



## MINUTES OF THE MEETING OF THE TRUSTEES 19<sup>th</sup> MARCH 2019

### Trustees Present:

Cathy Black (CB) (Manager, East Lodge), Soolie Burke (SB), Tony Cartwright (TC) (Treasurer), Alison Chantrey (AC) (Secretary), David Haedicke (DH) (Chair), Meurig Hughes (MH), David Phillips (DP) and Hilary Roberts (HR) (Membership Secretary).

### Apologies:

James Callaghan (JC) and Graham Snape (GS).

#### 1. Welcome

DH welcomed everyone to the meeting.

#### 2. Minutes

The Trustees approved the Minutes of the meeting held on 26<sup>th</sup> February 2019.

#### 3. Ambitions for the next 5 Years

DH reported that the PR Committee was working on a vision and mission statement building on the objects of the constitution. To help with this work, committee members were asked to write down 3 ambitions they had for LSA in 5 years' time. A few minutes of the meeting were devoted to this task. AC would pass these to Paul Joyner who would review the responses looking for common themes.

**ACTION: AC**

#### 4. Treasurer's Report

##### a. Cash Position

TC reported that the cash position was approximately £1800 better than in February, but ArtSpace 50 was due to be published within the week and payment would be due shortly.

##### c. East Lodge Manager Funding

Efforts towards raising awareness of LSA, attracting more members and working towards further income generation were ongoing. However, there was some delay in attracting funding whilst the PR Committee was drawing up a vision and mission statement as this would be used in approaching potential sponsors, advertisers, etc.

##### d. Contact with Business Schools

GS was not at the meeting. AC would ask for a report on progress, as arranging placements/projects could be time sensitive given the shape of the academic year.

**ACTION: AC**

#### 5. Membership Report

##### a. Current membership numbers

HR reported that membership changed on a daily basis and was currently 308. This was in line with the previous few months.

#### 6. Events/Exhibitions

##### a. Photography & Digital Images/Sculpture & 3D Opens

Submissions for the two opens were of a good standard and several sales were made before the private view. There was some disappointment about the number of submissions made, but it was noted that the exhibition had coincided with the Leamington Open. Jane Murray and Michelle Wood, members of staff at Warwickshire College School of Art had judged the competitions and were present at the private



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view on Sunday 10<sup>th</sup> March. Tony Cartwright won the Photography & Digital Images competition with “Democracy” and Chris Bell won the Sculpture & 3D competition.

### b. AITP 2019

It was agreed that LSA should again hold a party in its marquee at AITP on the Thursday evening (1<sup>st</sup> August) before the Festival, subject to agreement by the AITP organisers that the marquee could be ready in time. It was hoped that AITP would wish to hold a joint event again, but the party would go ahead either way.

**ACTION: AC**

### c. Young Artists Competition

The proposed procedure and call for submissions for the Young Artists Competition was agreed subject to some re-wording of the size limit on artworks. The mechanism for online submission and voting would be put into place and the competition would be promoted from mid April.

**ACTION: AC, TC**

### d. School/community exhibition plans for 2020

AC noted that the Whitnash and Clapham Terrace Primary School exhibitions had been great successes. They had raised the profile of LSA, attracted lots of visitors to East Lodge and gained good press coverage as well as meeting several objects of the charity. Consideration should be given now to whether a similar opportunity should be offered to another school in 2020. It was agreed that the gallery space should again be gifted to a school in early 2020, but that the opportunity should be offered to a sixth form.

**ACTION: AC**

## **7. Marketing & PR**

### a. Report from the PR Committee

DH reported that, as noted at the start of the meeting, the PR Committee was working on a vision and mission statement. The ambitions identified by members of the committee would feed into this process. The committee was expected to meet again in late April.

### b. Press Officer vacancy

AC reported that Mark Brown had volunteered to take on the role of Press Officer. Mark had PR experience and contacts within the local printed press and would start with the press release for the April exhibition. He would be invited to future PR Committee meetings.

