



MINUTES OF THE MEETING OF THE TRUSTEES 11th September 2018

Trustees Present:

Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Secretary), David Phillips (DP).

Present By Invitation:

Cathy Black (CB) (Manager, East Lodge), Hilary Roberts (HR)(Membership Secretary).

Apologies:

Soolie Burke (SB), James Callaghan (JC), David Haedicke (DH) (Chair), Meurig Hughes (MH), Graham Snape (GS).

1. Selection of Chair for meeting

The Trustees chose TC as Chair for the meeting.

2. Welcome

HR was welcomed to her first meeting of the committee since taking on the role of Membership Secretary.

3. Approval of Minutes

The Trustees approved the Minutes for the meeting held on 14th August 2018.

4. Treasurer's Report

TC reported that the cash balances were largely in line with August figures; the laptop had yet to be purchased and this was likely to cost in the region of £700; there was an approximately £180 expenses payment still to be made in relation to Art in the Park.

It was reported that the Garden Studio was now vacant and that East Lodge income would therefore be £200/month lower.

AC was yet to make the gift aid claim to HMRC, but all information was now available and this would be actioned shortly.

ACTION: AC

5. Membership Report

HR reported that membership was up to 301 even though approximately 10 debtors had been removed from the list. There remained 16 members who had underpaid, having not updated their standing orders. Of these, 6 had undertaken to make payment.

It was proposed that when CWSA membership was due to be renewed that LSA should offer free membership to the group. It was noted that this did not confer LSA membership on CWSA's members.

ACTION: HR

6. PR/Social Media

a. Social Media Followers

The following social media followers were reported:

	September	August
Facebook	708	690
Twitter	584	577
Instagram	276	240

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b. PR Committee

The PR Committee had not met for some time, but it was proposed that in DH's absence another member of the group might organize a meeting in order that further progress with ideas might be made.

Elliot Minor was continuing to achieve success with coverage of East Lodge events through press releases. CB would ask him to forward these to AC for inclusion in newsletters.

ACTION: CB

c. Relations with WDC

It was noted that progress had been made in forging links with WDC through the Arts Manager and with the distribution of ArtSpace 48 and invitations issued to councilors and officers to the 20th anniversary party. This would be built on with the imminent publication and distribution of ArtSpace 49 ahead of the initiation of lease talks with the Estates department.

7. Events Report

a. AITP 2019

LSA's presence at Art in the Park was felt to have been very successful and it was hoped to build on this in 2019. The investment in the 2018 event had been significant and this was intended to be a one off because of the 20th anniversary celebrations. However, it was felt that the launch party, in collaboration with AITP, and artist demonstrations had both been particularly well received and that it would be worth booking a larger marquee again in 2019 to potentially allow both to happen again, but with the inclusion of paying artists to help cover the costs of hire. AC would discuss the potential for a joint party with AITP.

ACTION: AC

b. East Lodge Exhibitions

The August exhibition of Ian Antony-Paul and Guy Chapman's work had proceeded well. Visitor numbers were strong and both artists seemed happy with their shows. The current exhibition was of Hilary Roberts and Yvonne Morris's work.

AC reported that the Journeys with The Waste Land Private View was taking place on Friday 14th September and that a strong LSA presence at the event was to be encouraged. AC and DP were due to attend.

ACTION: ALL

c. Temperance Cafe

AC reported that there had been no resolution in relation to exhibitions at Temperance Café. She remained concerned about damp in the basement, but there was potential for exhibition on the other floors, with artists being offered the basement area at their own risk. The main issue was a lack of coordinator to manage the relationship between Temperance and members. DP undertook to recruit a coordinator.

ACTION: DP

8. ArtSpace

a. ArtSpace 49

DP reported that ArtSpace 49 was with the printers and was due to be distributed around 20th September. It was agreed that once it had been published the price of ArtSpace 48 should be reduced to £4.

ACTION: CB

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b. Distribution of ArtSpace 49 to VIPs

It was agreed that copies of ArtSpace 49 should be distributed to VIPs with a covering letter, which would focus on The Waste Land exhibition and on the 3 years LSA had been established in East Lodge (ie the lease renewal).

