

LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 14th September 2017

The meeting commenced at 9:45 am at Slate Art Gallery in Leamington Spa

### Present:

Trustees: Kate Livingston (KL) (Chair), Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), Soolie Burke (SB), Meurig Hughes (MH), David Phillips (DP)

### By Invitation:

Chris Freegard-Elmes (CFE) (Manager, East Lodge)

### Apologies:

James Callaghan (JC), Morgan Forth (MF)

#### 1. Welcome

KL welcomed everyone to the meeting and noted Apologies from JC and MF. She noted that this is the first meeting of the Trustees since the election of Trustees at the AGM in July, an August meeting having been cancelled due to Trustees being away on holiday.

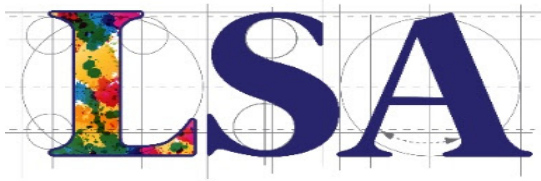
#### 2. Approval of Minutes of previous meeting

The Trustees approved the Minutes for the Trustees' meeting on 13th July 2017. The Trustees also approved the Minutes for the AGM on 13<sup>th</sup> July 2017.

#### 3. Treasurer's Report:

TC reported that cash balances had increased by £1,041 over the balances in August to a total of £16,098 but that the August balances were £895 less than those in July and June. TC acknowledged the Trustees' previous decision to maintain the LSA cash reserves at £10,000 for the foreseeable future, and the vote at the AGM in support thereof. TC asked the Trustees for suggestions at future meetings on whether and how to use funds in excess of the £10,000 to further LSA's Objectives.

CFE noted that Studio 4 at East Lodge (EL) has now been rented as from 1<sup>st</sup> October and that the studio holders are now up to date on paying the increased rental that began at 1<sup>st</sup> July. DP noted that he has prepared and submitted invoices to Warwickshire College in connection with ArtSpace 45 and 46.



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MH asked if there is a specific existing policy regarding the use of the £10,000 reserve amount. KL confirmed that there is not a specific policy or instruction regarding the reserve but, as noted in previous Minutes for the Trustees and also in the Minutes for the AGM, the reserve is general in nature but deemed necessary for use in contingencies arising in the future, for example if LSA is asked by the Warwickshire District Council to move from EL once its current lease term expires in 2019. MH asked that he and DH research whether Charities Commission rules require a written policy for the reserve. MH also requested a breakdown of the figures used to arrive at the current reserve figure of £10,000.

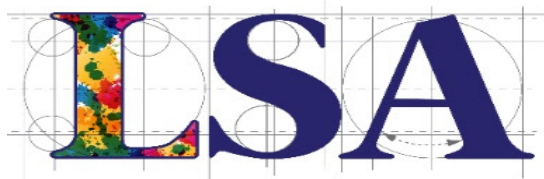
**ACTION: DH, MH**

TC noted that £1,000 had been transferred from the LSA account to the EL account in August, the first such transfer to the EL account by LSA.

A lively discussion occurred concerning the computer capability at EL. While some Trustees maintained that there are significant problems with the current computer, none could offer specific information. SB noted that, while she is not a user of the computer, she had observed that the Internet connection did not seem very strong and that there are concerns over the computer's ability to manage large files. She also thought there was a lack of knowledge of the computer's capability to perform various functions. KL noted that her friend is an IT consultant and she would ask him to look at the computer and discuss the problems being encountered with the current users. With the greater information, a more specific recommendation as to the specific problems being encountered and how to correct the problems will be made for the Trustees to consider. MH requested that any review of current problems should also take into account future potential uses of East Lodge computing capability for both volunteers and LSA members visiting East Lodge.

**ACTION: KL**

CFE noted that a donation of £645 to LSA has been received from Veronika Pock. This donation is without restrictions and can be used by LSA for its general purposes. The Trustees expressed their sincere appreciation for this generosity from Veronika.



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### 4. Membership Report

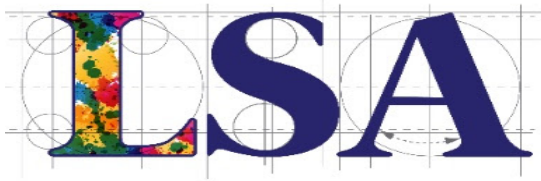
AC reported that there are now 257 members (a reduction of 3) and 579 “Likes” on Facebook. She noted that she is reminding members whose subscriptions are renewing after 1<sup>st</sup> July that the fees have now increased.