### c. Social Media followers

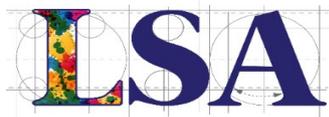
The following figures were reported:

Facebook 818 up from 731 in November

Twitter 644 up from 611

Instagram 524 up from 343

The winner of the free membership prize in the #Isa500 celebration competition on Instagram was won by Garima Dhawan



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### 8. ArtSpace

#### a. Publication of ArtSpace 50

DP reported that ArtSpace was due to be delivered to members by the end of the week and that additional copies were going to be delivered to East Lodge on 20<sup>th</sup> March.

#### b. Sale of ArtSpace through retailers

SB reported that she had met with the manager of Waterstone's in Leamington. They were keen to have community involvement and to support LSA through the sale of ArtSpace. They would not take any commission; the full cover price would be passed on to LSA. Details were to be checked with the area manager, but it was hopeful that arrangements could be made. There was also the possibility of leaving LSA flyers in the shop. SB would follow up and would contact WH Smith once an agreement with Waterstone's had been reached.

**ACTION: SB**

#### c. ArtSpace continuity planning

DP reported that Malcolm Waterhouse was retiring from his role within the ArtSpace team. Both Malcolm and DP were working on recruiting a replacement for him. The Trustees wished to thank Malcolm for his excellent work in producing ArtSpace over a period of many years.

**ACTION: DP**

### 9. East Lodge

#### a. Room Hire Agreement

A draft room hire agreement for the gallery space had been circulated. It was agreed that it should be adopted subject to it being made clear that the deposit and rent were both payable in advance and that the code for the key box should be removed, as a volunteer would be found to assist with opening and closing East Lodge on hire days.

**ACTION: AC**

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

SB reported that there had not been a meeting.

#### c. Footfall Statistics

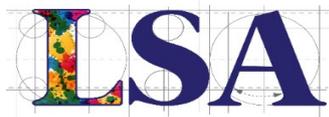
CB reported that the total footfall for February (during the Clapham Terrace Primary School exhibition) had been 1860. This was up significantly from 710 in 2018.

#### d. East Lodge Capacity

TC reported that he had researched fire safety guidance on room capacity. The consistent advice he had found based capacity on the size of the exit door and the number of exits available. Based on these figures the capacity for the ground floor at East Lodge was 60 people. It was agreed that for larger events entry should be by invitation/ticket only and that this would be made clear to those hiring the gallery space.

It was agreed that work was required to ensure the fire extinguishers were serviced and that all the electrical items had been PAT tested. Once this had been arranged, an invitation would be extended to the fire service to send an inspector.

**ACTION: CB**



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### e. Handrail to front steps

A decision had not yet been reached on the listed building consent application for the installation of a handrail to the front steps.

### f. Photography by members of the public

SB reported that there had been some discussion of photography in East Lodge by members of the public following some unease of stewards regarding an individual's behavior. It was reported that rather than banning all photography, stewards had been asked to use their discretion when dealing with members of the public taking photographs.

### g. Training for volunteers.

AC proposed that consideration should be given to giving stewards training on how to deal with difficult situations with members of the public. SB undertook to add elements to the induction which she already gave volunteers.

**ACTION: SB**

## **10. AGM Date**

It was agreed to hold the AGM on Wednesday 3<sup>rd</sup> July.

## **11. Leamington Creative Quarter Masterplan**

The Masterplan had been considered by WDC Executive on 6<sup>th</sup> March. It had been renamed The Big Picture and the area covered had been extended to include East Lodge.

## **12. Railway Station Project**

The committee received an update on the railway station project, which had been circulated.

## **13. Other Business**

### a. Temperance

CB reported that in conversation with Adrian Gains she had discovered that there was no exhibition booked in to Temperance in July. The committee was supportive of holding an exhibition there again. AC would contact Adrian to make arrangements.

**ACTION: AC**

### b. East Lodge opening hours and exhibition take downs

SB reported that East Lodge would be open until 5pm from the beginning of April. It was also agreed that take down on the Sunday at the end of exhibitions would take place 3 – 4.30pm during Summer opening hours.

### c. Work Experience

CB reported that a local 6<sup>th</sup> form student would be taking part in work experience at East Lodge during the first week of Warwickshire Open Studios.

## **14. Next meeting**

In a change to the previously agreed date, the next meeting would be held on Thursday 18<sup>th</sup> April at 1pm at AC's house.