



## MINUTES OF THE MEETING OF THE TRUSTEES 10<sup>th</sup> July 2018

### **Trustees Present:**

Soolie Burke (SB), Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Membership Secretary), Meurig Hughes (MH), David Phillips (DP)

### **Present By Invitation:**

Cathy Black (CB), (Manager, East Lodge).

### **Apologies:**

James Callaghan (JC), Morgan Forth (MF), David Haedicke (DH) (Secretary)

#### **1. Selection of Chair for meeting**

The Trustees chose TC as Chair for the meeting.

#### **2. Approval of Minutes**

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

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

TC reported that the cash balances were approximately £1500 down on the previous month. However, he noted that several large bills had been paid including £2600 for ArtSpace 48, the insurance bill and £900 for interior decorating at East Lodge. There were also cheques used to pay artists that had not yet cleared the bank. Nevertheless the cash balances were approximately £10k in addition to the contingency fund. He would be making a very positive report to the AGM and highlighting the activities in pursuit of its charitable aims that had been and would be possible as a result of LSA's stronger financial position.

It was reported that Veronika Park had very kindly donated a significant sum from the sale of greetings cards at East Lodge during Warwickshire Open Studios 2018 and that she had signed a gift aid form. A gift aid claim could now be made to HMRC. TC would provide the donation amounts and dates.

**ACTION: TC, AC**

#### **4. Membership Report**

AC reported the following:

Current paid-up members:	292
Facebook followers:	667
Twitter followers:	565
Instagram followers:	163

AC reported that her daughter had volunteered to start running the LSA Instagram account, which had not yet been used. The committee was very happy to have a volunteer in place.

AC reported that she had had the opportunity to comment on proofs for the bandstand hoardings banners and that she anticipated they would be in place shortly. CB suggested that images of the banners should be printed off and hung in East Lodge.

**ACTION: AC**

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### 5. Events Report

It was reported that footfall for the Warwickshire Open Studios (WOS) exhibition had been very big. There had been a significant number of sales and the event had gone well. There had been some hiccups with set up and take down, but these would be resolved by ensuring that the hire contract was updated and by ensuring that all artists exhibiting at East Lodge had signed the contract.

Two of the artists taking part in WOS this year had already indicated that they would like to book for next year. There was a discussion about how artists taking part each year were selected for high profile events like WOS and Art in the Park (AIP) and whether it should continue on a first come first served basis. It was agreed that some thought should be given to this as part of the new booking process.

The Annual Sculpture & 3D exhibition was currently taking place. Mandy Havers, Senior Lecturer in Fine Art and Coventry University had selected Grace Newman's "The Musician" for the Judge's Prize of £100 and this had been awarded at the private view on Sunday 8<sup>th</sup> July.

Preparations for AIP were well underway, but it was important that arrangements should be communicated to the artists taking part as soon as this was available from the AIP organisers. In the meantime, SB would contact those exhibiting at East Lodge to arrange set up in time for the 20<sup>th</sup> anniversary party on 2<sup>nd</sup> August, in order that tours of East Lodge could take place. TC would contact those who had booked a table in the Riverside Lawn marquee and the demonstrators in the Archery Lawn marquee.

**ACTION: TC, SB**

AC reported that Aspect Financial Consultants were sponsoring the 20<sup>th</sup> anniversary/AIP launch party and that any costs of the event above this sponsorship amount would be covered by AIP. Invitations had been/were being issued to LSA members and VIPs, to AIP volunteers, performers and VIPs and it was agreed that previous chairs of LSA and contacts at The Loft Theatre should also be invited.

**ACTION: DP, AC**

AC reported that, CJ's Events had introduced the Regent Court Makers Market on the 4<sup>th</sup> Sunday of the month and had offered a discount to LSA members for the Markets taking place during 2018. This discount combined with the hours of the market (10am-4pm) and location, meant that the LSA ArtsFair would no longer take place. AC had notified members in the newsletter and had additionally emailed those who had previously taken part in the ArtsFair to let them know.