ACTION: AC

c. ArtSpace 50

DP reported that, owing to holidays, it might not be possible to produce ArtSpace 50 before Christmas. He would keep the committee informed on progress. It was noted that, as previously agreed, DH, as Chair, should be invited to ArtSpace editorial meetings. The next meeting was due to take place on 26th September, but DH would be away at that time. DP would ensure that DH was invited to future meetings.

ACTION: DP

It was agreed that a hard copy newsletter should again be produced to go out to members, ideally with ArtSpace 50 before Christmas.

ACTION: AC

9. East Lodge

a. Basement Studio

The Garden Studio was now vacant and progress could be made with improving the lighting, decorating and releasing the window. A quote for improved lighting had already been sought. In addition to the improvements already agreed, a key box had been purchased to place outside the studio door.

ACTION: CB

b. Laptop

TC reported that he was going to purchase a Windows 10 laptop, which would meet the requirements identified by users. He had investigated the cost of an Apple laptop and had found that this would be between £1000 and £1500 more expensive and it was agreed that this could not be justified when the user needs were administrative. LSA had an account with an organization which provided software to charities. AC would provide the details.

ACTION: TC, AC

c. Hanging policy and safety manual

Following incidents where artwork had not been appropriately hung at exhibitions over the summer, CB was drafting a hanging policy, which would form part of the gallery hire agreement. In parallel, CB was also putting together a safety manual. It was anticipated that both would be completed by the end of the year.

ACTION: CB

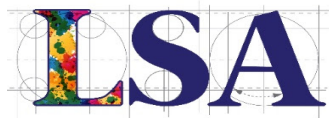
d. Studio contract query

One of the studio holders had enquired about sharing their studio space. The committee agreed that sub-letting is not permitted (as stated in the contract), but that two artists can each have a contract for a shared space. The current studio holder would be required to sign a new contract. It was noted that if two artists were to share a studio the rent would be more than half the individual fee to take into account the greater demand on utilities.

ACTION: CB

e. Feedback from stewards

It was reported that problems were being experienced with the PayPal payment facility. It was suspected that this related to the tablet, which was being used. TC agreed to investigate and hopefully resolve the issue.



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ACTION: TC

f. Lease Renewal

TC reported that he and DH would initiate discussions with WDC shortly.

ACTION: TC

10. Exhibition Booking Process

CB had updated the draft application form for booking exhibitions in East Lodge, which had been circulated at the previous meeting. After some discussion it was agreed that:

- a. Bookings would not be taken for Art in the Park 2019. Instead an open exhibition for members would be held at this time to maximize the number of people who were able to take part.
- b. Exhibition dates would not be allocated on a first come first served basis. All applications would be looked at following the deadline and, whilst every effort would be made to meet requests, the priority would be to ensure a varied and balanced exhibition programme for 2019.

AC would make final amendments to the form and include it in the next newsletter. The gallery hire agreement would need a final review prior to bookings being made.

ACTION: AC

11. Trustees Away Day

AC had asked committee members to provide their availability for an away day via a doodle poll. The date, venue and times would be circulated once all members had responded. It was intended that the away day would focus on the philosophy of LSA and not on operational matters.

ACTION: AC

12. Christmas Party

It was agreed that a Christmas party should be held again at East Lodge in December. AC and CB should identify an appropriate date, arrange for the park keys to be available and invite members.

ACTION: CB, AC

13. Other Business

a. Old equipment

TC reported that he had been unable to fix the old officer printer, which had recently been replaced. Additionally, the professional printer was broken and a repair was likely to cost approximately £1000 for replacement print heads. It was possible that both could be sold online for parts. There was also a supply of paper, which might be of some value. Once the new laptop had been purchased it would be possible to sell the old one, which was still in good working order. The matter would be returned to at a future meeting.

14. Next meeting

Tuesday 16th October at 1pm at East Lodge.

Please note that this is a week later than our usual meeting date.