

LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES  
16th March 2017**

**The meeting commenced at 10 am at the Meeting Room at Deasil Art Gallery**

**Present:**

Trustees: Kate Livingston (KL) (Chair), Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), Soolie Burke (SB), James Callaghan (JC), Morgan Forth (MF) (Manager, East Lodge)

**Apologies:**

David Phillips (DP)

**1. Welcome**

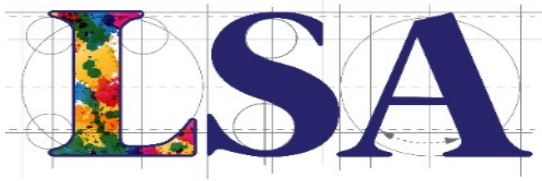
KL welcomed everyone to the meeting and noted Apologies from JC and MF.

**2. Approval of Minutes of previous meeting**

The Trustees approved the Minutes for the meeting on 16<sup>th</sup> February 2017.

**3. Matters arising**

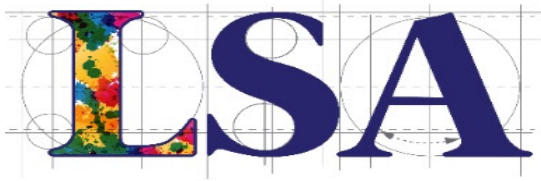
- a. **Pump Room Gardens Renovation**—AC reported that the names of Members interested in taking part in the Renovation project had been forwarded to Archie Pitts (AP) at the Friends of the Pump Room Gardens as well as an offer from LSA to help in connection with the decoration of the hoardings should hoardings be used to surround an empty band stand site. LSA is now awaiting follow up from AP.
- b. **Exhibitions at the Loft Theatre**—AC reported that the schedule of exhibitions of Members' artwork has been agreed with the Loft Theatre. She also noted that the Theatre will include an announcement in their program for each exhibition in coordination with each Member exhibiting.
- c. **Grant application to WDC**—DH reported that he and TC had met with Mair Evans of WDC at East Lodge on February 21 and had obtained suggestions for future grant applications as well as useful contacts for enhancing LSA's presence in Jephson Gardens at East Lodge.



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- d. Displays of Member artwork at Meadcure**—MF reported that the appropriate people for deciding on such displays at Meadcure were away for some time. The question of displays will be taken up on their return.
- e. Meeting with ArtSpace Committee**—KL will meet with the ArtSpace Committee on 7<sup>th</sup> April.  
**ACTION: KL**
- f. Extend standing invitation to ArtSpace Editor to attend monthly Trustee meetings**—KL will do this at the meeting on 7<sup>th</sup> April.  
**ACTION: KL**
- g. More effective mailings of ArtSpace**—TC reported that DP has given him a list of those to whom ArtSpace is distributed—in addition to Members—and that he will circulate the list to the Trustees for additions and changes. After this, the VIP circulation list will be useful for distributing the monthly newsletter as well as ArtSpace.  
**ACTION: TC**
- h. Revenue enhancements for ArtSpace**—this item deferred in absence of DP.  
**ACTION: TC/DP**
- i. Cost control, increased revenue at East Lodge**—discussion deferred to Treasurer's report later in the meeting.
- j. Information hub at East Lodge**—SB reported that this project is in process. A Notice Board is now up at East Lodge and efforts are underway to inform Members of the Notice Board and to encourage them to leave their business cards in a holder at East Lodge.  
**ACTION: SB**
- k. Coordination with other arts organisations**—this project is in process but a catalogue of other arts organisations has not yet been developed.  
**ACTION: KL/AC/DH**
- l. Computer at East Lodge**—TC reported that he had met with Karen at East Lodge and had gone over the use and functions of the computer. He



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believes Karen is now comfortable in using the computer but will provide further training as needed. TC also noted that no action is needed regarding a laser printer at East Lodge.

**m. Registration for Warwickshire Open Studios June 2017**—AC reported that two applications have been received for spaces at East Lodge for the WOS event out of the five spaces available. The Trustees agreed that the first two applications would be assigned to the first room encountered when entering East Lodge. The second room will be offered for £170.

**n. Online distribution of ArtSpace**—TC reported that this project is in process but no conclusions have been reached pending meeting(s) with the ArtSpace Committee.

**ACTION: TC/DP**

**o. Publication schedule for ArtSpace during 2017**—to be discussed and confirmed at ArtSpace Committee meeting on 7<sup>th</sup> April.

