

LEAMINGTON  
STUDIO *Artists*

**MINUTES OF THE MEETING OF THE TRUSTEES  
13<sup>th</sup> March 2018 (DRAFT)**

**The meeting commenced at 2:00 pm at East Lodge**

**Trustees Present:**

Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), James Callaghan (JC), Meurig Hughes (MH)

**By Invitation:**

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

**Apologies:**

Soolie Burke (SB), Morgan Forth (MF), David Phillips (DP)

**1. Selection of Chair for meeting**

The Trustees chose AC as Chair for the meeting.

**2. Approval of Minutes**

The Trustees approved the Minutes for the meeting on 12<sup>th</sup> February 2018.

**3. Treasurer's Report**

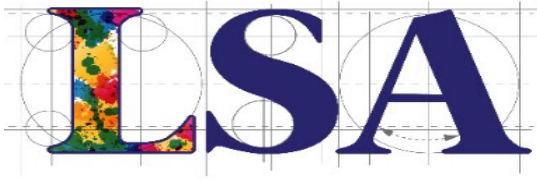
TC reported that balances in the cash accounts, at £10,694, were little changed since January. He noted, however, that there continue to be amounts payable to several artists for sales at East Lodge and for costs associated with ArtSpace and Art In The Park 2018.

There was extended discussion concerning how to get artists paid more promptly. TC offered to attend a Volunteers meeting to review the procedures and necessary information for recording sales and to then work with CFE to ensure payments to artists as close as possible to the end of each Open or private Exhibition. This would be simplified if artists will leave sold artwork in place until the end of the exhibition as the works sold can be inventoried and compared against cash and Paypal receipts and the artist then paid promptly. CFE will work with artists in this regard.

**ACTION: TC**

CFE and TC will canvas artists to whom monies for sold art appears to be due based on work that they have done with the records at East Lodge. Their goal is to have all such payments issue by 31 March, which is the last day of LSA's financial year.

**ACTION: CFE, TC**



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AC noted that contact with donors about declaring their donations under Gift Aid is on-going.

**4. Membership Report**

AC reported that there are now 283 members with the advertising surrounding ArtSpace 48—the 20<sup>th</sup> Anniversary issue—having contributed to the increase in membership. She further reported that 612 Facebook users have ‘liked’ LSA and that there are 538 people following LSA on Twitter.

There was discussion of the planning for parties during the year that will bring LSA members together. The consensus of the Trustees was that with three more Private Views by the end of the calendar year (at the Open Exhibitions for Sculpture and 3D Design, Paintings and Illustrations and Journeys with The Waste Land) and member parties in connection with the 20<sup>th</sup> Anniversary issue of ArtSpace, the 20<sup>th</sup> Anniversary party for LSA planned for the Thursday evening preceding the opening of Art In The Park 2018 in August and the annual Holiday party in December, along with the Private Views already having occurred, that the goals in this regard will have been met by the end of the year.

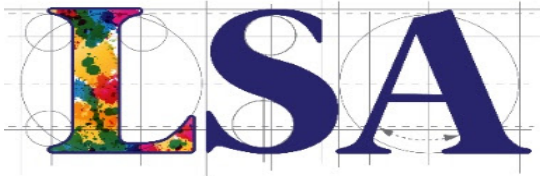
**5. Events Report**

CFE reviewed the current show by students at Whitnash Primary School and Lynne Gougeon and Cherry Williams, noting that the party in support of the show on 11<sup>th</sup> March was very well attended and featured appearances by the Mayors of Leamington Spa and Whitnash. He also reviewed the schedule of exhibitions for the remainder of the year which showed that there is space for a show in August after Art In The Park 2018 has concluded. CFE is attempting to fill this slot by following up with an artist who has made inquiries about a showing at East Lodge.

**ACTION: CFE**

AC noted the need for promoting the upcoming Annual Open Exhibition for Sculpture & 3D to help ensure an exciting show. She will also ask DP and Karen Parker for suggestions for judges for the Exhibition. AC will draft a leaflet and poster for the Exhibition and MH will look into where best to leave the leaflets so as to foster good distribution to the arts community. AC will also draft leaflets for the celebration of the 20<sup>th</sup> Anniversary issue of ArtSpace and for the Annual Open Exhibition for Paintings and Illustrations later in the year.

