



## MINUTES OF THE MEETING OF THE TRUSTEES 21<sup>st</sup> JANUARY 2020

**Trustees Present:** Soolie Burke (SB) (part), Alison Chantrey (AC), Helen Ballantyne (HB), Meurig Hughes (MH), Paul Joyner (PJ) (Acting Chair), David Phillips and Chan Uppal (CU)

**In attendance:** Vanessa Cooper (VC), Mike Patrick (MP), John Boden (JB), Hilary Roberts (HR) (Membership Secretary)(part), Julian DeMortimer

### 1. Welcome

PJ welcomed everyone to the meeting.

### 2. Minutes

The Minutes of the meeting held on 17<sup>th</sup> December 2019 were approved.

CU requested that the Minutes reflected Item 6 of the Agenda was a net £2k maximum investment.

### 3. Items for discussion

#### a. Financial Report – current position

A snapshot of the current financial situation was circulated but PJ recommended that more detail was required moving forward. Current position is positive. Whether the 'cushion' amount of £10k needs to remain at this figure or some of it be redirected to support other areas is to be discussed at a later date.

#### b. Treasurer/book keeper volunteer

TC has spoken with JB who is giving serious consideration to taking on the role stating it looks favourable. PJ welcomed him to the meeting.

### 4. CIO Approval and next steps

#### a. East Lodge

CU stated that with the new status LSA reporting needs to be up to date and provide the correct information at any given point. He circulated a CIO Implementation checklist (attached) running through each point. PJ asked that the checklist be reviewed at each meeting.

Lease needs transferring to the new entity with **no changes** to be made other than the name and Charity No. Contact needs to be made with WDC and current signatories (AC and TC) need to confirm they are no longer the Leaseholders/Trustees for East Lodge/LSA.

**ACTION: AC/TC**

#### b. Other checklist items

2-8: cannot take place until the Lease is transferred to CIO. CU would like to see central filing for all utilities – possibly online, all agreed. A discussion needs to be had with TC regarding this.

**ACTION: JB(?)**

9: studio licences to be changed once lease transferred.

10: List of assets at East Lodge and value of to be provided.

**ACTION: SB**

11: Izzette account details to be updated once new bank account arranged. HB requested another Izzette was purchased purely for artists payments – this was discussed further (see Banking).

#### c. Items re LSA

These consisted of the general day-to-day administrative items (banking, membership forms, stationery etc.). PJ provided an update on the banking situation.

#### d. Banking

Lloyds are now requesting personal information for ALL Trustees. The process of transferring/opening an account in the new CIO entity has now become less straightforward as had previously been indicated by the bank.



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PU has been in touch with other banks and, at the current time, is favouring HSBC. PJ is happy to take on the responsibility of opening this new account and confirmed that our current bank account can remain open until we are happy everything has been transferred to the new one(s).

Suggested accounts to be opened are: LSA (subs/general payments). Artists Account. Deposit account.

Information required from the Trustees to open the new account (for those needing access) are:

Name – Address – DOB – Nationality

**ACTION: PJ**

### e. Other items

Stationery online presence: AC has updated the website with new charity no. Leaflets and business cards will need updating.

f. Membership: HC will send a letter with SAE to members requesting completion of a new SO Mandate. If members do not respond in a timely fashion then their membership will close.

### 5. **Kings High Exhibition Update**

CU reported that this went very well. He has emailed articles to the Leamington Observer and the Courier to hopefully be printed this week. Membership forms and ArtSpace magazines were handed out to everyone.

The Mayor attended and CU noted that MH was very helpful on the day.

Members of The Loft Theatre provided a guided tour for the students, which was well received.

PJ requested a one page report on finances for the event for the next meeting.

**ACTION: CU**

### 6. **Winter Exhibition Proposal**

CU has provisionally booked the Pump Rooms Assembly room. WDC won't commit to providing this space free of charge, however, CU raised the possibility that if we meet one or more of the community objectives WDC may be willing to give a discount.

CU has produced an A4 flyer and is proposing to place an advert with AiTP and WOS.

**ACTION: CU**

### 7. **Art in the Park Update and budget**

CU provided cost sheets and scaled floor plans of the marquees to be used. It was suggested that central stands could be placed in the centre of the large marquee but concerns were raised about the space becoming too crowded and the potential for these to be a H&S issue. It was agreed a 'mock-up' would take place to determine the viability of central stands. CU speaking with AiTP on Friday (24<sup>th</sup>).

**ACTION: CU**

### 8. **Safeguarding Policy**

To be carried forward to the next meeting.

**ACTION: CU**

### 9. **SPARK exhibition 14<sup>th</sup> February**

CU has booked a stand and requested help with manning it through the day. SB to send out request.

**ACTION: SB**

The question was raised about who do we need to make contact with at this event? It was noted that the gaps we currently have are in:



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Marketing. Social Media. Communications and Webmaster.

PJ suggested this information was also placed on the Noticeboard.

**ACTION: SB**

### 10. East Lodge

#### a. East Lodge Committee

Currently consists of HR, SB, Isabelle Balboa, Julian DeMortimer and Ian Mattingly.

#### b. Signage

HR reported, SB is waiting to hear from WDC regarding signage. WDC have now informed her it is a Planning matter and will be dealt with at the next meeting.

### 11. ArtSpace

#### a. ArtSpace 53 plans

There are to be three issues in 2020: April – Summer – Autumn

PJ reported feedback indicated members would have more affinity with the magazine if they saw more relevant content. For example, local news, locally held events and bios on local known artists.

It was agreed that 500 copies (instead of 600) would be plenty.

The question of sponsorship was raised. Although this has been tried before PJ pointed out that we now have some data to work with. A separate meeting to plan was suggested and agreed.

**ACTION: PJ/MP**

#### b. Questionnaire

results of questionnaire shared. Also a brief analysis by MP, which would be reviewed by ArtSpace committee.

#### c. Draw winner

Dr Anita Farrell and AC had already contacted her.

#### d. PJ invitation to committee meeting

PJ still awaiting invitation to a meeting of the ArtSpace committee.

**ACTION: DP**

### 12. LSA ad in WOS brochure

SB reported on a very positive meeting and celebration of volunteers, studio holders and Trustees on 10<sup>th</sup> December. Several new duties had been assigned. She was also in the process of establishing an East Lodge committee, which currently comprised herself, HR, Ian Mattingly and Julian de Mortimer. Agreed to update the 2019 ad and continue focus on East Lodge (AC). CU also placing an ad about the Winter Exhibition.

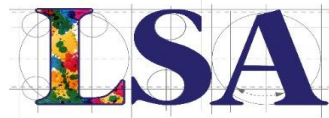
### 13. Next meeting

The next meeting would be held at 1pm on Tuesday 18<sup>th</sup> February at East Lodge.

#### **Items for report.**

### 14. Matters Arising

#### a. Responsibilities of Trustees and Members



LEAMINGTON  
STUDIO *Artists*

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**15. Membership**

Current membership was 345