

MINUTES OF THE MEETING OF THE TRUSTEES OF LEAMINGTON STUDIO ARTISTS

held on Monday, 22nd July 2015

Present:

Trustees:

Kate Livingston (KL) (Chair), Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), Bryan Kelly (BK), David Phillips (DP)

Regrets:

Clive Engwell (CE), James Callaghan (JC)

The meeting commenced at 10:30 am at Warwickshire College.

1. Action Items From AGM on 6 July 2015

1.1 Dissolve Gallery 150:

1.1.1 DH to contact accountants TGFP to establish final steps and timeline for dissolving G150.

1.2 Increase transparency of Trustee actions by putting Minutes of Trustee meetings and General Meetings on web site along with Constitution and Financial Statement for preceding year:

1.2.1 Awaits further action on web site including appropriate security protocols. TC working on web site.

1.3 Finish financial statements and Notes for Gallery 150 up to date of dissolution:

1.3.1 TC to complete with accountants

1.4 Update information with Charities Commission regarding new Trustees and Officers and new registered address:

1.4.1 CE to complete via Charities Commission web site

1.5 Improve accounting procedures for LSA

1.5.1 TC and DH to collaborate and propose changes to Trustees

2. Agenda Items

2.1 East Lodge, Jephson Gardens – next steps

2.1.1 BK reported that Warwick District Counsel (WDC) has not yet responded to LSA's application to rent East Lodge. BK to follow up with WDC.

2.1.2 East Lodge is currently being used as a storage site by Art In The Park.

2.1.3 The Trustees agreed that the terms of the final lease for East Lodge would be circulated to all Trustees prior to approval. CE will be requested to circulate the current draft lease.

2.2 Bank signatories

2.1.1 TC to obtain needed documentation (Trustee Minutes, etc.) from DH and update signatories with Bank.

2.3 Emails

2.3.1 KL to update details for Chair, DH to update details for Secretary.

2.4 Art In The Park (AITP)

2.4.1 JC has volunteered to set up the main tent for AITP

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2.4.2 AC volunteered to prepare a special form that would allow for £15 full membership/£10 student membership for one year available only at the AITP event. This was approved by the Trustees.

2.5 Summer Show Critique

2.5.1 There was general discussion on what had gone well and what had not gone well with the Summer Show. KL noted that the Show did not open on Saturday morning as planned due to miscommunications with the volunteers staffing the Show on Saturday. KL also observed that the space for the Summer Show at Warwickshire College is ideal except that it is in a poor location to attract visitors to the Show.

2.5.2 There was agreement to think further ahead about the Summer Show for 2016 regarding the best venue and timing for the Show.

2.5.3 Within the discussion of the Summer Show, there was also a general expression of interest in planning a Christmas Show for 2015.

2.6 Timing of Future Trustee Meetings

2.6.1 KL to circulate proposed meeting dates at next meeting of Trustees.

3.0 New Action Items

3.1 Bread & Butter Café

3.1.1 DP updated the Trustees regarding the possible opportunity for studio space above the Bread & Butter Café in Regent Street and developed by he and CE working together.

3.1.2 The Trustees agreed that DP should continue to pursue the opportunity with Bread & Butter Café but subject to approval of the surrounding documents by the Trustees as a whole.

3.2 There was further discussion concerning the LSA web site (TC to continue pursuing improvements), having another show of Members' art in the near future (agreed to progress as time becomes available) and trying to formalize a monthly newsletter (AC is working on this project). No specific action items evolved from this discussion.

4.0 The meeting adjourned at noon.