

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> January 2019

### Trustees Present:

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

### Present By Invitation:

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

### Apologies:

James Callaghan (JC), Meurig Hughes (MH) and Graham Snape (GS)

#### 1. Welcome

DH welcomed everyone to the meeting.

#### 2. Approval of Minutes

The Trustees approved the Minutes of the meeting held on 11<sup>th</sup> December 2018 subject to 2 minor amendments.

#### 3. Treasurer's Report

##### a. Cash Position

TC reported that the cash balances were again up on the previous month. This was due to receipts for studio rental, Art in the Park 2019 and East Lodge Gallery bookings for 2019. The East Lodge rent would be due shortly and payment would need to be made to AITP for marquee hire later in the year. However, payment had already been made for the Warwickshire Open Studios group exhibition in June. LSA funds were on a slow but steady increase owing to the increase in membership and because of the increase in the membership fee.

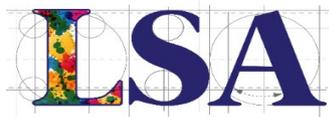
##### b. Gift Aid

Following concern raised at the previous two AGM meetings that gift aid was not being claimed on membership subs, TC and DH had researched the HMRC rules to see whether this might now be possible.

Although HMRC allowed gift aid to be claimed on membership fees in some circumstances, the value of benefits of LSA membership (the receipt by members of ArtSpace at a deemed retail value of £4 per copy, the reduced fee to exhibit in some exhibitions and the free parties, for example) meant that LSA did not appear to be eligible to claim gift aid on its membership fees. A clear report laying out the reasons was provided and was placed in the minute book. AC pointed out that if members were to make donations above the amount of membership these could be included in a gift aid claim.

##### c. Lloyds Bank signatories and account information access

TC reported that after several hours of conversation with Lloyds Bank, they had apologized for their mistake and the signatories for the main LSA account had now been updated. CB would shortly be able to sign for the East Lodge account and it was hoped that HR would have access to the account information so that she could access membership sub details soon. Lloyds were making a small payment to LSA for the inconvenience caused.



## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> January 2019

### 4. East Lodge Manager Funding

Finding a sustainable way to fund the East Lodge Manager position had been identified at the Trustees' Away day in November as the key objective for 2019. TC had summarized assumptions and potential sources of funding in a report for the meeting. It was agreed that:

- a. SB would contact Waterstone's in Leamington to see if they would sell copies of ArtSpace.
- b. The goal should be to make ArtSpace fully funded through advertising. Advertisers/Sponsors for ArtSpace should be identified and approached.
- c. Efforts should be focused on attracting more members.
- d. The membership process should include the opportunity to make a donation to LSA and that this element could be subject to a gift aid claim.
- e. The aim should be for East Lodge to generate more income, eg by changing the balance/format of exhibitions, renting out the space when the gallery was not open.
- f. The aim should be to fully fund LSA events through donations/ grants/ sponsorship.
- g. A programme of events booklet might be introduced with paid advertising.

**ACTION: SB, AC, ALL**

This item would be reviewed at each Trustee meeting to ensure progress.

### 5. Membership Report

HR reported that current membership was 311. Of these 12 were student members and 75 were part of a family membership. Two people had recently resigned; one because he was moving away, the other because he was "no longer interested". Despite HR's best efforts, 15 people were still paying too little.

### 6. Events/Exhibitions

#### a. Promoting exhibitions – monthly or 6 monthly flyers

AC reported that there had been some discussion about how best to promote exhibitions at East Lodge. The previous 6 months of exhibitions had been covered by a tri-fold programme of events. This had been used mainly at East Lodge and at the Tourist Information, with some also being placed at The Aviary Cafe. Exhibitions at Gallery 150 had been promoted through A5 flyers of the exhibition poster. These had been distributed around local cafes, etc. and there were volunteers who were willing to distribute flyers more widely in future.

It was agreed that a tri-fold programme would be produced for the next 6 months of exhibitions and that this would be distributed more widely. AC would look into the possibility of buying display racks to place them in. Efforts would be put into producing a more substantial programme for the following 6 month period, which might include paid advertising.

**ACTION: AC**

#### b. Christmas/Members Exhibition

For one of the first times at East Lodge, members were invited to submit prints for the browsers and greetings cards to this exhibition. CB felt that greeting cards had created

## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> January 2019

a lot of work for little gain and that this facility should not be included again in open exhibitions. However, prints would again be accepted, but only from members who were also submitting original work.

### c. Temperance Exhibition

There had been a strong response to the call for submissions to the Temperance exhibition. Tammy Woodrow had curated and not all the submission were selected to be hung immediately, but were held back to fill gaps should sales occur. The first sale took place on the first day.

There had been a launch event on Friday 4<sup>th</sup> January, which was well attended and at which attendees paid for their own drinks and snacks. Chrome Yellow Arts was very kindly providing a £25 gift voucher for a People's Choice Award. Suminder and Jonathan had done a great job and should be formally thanked for their work.

