

LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES  
19<sup>th</sup> October 2017**

**The meeting commenced at 9:30 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), James Callaghan (JC), Meurig Hughes (MH), David Phillips (DP)

**By Invitation:**

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

**Apologies:**

Morgan Forth (MF)

**1. Welcome**

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

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

The Trustees approved the Minutes for the Trustees' meeting on 14th September 2017 subject to incorporation of final comments made by MH by email.

**3. Treasurer's report**

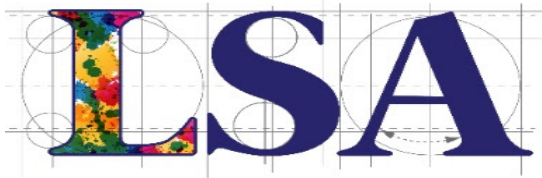
TC reported that total balances had increased by about £4,000 but cautioned that various unpaid bills will reduce this figure.

CFE reported that Yvonne Morris is in the process of moving in to the Garden Studio (Studio 4).

TC confirmed that Warwickshire College has paid the billing sent to them for issue 46 of ArtSpace. DP will follow up with the College concerning the unpaid billing for issue 45.

CFE and TC reported that the contribution by Veronika Pock has now been deposited. AC asked that Veronika be contacted regarding Gift Aid in connection with her contribution. CFE also reported that a cash donation of £50 had previously been received from Tony Dobson. CFE said he would contact both Veronika and Tony about Gift Aid regarding their donations.

**ACTION:  
CFE**



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MH noted that there are no Charities Commission regulations requiring a policy for the £10,000 in funds that the Trustees and Members at the AGM agreed would be kept as a reserve for unforeseen events, but still requested a description of the circumstances for which the reserve is held. KL requested that Minutes for the period before MH was a Trustee and that document the reasoning behind the reserve amount be provided to MH.

**ACTION: TC, DH**

### 4. Membership report

AC reported that paid-up membership is now 266 members, with 528 people 'liking' LSA on Facebook and 512 Twitter followers.

AC noted that, in her understanding, LSA is not required to register under the Data Protection Act, but is required to comply with it and that it would be good practice to develop a privacy statement to let members know how we use their information. As Membership Secretary, AC thought it appropriate for her to be the data controller and, therefore, agreed to draw up a privacy statement for use online and in documentation.

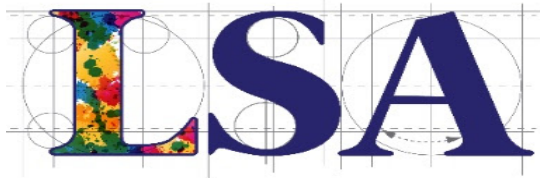
**ACTION: AC**

### 5. Events reports

**Coordination with Warwickshire Open Studios--**AC noted that, following the confusion around the 2017 summer Open Studios event, relationships had been mended with WOS. LSA wants to work closely with WOS to mutual benefit. The Summer Open Studios is a wonderful opportunity to attract new visitors to East Lodge. AC had discussed, with some of the studio holders, their involvement in 2018 and they had indicated that they would like to be part of a group show. All those taking part in a group show would have individual membership of WOS and a page on the WOS website. Further discussions were still required with the other studio holders and to agree how many artists would join the group in the gallery spaces. AC and CFE will work together on planning for LSA's and East Lodge's participation in the 2018 event and the rules for East Lodge studio holders for participating in the event.

The WOS AGM is to be held 9<sup>th</sup> November and KL will attend as the LSA representative since LSA is a member of WOS. WOS is expected, at this point, to open registration for the WOS Summer 2018 event in December 2017. AC will advertise the December registration in the next LSA newsletter.

**ACTION: KL**



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**ACTION: AC, CFE**

**ArtsFairs**—AC reported that 4 people had taken stalls at the September ArtsFair and that 2 members have signed up for the 28th October ArtsFair at this time. Although there has been some dissatisfaction with the times for the ArtsFairs, the times will remain at 9 am to 2 pm. In this regard, AC said she would continue to pursue alternative venues and/or times.

The November ArtsFair will be the final one for 2017, with 2018 ArtsFairs currently expected to commence in March 2018.

**Current and upcoming exhibitions at East Lodge**—CFE reported that there is good footfall for the current Annual Open Exhibition—Paintings and Illustrations. Sam Hall was awarded the Judge's Prize of £100 by Nancy Upshall. The award for People's Choice will be determined at the end of the Exhibition on 29<sup>th</sup> October. Gabrielle Rucinski and Sueli Moreton will exhibit their work from 1st November until 25th November. The Annual Members' Christmas Gift Show will take place on 29<sup>th</sup> November and run to 14<sup>th</sup> January. No exhibitions have yet been booked for February and March.

