

MINUTES OF THE MEETING OF THE TRUSTEES 15TH OCTOBER 2019

Trustees Present: Soolie Burke (SB), Tony Cartwright (TC), Alison Chantrey (AC) (Secretary), Meurig Hughes (MH), Paul Joyner (PJ) (Acting Chair),

In attendance: Cathy Black (CB), Vanessa Cooper (VC) and Hilary Roberts (HR) (Membership Secretary)

Apologies: Helen Ballantyne (HB), David Phillips (DP) and Chan Uppal (CU)

1. Welcome

PJ welcomed everyone to the meeting confirmed that the meeting was quorate and all present introduced themselves. CB was attending as she was considering standing for Trustee, VC was attending as she was considering taking on the role of Secretary.

2. Minutes

The Minutes of the meeting held on 17th September 2019 were approved.

3. Arrangements for Special General Meeting – 4th November

a. Agenda

The agenda for the SGM had been circulated to all members with the notice of the meeting. A copy had also been placed on the noticeboard at East Lodge. It was agreed that Resolution 5 should be updated to include the transfer of all liabilities.

PJ expected to receive queries from the membership about the proposed changes. He would share these queries and his responses with the Trustees.

ACTION: AC/PJ

b. Venue, timings, responsibilities

Confirmation of the venue booking had not been received. AC would follow this up immediately following the meeting.

The SGM business would take place prior to sharing information on plans for 2020 and the social. PJ would make a presentation on the exciting plans for the future, emphasizing that LSA was a membership organization and needed greater involvement in delivery by members. The Trustees role should be focused on governance and development, having responsibility for the secretariat, finances and reputation of LSA. The Trustees were not managers.

AC would record the SGM, counting votes, as necessary, and arrange drinks and nibbles for the evening. All Trustees who were able to attend were asked to socialize with members and recruit new volunteers.

There was some concern that the SGM might not attract attendance of 10% of the membership required for a quorum, which put at risk the move to CIO. This could impact the future of LSA as there were few people willing to act as a Trustee if there was a risk of personal liability. Therefore, online voting, in line with the current constitution, would be arranged.

AC would send out a reminder to members 2 weeks before the meeting and this would include a poll so that those unable to attend could place an electronic vote on the resolutions. TC would set up the poll. The reminder would also include information about parking close to the SGM venue.

ACTION: PJ/AC/TC

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4. CIO steps following the SGM

a. Application to Charity Commission

Assuming the resolutions put to the membership were approved on 4th November, PJ and CU would complete the necessary documentation for submission to the Charities Commission. PJ had received advice on the correct content for the covering letter. It was anticipated that the Charity Commission would respond to the application with a timeline for the process. LSA would continue to operate under the current constitution until Charity Commission approval was given.

ACTION: PJ/CU

b. Bank accounts

TC reported that Lloyds Bank were familiar with the process of transferring from an unincorporated to an incorporated charity and would not be requiring any changes to the bank accounts.

c. East Lodge Lease

CU had expressed concern that following the move to CIO status, the lease on East Lodge would need to be re-issued by WDC. It was proposed that WDC should be informed of the change to CIO by letter and their response awaited, but no request to re-issue the lease would be made.

The new CIO entity would be assigned a new Registered Charity Number. Publications, which included the number, would need to be amended. It was agreed that the number was not required for most publications, but that "Registered Charity" should continue to be included.

5. Plans for 2020

Bookings for East Lodge up to July 2020 had been confirmed and CU had plans for an exhibition by Kings High at The Loft Theatre. No decision had yet been reached about LSA's involvement in AITP 2020 and how this would be incorporated into the East Lodge schedule and whether there would be a Young Artists Competition again. Other ideas for the future included:

- A Summer Show in a venue which was large enough to include all media, work from all members and large artworks.
- The introduction of an online magazine which would list upcoming art events in the region.
- A series of social media workshops to help members promote their work.
- A workshop on photographing artworks for online promotion.
- More member exhibitions.
- A high profile exhibition by a renowned artist.

These ideas would be put to members at the SGM where their input and support would be sought.