### d./e. Intentions Photography Exhibition/Volunteers Exhibition

These exhibitions were currently running until 3<sup>rd</sup> February. The Intentions Exhibiton held a private view on Sunday 13<sup>th</sup> January.

### f. Applications for 2019 exhibitions

All exhibitions, as previously discussed, were going ahead, except for Guy Chapman's which was to have taken place in April. Sonia Bublaitis had subsequently booked this slot.

A deposit or the full fee for the gallery space had been paid for all except two exhibitions. CB, SB and AC were in discussion about arrangements for the Open exhibitions prior to marketing these events. Further information was required from several artists about their exhibitions before events could be set up online.

### g. AITP 2019

5 of the 6 spaces in the "selling" marquee had been booked and paid for. Virginia Murphy had volunteered to demonstrate glass painting and needle felting and Roger Chamley had volunteered to demonstrate oil painting. Mo Enright had also agreed to run colour theory workshops.

## **7. Report from the PR Committee**

There had been no meeting. However, it was reported that LSA member Paul Joyner had volunteered to help with marketing. DH would make contact with Paul to discuss his role. DH and TC commented on how important the PR Committee could be in the funding effort for the EL Manager position as discussed earlier.

**ACTION: DH**

## **8. ArtSpace**

### a. ArtSpace Archive

AC had sorted through the various archive materials, which had recently been returned to LSA. Spare back copies of ArtSpace were available in the basement at East Lodge and she had put together a set to keep with the Minute Books. Unfortunately, editions 3, 4, 6, 7, 18 and 47 were missing. If anyone had a copy of these and was willing to part with them they would be kept with the full set.



## MINUTES OF THE MEETING OF THE TRUSTEES 15<sup>th</sup> January 2019

### b. Invitation to DH

It was reported that DH had been invited to attend the ArtSpace Committee meeting at 6pm on 29<sup>th</sup> January.

### c. Publication Dates for 2019 editions (ArtSpace 50, 51 and 52)

DP reported that ArtSpace would be published as follows:

ArtSpace 50	Week beginning 18 <sup>th</sup> February
ArtSpace 51	Week beginning 22 <sup>nd</sup> July
ArtSpace 52	Week beginning 9 <sup>th</sup> December

The Warwickshire Open Studios advert for ArtSpace 50 should be provided to DP as soon as possible.

## 9. East Lodge

### a. Garden Studio – lighting

New lighting had been fitted in the Garden studio on 14<sup>th</sup> January. The old lights had been transferred to the basement storage area.

### b. Antisocial behaviour by East Lodge visitors - guidelines for stewards

CB had received a copy of the WDC policy on dealing with antisocial behaviour. This had been included in the policy folder and would be supplemented with some notes for volunteers on how it should be implemented at East Lodge.

### c. Matters arising from Stewards/volunteers meetings

There had been no meeting.

### d. Footfall Statistics

There were 860 visitors to East Lodge in December. CB was hoping to put together a comparisons of visitor numbers over time.

**ACTION: CB**

### e. Lease Renewal

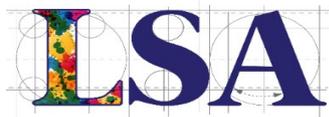
TC reported that the new 5 year lease had been signed by TC and AC on behalf of LSA before Christmas and that he had received confirmation from WDC that it had now been signed by them. He was awaiting receipt of a hard copy.

### f. Handrail to front steps

SB reported that, following a fall by one of the volunteers as they were leaving East Lodge, she had been in touch with WDC to press for the installation of a handrail, as had previously been discussed with them. She was in the process of completing the listed building consent application with the help of Alastair Gamble, who was providing the necessary sketches. The expectation was that WDC would pay for the installation of the handrail.

### g. Sarah Horne Flowers

SB reported that she had begun a discussion with LSA member Sarah Horne about the possibility of flowers being provided to East Lodge in return for promotion of her floristry business. The Trustees supported this proposal and it was felt that there was potential for similar agreements with other businesses, either on a like for like basis or for payment.



**MINUTES OF THE MEETING OF THE TRUSTEES**  
**15<sup>th</sup> January 2019**

**10. “Creative Mornings”**

CB reported that she had suggested that Chris Knight might call a meeting of several interested parties to explain more about the proposed events. She had not yet heard back from him.

**11. Leamington Creative Quarter Masterplan**

MH had unfortunately been unwell and unable to attend any of the meetings or advise LSA on an appropriate response. The consultation exercise had been drawn to the attention of members and LSA social media followers through the newsletter and Facebook. The deadline for comments was 21<sup>st</sup> January.

**12. Other Business**

There was no other business.

**13. Next meeting**

Tuesday 26<sup>th</sup> February at 1pm at East Lodge. Please note this was a change to the original date.