**6. ArtSpace**

DP noted that publication of a pre-Christmas issue of ArtSpace is still on track. There will be a meeting of the ArtSpace Committee on 7<sup>th</sup> November to finalise content for the issue.

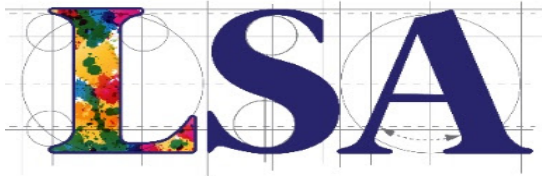
**7. East Lodge**

**Permanent A boards by entrance**—SB and CFE updated the Trustees on signage plans for the entrance of East Lodge.

**LED track lighting and spotlights for interior of East Lodge**—JC reported that he will be meeting with Karen Parker's husband concerning the lighting plans for East Lodge during the coming week.

**Implementation of printer**—TC reported that the project to implement the printer previously held in storage is continuing and that the prospects are good for having a fully functioning printer soon.

**Update on Chris Elliott's (Chief Executive of Warwick District Council) visit to East Lodge on 18<sup>th</sup> October**—DP reported that Mr. Elliott's visit had gone particularly well. The task is to now follow up on this initial visit with further contact to elicit ongoing support for LSA's use of East Lodge.



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Chris Elliott had also mentioned to DP that LSA might be interested in the WDC space at the Leamington Town Hall that will be vacated in due course. With general consensus from the Trustees, DP will contact David Gilding, the WDC manager for the Town Hall space, and arrange for a walkthrough by LSA Trustees.

**ACTION: DP**

**Footfall statistics, sales by exhibitors and studio holders**—CFE reported that while footfall appears to be up, only manual statistics are kept of this and only in the diary at East Lodge, so there is no formal tracking per se. Similarly, sales are not reported to East Lodge by studio holders and exhibitors so this, too, is not currently tracked.

**Writing Workshop (6<sup>th</sup> and 7<sup>th</sup> November)**—SB reported that 3 people have signed up at this time for the workshop. The target remains at 6 attendees, and SB confirmed her intent to hold the workshop.

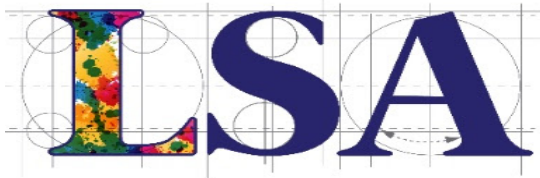
**East Lodge opening times**—MH noted that there do not appear to be official opening times for East Lodge although the web site shows them to be Wednesday to Sunday 10 am to 5 pm, subject to Jephson Gardens hours. He suggested that appropriate wording be added to the web site and any future promotional material asking those making a special trip to phone East Lodge beforehand to ensure that East Lodge will be open.

**ACTION: TC (website, only)**

### 8. Other business

**Computer and Internet capability at East Lodge**—MH distributed a questionnaire on which he, KL and Karen Parker had collaborated and which is meant to determine the types of use of the computer and Internet at East Lodge. Once the types and intensity of use are confirmed, the realistic technical requirements for a computer or computers at East Lodge will be determined and progress made in purchasing a new computer can be made.

A BT engineer had come out to East Lodge on 18<sup>th</sup> October to investigate the problems with the Internet connection. He made some changes and the Internet connection has now improved substantially in terms of reliability and speed. BT will continue to test the speed and reliability during November. At the conclusion of that testing, Jamie Cave will come to East Lodge to help in determining the characteristics and capability of computer(s) needed at East Lodge.



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**Planning for LSA future in anticipation of financial stability**—TC raised the question of how LSA should be planning to use its funds in excess of reserve as its likelihood of financial stability approaches. He made a number of suggestions and there was a general discussion of these ideas and others. The Trustees agreed to keep this as an ongoing discussion topic.

**Away Day in December/January**—DH pointed out that the last Away Day for setting priorities and plans for LSA had occurred in January 2017 and recommended that another Away Day be held in December 2017 or January 2018. While there was general agreement concerning the benefit of another Away Day in January, a venue and date were deferred to the November meeting.

**ACTION: KL, DH**

**9. Next meeting place and date/time**

DH reminded that there had been brief consideration at the meeting on 14<sup>th</sup> September concerning moving the meeting days from the third Thursday of the month to the third Tuesday so that the meetings would not overlap with Trustees' volunteer and other duties at East Lodge. DH offered to circulate non-Monday dates to the Trustees to see whether changing to Tuesday would be possible.

**ACTION: DH**

**There being no other business, the meeting adjourned at 11:45 am.**