It was reported that Elliot Minor had agreed to take on the role of Press officer for LSA. Contact had been re-established with journalists at Leamington Courier and there had already been some success in getting LSA news into print. It was agreed that the full text of Elliot's press releases might be included on the LSA website and in newsletters. Elliot would be asked to provide a copy to AC and TC.

**ACTION: TC, AC**

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AC reported that she had tried to make contact with the Head of Department at Warwickshire College to ask about the possibility of re-introducing the annual exhibition. She was awaiting a response.

**ACTION: AC**

Further to discussion at the last meeting, CB put forward a draft East Lodge exhibition application form for consideration. It was agreed that this was a step towards a significantly better booking process, which should ensure a more transparent and efficient system for artists and volunteers alike. It was agreed that CB and AC should work together to finalise the proposals in time for launch in the autumn.

**ACTION: CB, AC**

There was no update on The Waste Land exhibition.

### 6. ArtSpace

TC had circulated a revised letter to go out with ArtSpace 48. He would send this to AC who would arrange circulation to the list of VIPs, which she had shared previously.

**ACTION: TC, AC**

DP reported that the next issue of ArtSpace will be published in September and will be followed by an issue to be published in time for Christmas.

### 7. East Lodge

It was reported that the internal and external decoration had been completed. There was some concern that the scaffolding had not been taken down and SB agreed to follow this up with the decorators.

**ACTION: SB**

CB reported that the volunteers/stewards at East Lodge had requested a table for wrapping purchases. This was going to be actioned.

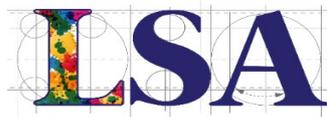
**ACTION: CB**

The possibility of moving take down of exhibitions to a Monday was discussed following some concern that Sunday afternoons could attract significant visitors and bookings were through to the end of the Sunday. It was agreed that take-downs would continue to take place on Sundays, but they would be from a time stated in the contracts that exhibitors would sign.

**ACTION: CB**

Footfall statistics had not been collated for the meeting, but were available in the diary.

CB reported that she intended to introduce regular studio holder meetings.



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The need for a Safety Officer had been identified. SB would recruit an appropriate candidate.

**ACTION: SB**

### 8. Other Business

Formal notices for the AGM had been issued. A final notice was due to be sent out on or around 11<sup>th</sup> July with the accounts and membership report.

**ACTION: TC, AC**

CB and TC reported on meetings with Yvonne Morris about the price, facilities and access to her basement studio. Yvonne had expressed concern that visitors could not access her studio due to the stairs being cordoned off. She also mentioned problems with the lighting and dampness and hoped to have a reduction in her rent. In discussion, it was noted that sales through studios was a side-benefit and was not part intended studio provision. The rent level was set to cover the running cost of East Lodge and a rent reduction would put that at risk. However, it was agreed but that something should be done to improve the studio and access. To that end, SB would investigate installing a better handrail in the staircase to allow access to visitors. A sign indicating whether or not the basement studio was open could be installed at the top of the stairs. Security of the other basement areas would need to be ensured. Quotes would also be sought for fixing the window so that it could be opened and for installing better lighting. CB would discuss the trustees' response with Yvonne.

**ACTION: CB, SB**

TC reported that it was perhaps time to invest in a new laptop for East Lodge. He asked for feedback by the end of July on what the laptop needed to be able to do so that a specification could be put together. CB would ask the East Lodge volunteers for their input.

**ACTION: CB, TC**

It was reported that the PR sub-committee had identified the need to include permissions for LSA to use images of artists' work in the gallery hire contract. Proposals would be brought to the next meeting. These would be combined with other changes which had been identified during the CWSA exhibition.

**ACTION: CB**

TC reported that he had set up a Google Drive to share images of exhibitions for use in press releases and on social media. In future the documents currently held on Dropbox might be moved over. TC had shared the link with those who needed access.

TC reported that LSA insurance had recently been renewed and that it continued to cover public liability at events outside East Lodge as well as within.

### 9. Next meeting

Tuesday 14<sup>th</sup> August at 1pm at East Lodge.

There would also be an informal pre-meeting to the AGM at 6pm on Wednesday 18<sup>th</sup> July at East Lodge.