**ACTION: AC, MH**



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MH reviewed the ongoing planning and information requirements for Journeys with The Waste Land project that Karen Parker (KP) is leading for LSA. KP was not able to attend the Trustees' meeting due to illness. KP had listed a number of requests for information and support in a separate email to DH and MH and the Trustees responded to each of those. DH will reply to KP's email so that she has the information requested.

TC and AC referred to the planning document for LSA's participation in Art In The Park 2018 that had been distributed with the agenda for the meeting. TC reported on the budget for the participation at the level proposed. There was a general discussion of whether and how the planning represented LSA's charitable objectives, the probable costs of LSA's participation and the amount of work to be undertaken in connection with the planning. The Trustees approved the plan as presented and TC and AC will provide updates to the Trustees at each of the monthly meetings.

**ACTION: TC, AC**

**6. ArtSpace**

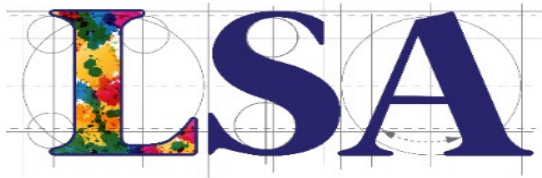
TC, in DP's absence due to illness, reported that 125 submissions have been received for the 20<sup>th</sup> Anniversary issue of ArtSpace. TC will follow up with DP regarding the cost of printing such a large issue of ArtSpace, with the expectation that DP will then follow up with Malcolm Waterhouse. The Trustees agreed that the cover price of the issue should be more than the £4 for a regular issue but left the final amount (the amount is printed on the cover of ArtSpace) up to TC and DP after receiving further cost information. The Trustees also discussed various alternatives for distributing the Anniversary issue to members. TC will confirm the cost of mailing, although it was thought that this would be unusually expensive. The Trustees decided that distribution of ArtSpace48 would be mainly at a launch party, when members would be able to collect their copies. Following that, copies would remain at East Lodge awaiting collection, but it might be inevitable that some copies would need to be posted to members living further afield.

DH reported that development of a formal distribution list for ArtSpace along with appropriate cover letters is in process.

In DP's absence, a report on the progress toward paid advertising in upcoming issues of ArtSpace was deferred.

**7. East Lodge**

TC reported that the project to implement a printer at East Lodge has been completed.



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CFE reported that footfall for the Members Exhibition in December/January was 461, for the Annual Open Exhibition of Photography & Digital Images was 331 and for the current show by students from Whitnash Primary School was 208 to date.

CFE reported that MH had won the People's Choice Award in the Annual Open Exhibition for Photography & Digital Image.

### 8. Other Business

AC reported that she has been in touch with Mo Enright regarding LSA's support for FLAG's activities.

MH offered to represent LSA at the initial planning meeting hosted by Complex Development Projects Ltd on 9<sup>th</sup> April regarding the regeneration of the Old Town of Leamington Spa as a new Creative Quarter. Complex Developments has been appointed by Warwick District Council to deliver an ambitious masterplan regarding the regeneration and is reaching out to stakeholders in the creative sector to solicit their views.

**ACTION: MH**

MH reviewed the results of his first meeting with new member Cristina Galalae concerning opportunities for publicizing LSA and its activities at East Lodge. After discussion, the Trustees agreed that DH would determine a mutually convenient time for the Trustees as a whole to meet with Cristina and others to determine next steps and important considerations for a formal PR plan for LSA.

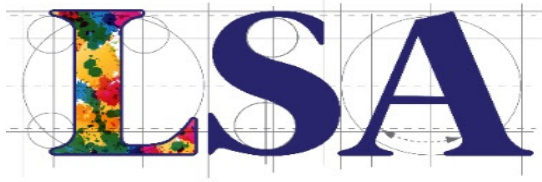
**ACTION: DH**

The Trustees discussed the need to identify a slate of officers and Trustees to propose for election at the Annual General Meeting in July. The Trustees recognized that this will be important in continuing the momentum for exhibitions and artist opportunities established since the AGM in 2017.

DH noted that the Arts Officer for Warwick District Council has announced dates for receipt of grant applications in 2018. The Trustees agreed that LSA does not currently have any projects that would qualify for grants funding by WDC, with the possible exception of the Journeys with The Waste Land project. DH and MH will include mention of this possibility with KP.

### 9. Next Meeting

The next meeting of Trustees will be on Tuesday, 10<sup>th</sup> April, at East Lodge at 1 pm.



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