



## MINUTES OF THE MEETING OF THE TRUSTEES 18<sup>TH</sup> JUNE 2019

### **Trustees Present:**

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

**By invitation:** Cathy Black (CB) (Manager, East Lodge), Paul Joyner (nominated Trustee), and Chan Uppal (nominated Trustee)

### **Apologies:**

Helen Ballantyne (nominated Trustee), James Callaghan (JC) and Hilary Roberts (HR) (Membership Secretary)

#### **1. Welcome**

DH welcomed everyone to the meeting and noted that Graham Snape had resigned as Trustee, due to other commitments.

#### **2. Minutes**

The Trustees approved the Minutes of the meeting held on 21<sup>st</sup> May 2019.

#### **3. Annual General Meeting**

##### a. 2018/19 Annual Accounts

TC tabled the cash account summary for the year ended 31<sup>st</sup> March 2019, with a comparison against the previous year. Available funds were currently increasing year on year and it was now possible to fund new activities and events. It was proposed to hold a Trustee Away Day in September at which proposals would be discussed.

Although the figures for East Lodge had not been extracted from the summary, it was noted that East Lodge was expected to be funded from exhibitions and studio rents.

There were significant commitments which were not included within the figures, the costs of which would be incurred shortly eg AITP marquee hire, exhibition stands and ArtSpace 51, which would reduce the available funds, but nevertheless annual income was expected to be about £3k higher than expenditure over the coming period.

It was agreed that MH would meet with TC to review the accounts and countersign them before the AGM.

**ACTION: MH/TC**

##### b. Trustee nominations

AC reported that three new Trustee nominations had been received for Helen Ballantyne, Paul Joyner and Chan Uppal. The deadline for nominations was 19<sup>th</sup> June.

##### c. Topics for annual report

DH shared a summary of suggested topics for inclusion in the Annual Report for the AGM. The Trustees were asked to review the list and provide further suggestions

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outside the meeting so that he could draw up the report. It was unlikely that the report would be shared with members ahead of the AGM.

**ACTION: ALL**

#### 4. East Lodge

##### a. How to empower the East Lodge team

DH outlined a desire that the East Lodge team should be empowered to make more operational decisions than at present. TC suggested that this might include a higher limit on the maximum funds that could be spent on any item, which was currently £50 at the East Lodge Manager's discretion. SB asked whether this might lead to the creation of a subcommittee for East Lodge and DH agreed that that might be a possible direction. SB also noted that many day-to-day decisions were already made at the East Lodge level.

CB distributed a report on feedback received through the suggestion box, which she had recently initiated.

It was agreed that it would be useful to have a regular meeting of East Lodge stakeholders with a broader invitation list than the current volunteers meeting. This might provide a useful forum to discuss suggestions, share information from Trustee meetings and discuss the status of significant proposals requiring Trustee action that had been put forward to the Trustees. By discussing proposals in this forum it was hoped that the volunteers would feel an ownership of the suggestions and might take them forward.

SB agreed to broaden the volunteer meetings to include all studio holders and Trustees in rotation. These meetings would be held more regularly with the actual structure and timing of such meetings to be resolved. Consideration would be given to the timing to ensure maximum attendance.

**ACTION: SB**

##### b. East Lodge Manager division of duties

SB and MH had not yet reviewed CB's list of East Lodge Manager tasks. MH was willing to take on the financial responsibilities. MH, SB and TC agreed to meet to identify the gaps which needed to be filled by other volunteers. A message would be included in the newsletter to seek volunteers for these specific tasks. SB would also consider which of her current responsibilities might be carried out by another volunteer.

**ACTION: TC/SB/MH**

#### 5. Marketing & PR Committee

A paper summarizing the findings of the Marketing Committee, including the results of the poll of Trustees and Marketing Committee members regarding their ambitions for LSA, had been circulated. Also provided was a guiding model for assessing LSA activities against the proposed ambition, vision and mission, which had been drawn up with reference to the Constitution, and a more granular stakeholder model.

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The proposals were enthusiastically received and it was agreed that future suggestions for LSA events and projects should be tested against the guiding model to ensure that they were within LSA's mission and to facilitate prioritizing. The model would be particularly useful when discussing the future direction of LSA at the proposed Away Day in September.

It was agreed that the report should be kept confidential to the Trustees at this point, but that the guiding model should be a discussion item at the expanded volunteer meeting and "Art for All" as a Vision statement for LSA should be tested on members of the public at Art in the Park.

**ACTION: SB/AC**

### **6. ArtSpace Committee**

#### a. ArtSpace new personnel

DP reported that Warwick students Charlie Colville and Tatty Culley would be co-editors of ArtSpace from August 2019. Matthew McCauley, Coventry PhD student, had taken on production immediately and will work closely with Malcolm Waterhouse and Clive Richards in producing ArtSpace 51 in July.

#### b. Expected cost of ArtSpace 51 production

Although there had been concern that a commercial company might be needed to help with production of ArtSpace 51, DP reported that there would be no additional cost as Matthew McCauley was volunteering.

#### c. Content for ArtSpace 51 and 52

DP reported that ArtSpace 51 content was varied, but ArtSpace 52 might focus on the philosophy of the direction of LSA in the light of the guiding model.

### **7. Membership**

HR reported that the current membership number was 326

### **8. Press Officer**

Two volunteers had expressed an interest in taking on the press officer role. These would be followed up by AC and SB.

**ACTION: AC/SB**

### **9. Events/Exhibitions**

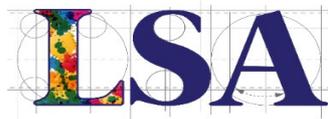
#### a. WOS 2019

As agreed at the previous meeting, additional signage to promote the WOS exhibition at East Lodge had been purchased and received.

#### b. East Lodge events flyer July – Dec 2019

The new tri-fold programme of events had been produced and was ready for distribution.

**ACTION: SB**



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### c. School exhibition plans 2020

North Leamington School had accepted with excitement the invitation to exhibit at East Lodge in early 2020.

### d. Future LSA Annual Open Venue

SB and AC met with Chloe Johnson on 11<sup>th</sup> June. She and her colleague Jessie were very enthusiastic about working with and supporting LSA. There were several exhibition spaces managed by their team, which LSA could apply to use, including the temporary exhibition space. The criteria and application process for the temporary exhibition space would be available shortly on their website. The space was now taking bookings for 2021. There were 4 exhibitions each year, so it would not be possible to hold an annual show in the space, but if LSA could meet the criteria it might be able to hold a one off exhibition. Chloe would inquire on our behalf about the possibility of holding an exhibition in the Town Hall. She had also introduced AC and SB to the MD of Just Inspire (the Pump Rooms and Glasshouse catering company) who was interested in establishing a regular art fair in the Assembly Room.

Prior to the meeting AC had discussed the possibility of a joint exhibition with Len Mackin of AMA, who was very keen to collaborate.

## **10. East Lodge Reports**

The footfall for May was 1748.

CB had given notice of her final date as East Lodge Manager as 18<sup>th</sup> August 2019.

The East Lodge Gallery floor was repaired on 11<sup>th</sup> June. Sanding and varnishing would take place at a later date, at the request of the studio holders, who did not wish the work to take place in the week before WOS.

## **11. Next meeting**

6<sup>th</sup> August 2019 at 1pm at East Lodge