

LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> May 2018

### **Trustees Present:**

Tony Cartwright (TC) (Treasurer), David Haedicke (DH) (Secretary), Alison Chantrey (AC) (Membership Secretary), Soolie Burke (SB), David Phillips (DP)

### **By Invitation:**

Karen Parker (KP), Graham Snape (GS)

### **Apologies:**

James Callaghan (JC), Morgan Forth (MF), Meurig Hughes (MH)

#### **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 10<sup>th</sup> April 2018 and the Minutes of the Special meeting of Trustees on 24<sup>th</sup> April 2018.

#### **3. Treasurer's Report**

TC reported that the cash balances before contingency funds were approximately £600 less this month than last. This was due to artists' cheques clearing. He pointed out that invoices relating to ArtSpace 48 had not yet been received but are expected to be approximately £3,000.

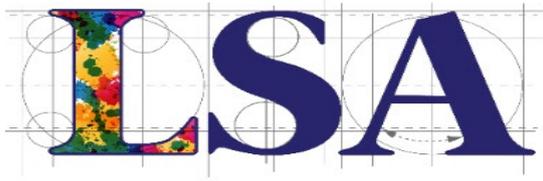
AC reported that contacts with past donors about using Gift Aid were still on-going.

**ACTION: AC**

TC and DP reported revenue of £156 from sales of extra copies of ArtSpace 48.

AC reported that she had received quotes for redecorating the interior of East Lodge during June 11 to 14 and that the lowest bid had been from member David Troughton at £800. The Trustees discussed whether it would be prudent to wait to spend the money for redecoration until some assurance had been received about renewing the lease for East Lodge in January (negotiations have not yet started on this). The Trustees voted 3 (TC, AC, SB) to 2 (DH, DP) in favour of commissioning the redecoration in June rather than waiting until the December/January holidays at which time the lease renewal would either be confirmed or not. AC will therefore follow up with David Troughton about the redecoration in June.

**ACTION: AC**



LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> May 2018

### 4. Membership Report

AC reported that there are now 291 paid-up members of LSA with 640 followers on Face Book and 563 on Twitter.

AC reported that she had met with Russell Poulton, the Green Space project manager for Warwick District Council, regarding the refurbishment of the bandstand in the Pump Room Gardens. They had agreed that LSA would provide the artwork for the screening of the bandstand site while the refurbishment proceeded. AC sent out a note to members about providing the artwork and reported that she had received a number of positive responses. AC will manage this project for LSA, including design of the associated banners.

**ACTION: AC**

### 5. Events Report

AC reported that 4 artists have signed up to present in East Lodge during the Summer Warwickshire Open Studios event from 16 June to 1 July. There will be two artists in each room. SB reported that there will be coverage during this period by volunteer stewards.

AC and TC reported on aspects of the preparations for Art In The Park 2018, indicating that progress is being made on all fronts. AC reported that AITP has offered to share the party at the LSA large marquee on 2<sup>nd</sup> August, with AC and Carole Sleight to jointly develop the VIP invitation list. AC will clarify cost-sharing arrangements with AITP.

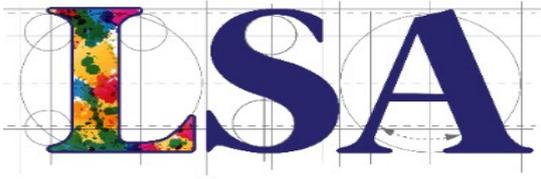
**ACTION: AC**

AC circulated a draft of the *What's On* flyer for upcoming exhibitions at East Lodge and said that the flyer was at the printer's for completion.

AC reported that the April ArtsFair had been rained out. AC has made arrangements for the May ArtsFair to be held on 20<sup>th</sup> May outside M & S on the second floor of the Royal Priors mall. Four artists have signed up for the May ArtsFair.

KP provided an update on the *Journeys of The Waste Land* project. She noted that the judging for the exhibition will occur at the end of the exhibition rather than at the beginning due to timing issues of the judge and she will follow up concerning the actual date. Four artists have signed up to make submissions to the exhibition. TC noted that the form for bookings has been put on the LSA website.