**ACTION: DP**

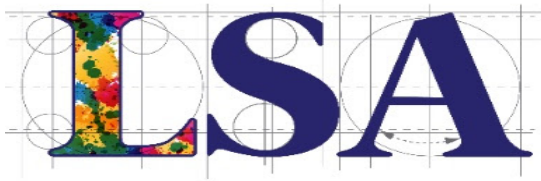
**p. Participating in a table at the 2017 Peace Festival with AITP and WOS**—KL confirmed LSA's participation at the 2017 Peace Festival on June 17-18. AC and KL will work on updating the LSA material that will be available at the Festival. In addition, volunteers will be needed to staff the table during the Festival.

**ACTION: KL/AC**

#### 4. Treasurer's Report

TC distributed the LSA Financial Status report as of 15<sup>th</sup> March 2017 showing a net reduction in bank balances over the month from 15<sup>th</sup> February to 15<sup>th</sup> March of approximately £208. Principal factors affecting the reduction were an £1,100 payment for ArtSpace costs. Overall, the total bank balances as of 16<sup>th</sup> March were £16,129 of which £10,485 were the funds transferred from Gallery 150 to LSA on the closure of Gallery 150 bank accounts.

TC then presented his report to the Trustees entitled LSA Finances: Protecting the Future. This report discussed the results for East Lodge at the end of its first year of operation and, *pari passu*, its projected annual results for the foreseeable future. It also showed projected results for LSA assuming the same level of subscription income and the costs of three issues of ArtSpace each year. The



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projected results show an annual loss for East Lodge of approximately £3,500 and an annual surplus for LSA alone of approximately £1,800. TC caveated that the projections were estimates rather than facts and, for East Lodge, included guesstimates for gas and electricity costs since actual meter readings had not been submitted during the 14 months since lease inception in January 2016. Current readings for gas and electricity indicate a likely significant under-calling in the bills received.

TC's conclusion was that the projected results noted above were not sustainable and reminded the Trustees that East Lodge had been taken on with the proviso that it be self-funding. The Trustees agreed with TC's assessment, but also agreed that East Lodge was a valuable presence in the community for LSA and should be continued.

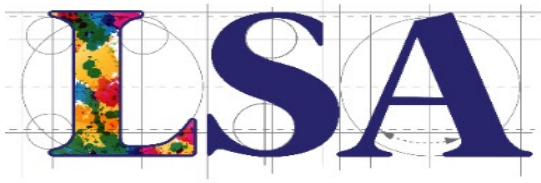
The Trustees then reviewed a package of changes presented by TC as options for substantially reducing the net financial impact from East Lodge and hopefully taking it to a small annual surplus. The package also included options for improving the net surplus from LSA so as to further ensure the viability of East Lodge and LSA's ability to undertake other projects in furtherance of its objectives. The Trustees agreed on implementing a number of the options presented but also rejected certain options. The principal changes agreed upon were to increase studio rental at East Lodge to £200 per month from £150 per month starting with the studio rent due for July 2017; to increase membership subscriptions by £5 per year in the standard category, £3 in the Student category and £2 in the Family category starting with renewals due from July 1 forward; and, to increase gallery income from Open shows and Exhibitions by increasing gallery and space rental charges. A complete list of the options considered is attached. The options accepted were unanimously agreed upon by the Trustees present at the meeting.

### **5. Search for new manager for East Lodge/Loft Theatre/ArtsFairs**

KL reported on her meetings with Chris Freegard-Elmes and noted that she was following up with references for Chris. Should the final steps in the process be successful, she will offer the position to Chris.

### **6. Annual Exhibitions**

AC reported that Hilary Roberts had been awarded the Peoples' Choice Award in the Annual Photography and Digital Image Open Exhibition. She also updated



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the Trustees on progress in preparing for the Annual Sculpture and 3D Open Exhibition in April.

**7. East Lodge**

MF reported that the available space in both exhibition rooms at East Lodge has been booked for the remainder of 2017. SB reported that 7 people had taken part in the first monthly Wednesday Morning Coffee session at East Lodge and that she had received positive feedback on the event. The next session will be on April 19 and thereafter on the third Wednesday of each month.

**8. Other matters**

AC reported that membership now stands at 252.

The meeting adjourned at noon.

**The next meeting will be on 20<sup>th</sup> April 2017 at 10 am at Deasil.**