fire evacuation procedures notice had been updated.

As noted above, the meeting also covered discussion of the ideas put forward through the suggestions box.

d. Finding more volunteers

SB reported that the current gaps in the rota, which had been caused mainly through absence over the summer months, had been filled, but that there was an ongoing need for more regular volunteers, particularly at the weekends.

e. Studio vacancies

It was reported that Caroline Fraser and Bryan Kelly had handed in their notice on their studios. Bryan would vacate his studio on or before 28 August and Caroline would leave in early September.

It was agreed that, rather than taking a first come, first served approach, that there should be an application and selection process to find new tenants.

ACTION: SB/AC



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f. Footfall

MH reported footfall of 2123 in June and 1319 in July.

g. Opening Hours

It was reported that Sunday opening hours had been reduced to 11am-4pm owing to difficulties in attracting stewards.

7. Request to sponsor applicant for Tier 5 Charity Worker Visa

AC had provided a report on what was required to sponsor an applicant for a Tier 5 Charity Worker Visa. It was agreed that the LSA did not have the systems or personnel in place to meet the requirements. AC would inform the volunteer concerned.

ACTION: AC

8. Request by member to join Executive Committee

AC reported that Caroline Fraser (CF) had asked to be appointed as a trustee. It was agreed that the opportunity had already been provided for CF to be nominated and appointed through the usual process at the AGM in July and that it would not be appropriate to call a Special General Meeting for this purpose. However, CF could support LSA's work without being a trustee; she had particular skills in using social media and could be invited to work with the Marketing Committee.

ACTION: AC

9. All Saints School Competition

CU had asked whether All Saints School might hold an exhibition at East Lodge in 2020. As North Leamington School was already holding an exhibition at East Lodge, it had been proposed that All Saints might exhibit at The Loft Theatre, subject to their approval.

CU took the opportunity to outline various school art exhibitions, including at Warwick School and at St Mary's Church, which would be taking place in the near future and suggested that LSA might sponsor these events, in order to support young artists and to raise awareness of LSA in the community.

10. Membership

Current membership was 329.

11. Press Officer

Namita Panchal, working with SB had taken on the role of Press Officer.

12. ArtSpace

ArtSpace 51 had been distributed to members and VIPs. Additional copies were available for sale at East Lodge. Matthew Macauley had, unfortunately, left the ArtSpace team. A replacement for the person in charge of Production and an Art Director were needed as soon as possible for the preparation of ArtSpace 52, which was due out in December.

13. Loft Theatre Co-ordinator

Jonny Ambrose had volunteered to take on the role of Loft Theatre Exhibition Co-ordinator. AC would brief him and handover in due course.

ACTION: AC

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14. Events/Exhibitions

a. WOS 2019

It was reported that the additional signage, which was purchased for WOS 2019 and was placed around the park caused some difficulties with the park wardens who were required to remove it as it broke bye laws on fly posting. Care would be needed in future to ensure that the bye laws were not broken.

b. Art Fair at Assembly Room/Pump Rooms

AC and DH had met with Steve Holland, MD of Just Inspire, the catering company based at the Pump Rooms and in the Glasshouse Restaurant to discuss how we might work together. Steve was keen to introduce a regular art fair and we had agreed to help him promote this. The current suggestion was that it would be held on a Friday afternoon and evening. He was considering whether it might be possible for LSA to use the Assembly Room space for an exhibition as a thank you.

c. Judge for Paintings and Illustrations Open

Members of the committee were asked to make suggestions to AC or SB as soon as possible for potential judges for the LSA Open Paintings and Illustrations Exhibition in December.

ACTION: ALL

15. Other Business

a. Temperance Exhibition

AC reported that LSA was due to hold an exhibition at Temperance Café in September. The committee was asked to agree the fees and prizes for the exhibition. It was agreed that submission to the exhibition would be free, there would be a £50 People's Choice Award and that AC would co-ordinate the exhibition, assisted by CU, HB and MH.

ACTION: AC

b. Financial Report

In his absence, AC summarized the financial position report provided by TC. There had been several major planned expenditures during the previous period (East Lodge rent, AITP marquee hire and new exhibition stands) which had reduced the cash balances. Additionally there had been some unplanned expenditure (on floor repairs and on fire protection). Cash balances remained healthy in spite of further expected expenditure on the latest edition of ArtSpace and on the structural report ordered on East Lodge floor.

c. ArtSpace

CU suggested that expenditure on ArtSpace could be reduced by publishing it online in future. In the last financial year the LSA had spent £1700 on printing and postage, which he felt was too high for an organisation which only generated £5000. He also asked that it should be more LSA centric and that members should be surveyed to ask whether they wished to continue receiving a hard copy or whether they would prefer to read it online. It was noted that a previous survey of the members had been carried out but there had been little response.

16. Next meetings

Away day 9.30am – 3pm on Tuesday 10th September at AC's house.

Trustee Meeting 1pm on Tuesday 17th September at East Lodge