



## MINUTES OF THE MEETING OF THE TRUSTEES 17<sup>TH</sup> DECEMBER 2019

**Trustees Present:** Helen Ballantyne (HB), Soolie Burke (SB), Tony Cartwright (TC), Alison Chantrey (AC) (Secretary), Meurig Hughes (MH), Paul Joyner (PJ) (Acting Chair), David Phillips and Chan Uppal (CU)

**In attendance:** Vanessa Cooper (VC), Mike Patrick (MP) and Hilary Roberts (HR) (Membership Secretary)

### 1. Welcome

PJ welcomed everyone to the meeting.

### 2. Minutes

The Minutes of the meeting held on 19<sup>th</sup> November 2019 were approved.

### 3. Matters Arising

#### a. Feedback from Cathy Black

AC had responded to Cathy, as discussed at the previous meeting.

#### b. Response to Financial Queries raised at SGM

AC had written to all members with details of LSA's accounting system and current financial position.

#### c. Christmas Newsletter

A printed Christmas newsletter had been produced and circulated to members with their copy of ArtSpace and the programme of events at East Lodge until June 2020.

#### d. Christmas Party

Preparations were in place for the Christmas Party, which was being held on Tuesday 17<sup>th</sup> December at 7pm.

### 4. Financial Report

#### a. Current cash position

TC provided a summary of the current cash position. Although this was down from the previous month because of payments to artists for their sales and to Joyous Creative for the design of ArtSpace, the overall trend continued to be upwards.

#### b. Account for East Lodge sales

A new account had not yet been set up. TC was waiting for a new book keeper/treasurer to volunteer. Although there was some concern that the proceeds of art sales (which belonged to artists) were continuing to be held in the same account as LSA funds, it was recognized that the record keeping systems were much improved and there was a high level of confidence in the processes which were now being followed.

It was agreed that a book keeper/treasurer would not need to be a Trustee. AC would make this clear when seeking a new volunteer to take on the role in the newsletter.

Payments to artists were currently made by cheque and these were not always cashed promptly. The new book keeper might decide to use BACS transfers. At present much depended on the good nature of TC, who continued to manage the finances and without whom there would be a vacuum.

**ACTION: AC**

#### c. Plan/Budget for 2020

CU provided an estimate of income and expenses across the East Lodge and LSA accounts for 2019/20, showing an anticipated surplus of approximately £4,500.

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### 5. Kings High Exhibition Update

CU reported that plans were proceeding well for the Kings High exhibition by art scholars at The Loft Theatre. A private view would be held on Saturday 18<sup>th</sup> January to which all Trustees were invited. It would also be attended by the Mayor, Carole Sleight and Johnathan Branson, both representing WDC. Matt Western, MP, would also be invited, now that the election had taken place. He had prepared a flyer, which he would forward to AC for use on social media.

Sue Law had written an article for the press. He was still seeking a photographer to record the event. He proposed to offer a discounted membership to Kings High families signing up on the day, but it was agreed instead to offer a voucher for free entry to an open exhibition to all those joining LSA.

**ACTION: AC/CU**

### 6. Winter Exhibition Proposal

CU had been discussing possible venues for a winter exhibition at a meeting with Johnathan Branson of WDC. He proposed hiring the Assembly Room at The Pump Rooms and had put forward a proposed budget for an event in December 2020. The budgeted costs were considered to be quite high and could probably be reduced. In particular, CU would enquire about the free use of the space for a set number of days each year by community organisations. The proposed hire charges were also felt to be a little low. The committee were enthusiastic about the proposal and agreed a maximum net investment of £2k in the event.

**ACTION: CU**

### 7. Application to Charity Commission

The application for Charitable Incorporate Company had been submitted and a response that LSA should be registered as a charity had been received. However, a few changes had been requested – VC would be removed from the constitution, SB would be listed in the constitution as Sylvia, not Soolie and the continuation sheet for Trustee signatures would be resubmitted.

PJ would submit the changes by email. He was thanked for his work in putting the substantial submission together.

