

LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES**  
**15<sup>th</sup> January 2018**

**The meeting commenced at 9:45 am**

**Trustees Present:**

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)

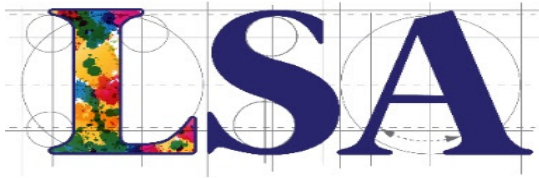
**1. Welcome**

DH distributed a copy of Kate Livingston's resignation letter as both Chair and as a Trustee of LSA (attached). The letter is dated 11 January 2018 and cites increasing work commitments as requiring the resignation. The Trustees discussed the letter and unanimously agreed on extending warmest thanks to Kate for providing excellent leadership and notable accomplishments during her tenure as Chair and as a Trustee of LSA. The Trustees agreed that a Special General Meeting of the Members would be required under the Constitution if a new Chair was to be elected. However, after discussion, the Trustees agreed that they would collectively meet the requirements of the Chair's role until the next Annual General Meeting in July and decide on a chair person for each Trustee meeting until the AGM at the beginning of each meeting. AC will include both an announcement of Kate's resignation in the upcoming Newsletter and the Trustees' decision to defer a formal election to the position of Chair until the AGM in July. TC will re-direct all emails for the Chair to the Secretary's email.

The Trustees agreed that AC would chair the present meeting.

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

The Trustees approved the Minutes for the Trustees' meeting on 16th November 2017, copies of which had previously been circulated, pending one minor change.



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**3. Treasurer's Report**

TC reported that cash balances have increased modestly but that some payments to artists remain to be paid. He also noted that he had reduced the balance in contingency funds from £10,415 to £10,000 by transfer of the £415 to other accounts, in keeping with the Trustees' decision to maintain the contingency funds balance at £10,000 pending periodic reviews of the adequacy of that amount.

CFE reported that he has not yet completed the update of the ledger at East Lodge for tracking cash receipts and expenditures and commissions payable to artists for sale of artwork. He reported that he had spoken with Tony Dobson about declaring Gift Aid in relation to his donation but had not yet spoken with Veronika Polk (VP). AC will follow up with VP in this regard.

**ACTION: CFE, AC**

**4. Membership Report**

AC reported that there are 263 paid-up members.

AC distributed a further draft of the LSA Members Privacy Statement and the Trustees voted to accept the draft without further change. TC will upload the Privacy Statement on the LSA website. AC will include notice of the Privacy Statement in an upcoming Newsletter and will incorporate reference to it as a footer to the Mail Chimp service used for distributing Newsletters and other materials to members. The Trustees agreed that artists showing work at East Lodge will be notified that inquiries about artists from visitors will, if the artist has not provided a business card, be responded to by East Lodge volunteers providing the contact information left by the artist with East Lodge in connection with the showing.

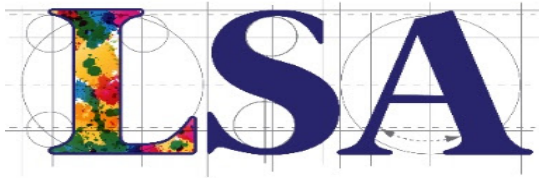
**ACTION: AC, TC, CFE**

The Trustees commented favourably on the Christmas party on 14<sup>th</sup> December and thought that more such parties for Members, Volunteers and guests should take place during the year. CFE agreed to undertake the planning for such parties and make specific proposals to the Trustees as to dates and times. Since this is a year for celebrating LSA's and ArtSpace's 20<sup>th</sup> year anniversary, there was agreement that a celebration party would be an ideal undertaking.

**ACTION: CFE**

**5. Events Report**

AC reported that four people are booked for the four available spaces at East Lodge in connection with the Summer 2018 Warwickshire Open Studios



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Exhibition. The studio holders at East Lodge will all be required to be WOS members to have the door to their studio open during the WOS event; at this point, the studio holders have not yet become members of WOS for this year. AC noted that LSA is a member of WOS for 2018.

CFE reported that the Volunteers' Showcase will be from 17<sup>th</sup> January to 4<sup>th</sup> February, the Annual Open Exhibition for Photography & Digital Images will be from 7<sup>th</sup> February to 4<sup>th</sup> March, and the 'Look Closely' exhibition by students from Whitnash Primary School in combination with Lynne Gougeon and Cherry Williams will be from 7<sup>th</sup> March to 1<sup>st</sup> April. JC offered to see if Josh King would serve as a judge for the Photography & Digital Images Exhibition.

**ACTION: JC**

MH reported that he would be meeting with Cyril Ginn soon to clarify whether Mr. Ginn would be exhibiting at East Lodge.

### 6. ArtSpace

DP reported on the Spring issue of ArtSpace, which will be solely devoted to showcasing the work of members. There will also be a Summer issue of ArtSpace that reflects on the history of LSA and ArtSpace and a Christmas issue.