6. Health and Safety

a. Proposed new Health and Safety Policy

The proposed Health and Safety Policy was again reviewed. MH suggested that the policy should include mental health and that the East Lodge Manager should be informed of issues should the Health and Safety Officer not be available. He also proposed that a procedure should be put in place for volunteers to sign a form to confirm that they have read the Health and Safety Policy. It was agreed that the proposed Policy should be edited to take into account these changes.

ACTION: AC

b. Training for Health and Safety Officer

In HB's absence, SB undertook to look into the availability of training courses.

ACTION: SB



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7. ArtSpace

a. Volunteer vacancies

In DP's absence, AC reported that she had been told that the production and artistic director vacancies had been filled, but that she had no further details

b. PJ invitation to committee meeting

PJ reported that he had not yet been invited to an ArtSpace committee meeting.

c. ArtSpace 52 content and schedule

DP had not provided a report. PJ would request a schedule and AC would check whether plans were in place for an article on the Young Artist Competition winners.

ACTION: PJ/AC

8. Succession Planning – Chair, Secretary, Treasurer, Webmaster

It was noted that the position of Treasurer did not require any financial training; it was a simple book keeping and record keeping role. There was no requirement to submit financial accounts either under the current or CIO constitution.

It was agreed that the positions which needed to be filled should be included on the noticeboard at East Lodge. Additionally they would be raised at the SGM. Consideration could be given to paying for a webmaster, if no volunteer stepped forward. It was noted that AC was currently the LSA representative on the AITP Board of Directors and she would need to be replaced.

9. East Lodge hallway floor

SB was awaiting a second quote for laying hardboard and linoleum in the hallway, to improve the aesthetics of the space. All Trustees were asked to look at the space and consideration would be given to the proposal once the second quote was received.

10. Membership

Current membership was 336.

11. East Lodge

a. Studio Artists

Namita Panchal had not accepted the offer of the Garden Studio, Garima Dhawan moved in on 21st September. Isabel Balboa was in Newbold Studio until 31st March 2020. Lynne Gougeon would move in on 1st April.

b. Programme of Exhibitions to July 2020

SB had issued contracts and supporting documentation to all artists exhibiting in early 2020. There was a half room vacancy in January 2020, which had not yet been filled. (Bookings attached)

c. New Card Machine

A new card reader and tablet had been installed at East Lodge and training was being provided to all volunteers.

d. Work Experience

Student Michael Fraser was doing work experience at East Lodge as part of his art course. SB was coordinating his role.



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12. Paintings and Illustrations Open

James Fotheringhame, Warwickshire College Tutor and exhibiting painter, had agreed to judge the open exhibition.

13. Railway Station Project

Unfortunately, even though the idea originally came from Chiltern Railways, they were now back peddling and the decision had been taken not to pursue the project, which was to have been a collaboration between Friends of Leamington Station and LSA.

14. Other Business

a. Data Storage

TC proposed that, particularly given the anticipated changes to Trustees, LSA needed additional online storage for images and documents and that a 200GB Google Drive at £25/year would suffice. This was agreed and TC would put this in place. AC would upload files currently held on her computer.

ACTION: TC/AC

b. Old Computing Equipment

TC reported that LSA still owned a laptop, which had Windows 10 installed, but was 8 years old and slow to run. It had very little financial value, but was still in working condition and could be of use to a member. Additionally there was a NAS Drive, which had been used at Gallery 150. Once the data was transferred from the NAS Drive to the new Google Drive, this would be redundant. It was agreed that both the laptop and NAS Drive should be offered to the members through the newsletter on a first come, first served basis.

ACTION: AC

c. Steward Liability

HR reported that a current East Lodge steward was concerned about her liability for public safety. It was confirmed that all stewards were covered by the LSA Public Liability Insurance, even though they were not individually named.

d. A Board to advertise the Garden Studio

HR also raised a query on behalf of Garima Dhawan who was asking whether LSA would fund printing of A Board notices to signpost the Garden Studio. It was agreed that this was a matter for the East Lodge team to resolve.

ACTION: SB

15. Next meeting

The next meeting would be held at 1pm on Tuesday 19th November at East Lodge.