

MINUTES OF THE LSA TRUSTEES MEETING 28TH JANUARY 2015

Present:

Clive Engwell, Tony Cartwright, Bryan Kelly, Hilary Roberts, Alison Chantrey, Nikki Monday

Apologies: James Callaghan, Kate Livingston

CE welcomed everyone to the meeting.

1. Previous minutes

The minutes of the meeting held on 8th October 2014 were approved.

2. Matters arising and chair's comments:

a) ArtSpace

CE reported that the recent edition of ArtSpace had been produced much more cheaply and had been generally well received. However, there had been some criticism, which should be addressed. The use of a heavier paper had meant that the magazine was more difficult to flick through and had not been well folded. There was some concern also that the trimming was not done properly. However, the printing quality and colours had been very good. These concerns would be raised with the printer.

Action: CE

b) Magenta, Henley and Blue and Issuu.com

CE reported that he was going to re-open discussions with Magenta about the possibility of LSA using their online art sale system (Henley and Blue) for LSA members.

Magenta had also been in touch proposing that an edition of ArtSpace should be used to demonstrate issuu.com to Magenta clients. Trustees agreed that a back copy of ArtSpace could be used. It was agreed that further consideration of issuu.com would be required. Would future ArtSpace editions be published? Would this only be as an archive? Would it be done in line with paper publication? It was noted that the use of an online publication could help in attracting advertising. A strategy was required.

Action: CE

3. Treasurer's report:

TC presented the financial report to 31st December 2014. He noted that membership subscriptions had reduced (following the reduction in membership fees and introduction of family membership). In addition, ArtSpace had been produced and distributed in December, but had not been paid for until January (approximately £1300) and, therefore, was not included in the figures. In 2013, LSA had a surplus of approximately £1,300; in 2014, income less expenditure was approximately -£4,600. The main reason for this difference was Art in the Park, which had cost £7,600. The hope for Art in the Park 2015 was that it would make a surplus.

CE was keen that the trustees should have regular Gallery 150 management accounts. TC reported that full management accounts would not be possible without significant work to calculate

what funds were owed to artists and where bills had been paid annually. TC reported that he was controlling expenditure and agreed to give estimates in future.

Gallery 150 currently had a £15,500 balance in the bank. Of this it owed about £1k to £2k to artists and, in the light of the Gallery closure, he expected some refunds on bills, which had been paid for the full year. The Gallery was also due to pay the manager at the end of January. Exhibitions, which had been booked into the Gallery after February, had not been paid for and refunds would not therefore be due.

TC confirmed that the Gallery needed to make £1,500 per show from the combined exhibition fee and commission to break even.

Action: TC

4. Membership:

AC provided a report on current membership numbers. She reported that some members were still paying the old rates in spite of requests and reminders for the outstanding amounts. Her proposal that, if these members continued to pay at the old rates, that the amounts paid would be put against those owing for the previous year was agreed.

Action: AC

AC had written to HMRC to seek official guidance on whether the LSA was eligible to claim Gift Aid. CE was concerned that HMRC was likely to take a while to respond.

Information

6. Gallery 150: Directors' Report:

It was reported that the Gallery had received notice on its lease on 10 Livery Street and needed to vacate by 27th February 2015; there was no extension available to this date. An emergency meeting of LSA Trustees and the Gallery Directors had been called on Monday 26th January to formulate an action plan. It had been agreed that efforts should be made to find a new gallery space as Gallery 150 was a major benefit and focus of the LSA.

Contact had been made with Warwick District Council to see if any council property would be available. As a result, a small group including TC and HR would be viewing North Lodge and East Lodge of Jepson Gardens on Monday 2nd February at 2pm to consider whether they might be suitable for LSA/Gallery use. A follow-up meeting of LSA Trustees and Gallery Directors would be held on Monday at 3pm in the Pump Rooms café to consider next steps.

CE had been in contact with Jonathan Treadwell of Althorpe Studios to discuss the possibility of LSA/Gallery 150 making use of their space and of a closer relationship/partnership between LSA and Althorpe Studios. CE would request financial details of Althorpe Studios for the trustees to review.

Consideration was also being given to using vacant shop space in central Leamington for the Gallery. HR and KL had been in contact with commercial property agencies and had details of rent levels.

In parallel, it was proposed that a "Save the Gallery" publicity and fundraising programme should be put in place. KL was putting together a press release, but efforts could also go into establishing a "Just Giving" or similar fundraising schemes.

Action: CE/All

7. Art in the Park:

It was reported that Carole Sleight had made good progress with applying for funding and promoting the 2015 Art in the Park event. Carole was good at communicating progress to TC and CE. BK and TC would meet with Carole on Tuesday morning. It was believed that funding was being sought from the Town Council and BID. Commitment was required from all sponsors.

It was agreed that Art in the Park 2015 needed to make a surplus for LSA. However, in order to achieve this, there might need to be some investment upfront from LSA, which was a risk.

Action: BK/TC

8. LSA 2015 AGM and accounts 2013 filing, etc.

CE reported that the annual return to the Charities Commission had been made for the 2013 financial year.

TC reported that the gap between the end of the financial year (end December) and the AGM (late October) was too long and proposed that it should be reduced by either amending the financial year or moving the date of the AGM. CE reported that the constitution currently required the AGM to be held in October. Changes to this date required a Special General Meeting with 21 days notice to members. Amendments to the constitution could be made with the agreement of 2/3rds of members present.

It was agreed to propose to members that the LSA financial year should run to 31st March. The 2014 financial year would be extended by 3 months. The AGM would be held in July. CE would call a Special General Meeting giving members the details of the proposed changes to the constitution.

Action: CE

9. Other business:

There was no other business.