**ACTION: PJ**

### 8. Charity Commission Safeguarding Guidance

The “Ten actions Trustee boards need to take to ensure good safeguarding governance” produced by the Charity Commission had been circulated to all. LSA would require a safeguarding policy, which could be drawn up from other examples/templates. CU would identify an appropriate template which could be adapted and adopted. Safeguarding should be reviewed quarterly by the trustees.

**ACTION: CU**

### 9. Responsibilities of Trustees and Members

AC had drafted a notice for inclusion on the East Lodge noticeboard, as agreed at the previous meeting. The responsibilities of Trustees were drawn from Charity Commission guidance. Some concern was expressed that members would not be happy to have the proposed responsibilities and that it might affect recruitment. AC was asked to revise the notice.

**ACTION: AC**

### 10. Expressions of interest in Trustee roles

PJ reported that three members, so far, had expressed an interest in becoming Trustees: Chris Freegard-Elmes, Sueli Moreton and Mike Patrick. They would be invited to future meetings. The new constitution, once approved by the Charity Commission, enabled the appointment of new Trustees by the existing Trustees.

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### 11. ArtSpace

#### a. Publication and distribution of ArtSpace 52

ArtSpace 52 had been distributed, on time, to members and VIPs. The front cover had been well received, but there was some concern that there was duplication in coverage of a couple of artists.

#### b. Questionnaire

As previously agreed, all those receiving ArtSpace had been asked to complete an online questionnaire on their view of ArtSpace. The deadline was 31<sup>st</sup> December and a small prize was offered to help encourage responses.

#### c. Production vacancy

DP reported that MP had volunteered to help with the future production of ArtSpace.

#### d. PJ invitation to committee meeting

PJ had still not been invited to a meeting of the ArtSpace committee. DP provided assurances that he would be invited in future.

**ACTION: DP**

### 12. East Lodge

SB reported on a very positive meeting and celebration of volunteers, studio holders and Trustees on 10<sup>th</sup> December. Several new duties had been assigned. She was also in the process of establishing an East Lodge committee, which currently comprised herself, HR, Ian Mattingly and Julian de Mortimer.

### 13. WDC Creative Strategy – LSA engagement

CU reported that he had met with Johnathan Branson to introduce himself and LSA. WDC was organizing a Spark Conference at the Spa Centre on February 14<sup>th</sup>, which would provide excellent networking opportunities. All were invited to attend. Registration was online. LSA could take part in expert panels, putting on workshops and/or having a stand. AC would share the information with members through the newsletter.

**ACTION: AC**

Johnathan Branson had asked what resources LSA required, which had led to a discussion of potential exhibition space and the concept for the winter exhibition in the Assembly Rooms.

### 14. Membership

Current membership was 334.

### 15. WOS en plein air competition

The directors of WOS had decided to postpone the plein air competition until 2021. They would be in touch again nearer to the time.

### 16. Old Computer Equipment

The old laptop and NAS drive had been sold for £15 each to Ray Thomas and Tony Cartwright respectively.

### 17. Other Business

#### a. LSA presence at Art in the Park 2020

Bookings for AITP 2020 were now open until 10<sup>th</sup> January. Members needed to know what opportunities would be available to exhibit through LSA at the festival. It was agreed that two marquees should again be used, but that members should exhibit in the large marquee and the smaller marquee should be used for demonstrating and/or other charitable activity. CU volunteered to co-ordinate the LSA's presence at the festival. It was agreed that CU should represent LSA on the Board of the AITP CIC.

**ACTION: CU**



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### b. Promoting East Lodge's location

HR proposed that LSA should pay for an additional pointer on the directional signs in Jephson Gardens. Additionally she reported that the park rangers put out A boards each day to promote the presence of other organisations in the park and suggested that a new board should be purchased for use at the Pump Rooms entrance. The committee was supportive of these proposals and asked SB to take them forward.

**ACTION: SB**

### c. WOS advert in ArtSpace/LSA advert in WOS brochure

AC reported that in 2019 WOS and LSA had agreed an exchange of advertising space in ArtSpace and the WOS brochure. It was agreed that this should be arranged again in 2020 for the Easter edition of ArtSpace.

**ACTION: AC/DP**

### **18. Next meeting**

The next meeting would be held at 1pm on Tuesday 21<sup>st</sup> January at East Lodge.