### 5. Events Report:

- a. **Warwickshire Open Studios:** KL reminded the Trustees of the confusion that had been encountered between LSA and WOS in 2017 concerning fees to be paid to WOS for participation in the summer event. This had seemed to have been rectified with no loss of goodwill between LSA and WOS. AC noted that she was meeting with WOS (Don Mason) on 15<sup>th</sup> September to review planning for WOS 2018. KL also noted that fees and other organizational matters would need to be better communicated to the studio holders at EL in preparation for WOS 2018.
- b. **July, August and September ArtsFairs—**AC reviewed the progress of the ArtsFair initiative, noting that there had been 6 sign-ups for the July ArtsFair, 5 for the August event and 3 so far for the September event. MH had supervised the August ArtsFair and commented on how low the footfall had been. KL commented that LSA should consider not having the ArtsFairs in the July and August months due to so many people being away on vacations or otherwise not in attendance. AC agreed that this should be considered for the events in 2018.
- c. **Upcoming exhibitions at EL:** CF-E reported that the Members’ Open Exhibition is now going on and that there has been surprise expressed by visitors at the wide range of prices for artwork in the exhibition. The Members’ Open Exhibition will be followed by the Annual Exhibition of Paintings and Illustrations. In response to TC’s question, CFE reported that EL is booked to the end of the year but that he does not yet have bookings for 2018. CFE said he would email an update to current planning to the Trustees.

**ACTION: CFE**

- d. **Art In The Park 2017:** KL, AC and TC acknowledged that a number of suggestions have been made for improvements in AITP, generally, and LSA’s marquee, in particular, for 2018. (See listing on Agenda for the meeting). There was general agreement among the Trustees to come back to the topic of AITP 2018 at a future meeting. KL noted that many of the suggestions for improvements have already been discussed with



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Carole Sleight, and also commented on how hard CS had worked throughout AITP 2017 to put LSA in a favourable position.

### 6. ArtSpace

DP confirmed that publication of the next issue of ArtSpace will take place before Christmas. KL noted that publishing by 10<sup>th</sup> December would be ideal and DP confirmed that the ArtSpace Committee would pursue that date for publication as a goal. The next meeting of the ArtSpace Committee will be on 25<sup>th</sup> September; although KL will be away on holiday on that date, she and DP agreed that she will be invited to the next meeting after that.

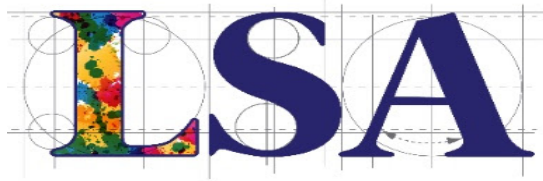
DP reported that Karen Parker will be the editor of the pre-Christmas issue of ArtSpace and that Lucy Ovanesyan, a student at University of Warwick, will be the editor beginning after the Christmas holidays.

### 7. East Lodge

- a. **Signage:** SB reported that, further to her email update to the Trustees, she would develop a solid, free-standing sign for East Lodge rather than a swinging pub-style sign. This would be consistent with the requirements of Warwick District Council for signage in Jephson Gardens and at East Lodge as a registered building. The cost for the proposed sign will be approximately £150, which the Trustees approved.
- b. **Courier visit to East Lodge:** SB reported that the *Courier's* visit to East Lodge had been very good and had been a longer visit because of the *Courier's* interest in the LSA project at EL. A feature article on EL will be published by the *Courier* in September. The Trustees commended SB on her effort on organizing and coordinating the visit, noting that the publicity will be most welcome.
- c. **Footfall statistics:** CFE noted that he would email footfall statistics for EL to the Trustees.

**ACTION: CFE**

- d. **Writing workshop:** SB briefed the Trustees on the Writing Workshop that she proposes to conduct at EL on 6<sup>th</sup> and 7<sup>th</sup> November. She will charge £20 for the two days, which will cover instruction, coffee and biscuits, and hopes to have 10 people sign up. Of the £20, LSA will receive £10. The Trustees gave their approval for the event and again congratulated SB on her initiative.



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**8. Other business**

TC reported that he and JC had saved a printer held in storage after the move from Gallery 150 and that the printer works. CFE and TC will determine whether the printer should be used at EL or if it should otherwise be disposed of.

SB noted an offer from BID-Leamington to promote East Lodge as a venue for a fee of £20-£25 per week. The Trustees were not in favour of pursuing this with BID-Leamington.

DH, in response to a question from AC, confirmed that he had emailed the Member who had, in their response to the pre-AGM Survey, asked that the question of whether KL's position as a Director of Slate Art Gallery and Chair of LSA represented a conflict of interest in the AGM. In his email, DH had asked whether the Member had specific concerns and offered to meet with the Member if so. Since Clive Engwell (CE) had also indicated such concerns during the AGM (but had then voted for KL as Chair), DH had also emailed CE to determine whether there continued to be concerns about this. In both cases, no response has been received and the matter is therefore considered closed.

**There being no other business, the meeting concluded at 11:30 am.**

**The next meeting will tentatively be on Thursday, 19<sup>th</sup> October, at 9:30 am at Slate Art Gallery, with the date to be confirmed.**