The Newsletter and other means will advertise the opportunity for members to include a sample of their work in the Spring issue, with a deadline of 2<sup>nd</sup> March for submission of photographic reproductions of their work. There was discussion of whether LSA members who are photographers could assist members by photographing their work in a professional manner, with a conclusion that this would be arranged if any photographer-members volunteered for the task. SB offered to open East Lodge on a Monday to provide a space for such photography and MH further volunteered to open East Lodge on a Tuesday for the same purpose. AC and DP will coordinate announcement of the arrangements as they occur.

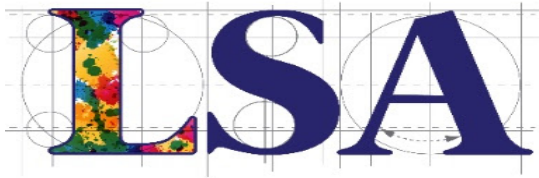
**ACTION: AC, DP**

### 7. East Lodge

TC reported that the project to implement a printer at East Lodge has moved forward and that he will complete the technical and other requirements with CFE shortly.

**ACTION: TC, CFE**

SB reported that the Writing Workshop scheduled for 6 and 7 November had been cancelled since installation of lighting in East Lodge was going on at that



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time. The Workshop will be rescheduled as a one-day workshop for a date in February.

MH and SB led a discussion of the need to clarify and adequately publish the opening times for East Lodge. There was agreement that East Lodge would be open from 10 am to 3:45 pm during the Winter months, thus enabling volunteers to leave Jephson Gardens by its 4 pm closing time. SB will contact staff from Jephson Gardens about its opening and closing times in the non-Winter months and TC will then post appropriate opening and closing times for East Lodge for those months on the LSA website rather than just posting them on Google.

**ACTION: SB, TC**

CFE reported on his contacts with BT regarding the Internet connection at East Lodge. TC offered to further pursue the adequacy of the connection with BT since it is critical to effective Internet service and computer efficacy at East Lodge. MH also noted that email access is adversely affected by the current Internet connectivity issues and thought the computer capability at East Lodge would be improved by having Bluetooth access and by repairing or replacing the USB port on the computer.

**ACTION: TC**

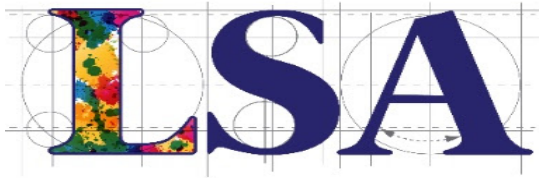
CFE reported on footfall statistics for East Lodge, noting that there had been 295 visitors to East Lodge for the Annual Members Christmas Gift Show in December and 291 visitors to the show in January. He also noted that there had been 667 visitors during Gabrielle Rucinski's and Sueli Moreton's show in November. CFE went on to note that most sales during the Christmas period had been of prints and cards rather than original artwork. Generally, the Trustees thought the relatively lower footfall in December and January reflected a seasonal slowdown but agreed that footfall will continue to be monitored for indications of a permanent slowdown at East Lodge.

The Trustees acknowledged that there will need to be preparatory work done in anticipation of the lease renewal for East Lodge in January 2019. TC and DH offered to pursue this on behalf of the Trustees.

**ACTION: TC, DH**

**8. Other business**

DH discussed the Annual Report to the Charity Commission that must be submitted by LSA by 31<sup>st</sup> January. The draft Annual Report had been previously distributed to the Trustees and the draft was approved for submission. DH will submit by 31<sup>st</sup> January. DH also noted that the Annual



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Report requires notation as to whether LSA has policies in place in a number of areas. While LSA does not currently have such policies, DH noted that it would be appropriate to have them and said he would draft such policies for approval by the Trustees at subsequent meetings.

**ACTION: DH**

The Trustees agreed that the AGM for 2018 would be held at East Lodge on Monday, 10<sup>th</sup> July at 7 pm.

TC suggested that more advertising of the Annual Open Exhibition for Photography & Digital Images would be appropriate. The Trustees were in agreement with this. AC will include prominent mention of the Exhibition in the upcoming Newsletter.

**ACTION: AC**

SB requested approval for spending £58 for a new A board for East Lodge and the Trustees approved the expenditure.

SB asked if the Trustees would approve forgiveness of LSA subscription fees for volunteers at East Lodge. After discussion, the Trustees agreed this would not be appropriate and that other ways, such as showcases for the volunteers at no charge, of showing appreciation of the volunteers would be a better than forgiveness of subscription fees.

CFE suggested that there should be themes for exhibitions at East Lodge rather than a completely open format. The Trustees were in agreement with this concept.

### **9. Next Meeting**

The Trustees agreed that the next meeting would be at East Lodge on Monday, 12<sup>th</sup> February, at 2 pm.