

Minutes of Visual Arts Network Trustees Meeting Held at 3pm 19th October 2023

Location: 30 Sutton Grove, Shrewsbury, SY2 6DN

Present: (PL)Phil Langstaff, (DT)David Thompson, (PS)Pat Simon, (JG)Julie Goldthorpe, (RL)Reg Lewis.

Item #	Item	Action	By
1.	Apologies: (JW) Jana Ward		N/A
2.	Declaration of Interests: All trustees present signed declaration form		All
3.	Minutes of the meeting held 12 th September 2023	Signed as correct by chair	PL
4.	Matters arising from the minutes: There was an outstanding item to contact SIP to find additional trustees. It was agreed that this was no longer required. Outstanding item to deal with bounce back emails. Outstanding action for JV to contact Abigale about continuing with social media work, All other minute items closed	Closed Open Open	N/A PL PL
5.	Treasurer's Report: See Annex A of this report: PL briefed the trustees on the current state of business		N/A

6.	<p>Social media engagement / work experience</p> <p>The trustees reviewed replacing JV role.</p>	<p>Speak to JW regarding social media oversight.</p> <p>Coordinating work experience.</p>	<p>PL</p> <p>RL</p>
7.	<p>Christmas Events / Activity</p> <p>Childrens Colouring Competition. JG presented colouring sheets and discussed options.</p> <p>Social event in gallery</p> <p>Late night opening Wednesdays</p> <p>Consider Nativity for the window depending on size.</p>	<p>It was decided to adopt the process used last year but that it was not worth doing demos.</p> <p>Need to notify Schools etc.</p> <p>Arrange for 20th Dec, Include raffle tickets for all volunteers</p> <p>Create 3 shifts.</p> <p>Check on size etc</p>	<p>JG</p> <p>PL</p> <p>All</p> <p>DT</p> <p>JG</p>
8.	<p>Mall Com+: Darwin Centre Communications App. PL advised this is now available as the main communication option.</p>	<p>Gallery phone will be set up.</p>	<p>PL</p>
9.	<p>Exhibitions / Artboards / makers Space 2024</p> <p>Recommendation to change Exhibition dates to avoid changeover on Bank Holidays</p> <p>Suggestion that for long Exhibition periods that artist board hire period be split in two</p>	<p>It was agreed to extend August artboard to 31st August to avoid changeover at BH</p> <p>It was agreed not to split but introduce a £25 hire charge from Jan</p>	<p>PL</p> <p>PL</p>

10.	<p>Any Other Business</p> <p>It was suggested all membership payments be moved to online.</p> <p>Should we use the glass cabinet offered by Russel.</p> <p>Incentives for volunteers, raffle per month</p> <p>We need to arrange publicity and press release</p>	<p>Agreed, send out email to members.</p> <p>It was agreed not to use them in the gallery but to offer them to members. Email members</p> <p>Agree to a £20 gift card raffle prize based on those who volunteered that month.</p> <p>Contact MyShrewsbury magazine regarding placing an advert.</p> <p>Contact Owen to establish if he can organise a press release</p>	<p>JG</p> <p>PL</p> <p>JG</p> <p>PL</p> <p>PL</p>
11.	Next Meeting	Wed 22 nd November 2023 at 3pm	All

Signed as correct by:

Dated.....

Annex A

Treasurer's Report

CAF Bank Current Account: £4,157.23 CAF Bank Reserve Account: £18,229.53

PayPal Account: £392.43 September 2023 Sales: £935.79

Sales Running Total 2023: £11,764.52

September 2022 Sales: £846 Sales Running Total 2022: £9,858

Footfall September 2023: 618 Footfall Running Total 2023: 6286

Footfall September 2022: 569 Footfall Running Total 2022: 5603

Sales Transactions September 2023: 55 Sales Transactions September 2022: 60

Number of items sold September 2023: 85

Customers per sale September 2023: 11.2

Average Basket Value September 2023: £17.33