**ACTION: KP**



LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> May 2018

DH reported on the launch event at the Royal Pump Rooms on 26<sup>th</sup> April based on the email to him from David Guilding, Warwick District Council Arts Officer. DH distributed the email and said that he would contact David Guilding to try to set up a meeting between David Guilding and others from WDC and Trustees from LSA as a means of further improving relations between LSA and WDC and to emphasize the importance of East Lodge as the eastern anchor of an arts corridor extending from the Pump Rooms through Jephson Gardens to East Lodge.

**ACTION: DH**

### 6. ArtSpace

AC and DP reported on the distribution of ArtSpace 48 to various organizations but noted that the distribution had occurred without cover letters. SB offered to draft a cover letter for circulation to the other Trustees for comment and revisions which, when completed, would become a model for further distributions of ArtSpace 48 and future issues of ArtSpace.

**ACTION: SB, Trustees**

The launch party for ArtSpace 48 was deemed to be a success by the Trustees, with good attendance by members and due recognition to the ArtSpace editorial and production team.

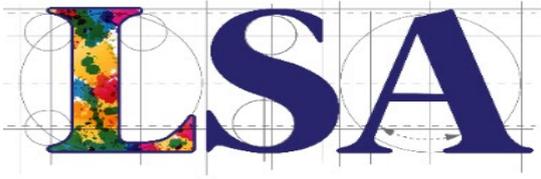
DP noted that he would discuss a production date for the next issue of ArtSpace but was not confident that it would be possible to publish before the autumn. The Trustees hoped that publication could be by mid-July so as to be available by AITP 2018.

**ACTION: DP**

### 7. East Lodge

The Trustees discussed the volunteer rota at East Lodge, with SB noting that there are gaps in the rota for June and subsequent months that will necessitate closing East Lodge every other Saturday if the gaps are not filled.

The Trustees also discussed the search for a volunteer to take on the position of East Lodge Manager through WCAVA and through the newsletter appeal. DH is trying to arrange an interview date with the one candidate expressing interest as a result of the work done by DP, MH and SB. AC noted that no responses have been received as a result of the newsletter appeal. TC noted that MH has developed a list of essential tasks for the operation and management of East Lodge and that TC has additions that he will combine with that list. This compilation will then comprise tasks that volunteers other



LEAMINGTON  
STUDIO *Artists*

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> May 2018

than the Manager could take on and which would reduce the amount of time required of a Manager. TC is circulating the list to the Trustees for input. If no volunteer candidates are deemed appropriate for the position of East Lodge Manager, the Trustees agreed that the position should be advertised as one receiving payment on an appropriate basis.

**ACTION: DH, MH, TC**

TC agreed to review the insurance provisions for artwork displayed at East Lodge and at other venues hosted by LSA.

**ACTION: TC**

### 8. Other Business

DH noted that he has arranged for a follow up meeting to the meeting on 19<sup>th</sup> April regarding PR opportunities for LSA. DH, MH and TC will attend the meeting along with members Karen Parker, Cherry Williams and Cristina Galalae.

DH reviewed the planning list for the AGM in July, copies of which were distributed to the Trustees. Final notification to the members of the date, time and location of the AGM will occur on 28<sup>th</sup> June along with an agenda of matters to be discussed at the meeting. At the same time, notification will be made to members of Trustees standing for re-election and standing for election to the positions of Chair, Treasurer and Secretary. By 4<sup>th</sup> July, further nominations of new Trustees and new officers by the members will have to be received by the Secretary (DH), forms for which will be on the LSA website for download and manual signature by those nominating and seconding nominations. Electronic balloting will then occur before the AGM with results of both in-person and electronic voting announced at the meeting.

### 9. Next Meeting

The next meeting of Trustees is scheduled for 12<sup>th</sup> June at 1 pm at AC's house 37 Binswood Avenue, L'Spa, CV32 5SE.

There being no further matters to discuss, the meeting concluded at 3:30 pm.