



Visual Art at the heart of Shropshire, Telford, and Wrekin

## Minutes of the VAN Meeting held 3pm 21<sup>st</sup> February 2024 at 30 Sutton Grove

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

Item#	Item	Action	By
1.	Apologies:		
2.	Declaration of interests:	New declarations: JW member of WAC. JG member of Association of Animal Artists and Shropshire Art Society. Ludlow Arts Society. PS Castle Arts	All
3.	Minutes of the meeting held 25 <sup>th</sup> January 2024	Signed as correct by the Chair	PL
4.	Matters arising from the minutes: <ul style="list-style-type: none"> <li>Received the grant application form from WAC</li> <li>Liz Mear updated Instagram.</li> <li>No progress on the market square event</li> </ul>	<ul style="list-style-type: none"> <li>Open</li> </ul>	PL
5.	Treasurers Report:	<ul style="list-style-type: none"> <li>Report at Annex A</li> </ul>	
6.	Task Cover <ul style="list-style-type: none"> <li>Minutes Secretary replacement</li> <li>Fire Alarm checks need volunteers. Check with security about timings.</li> <li>Gallery management. Ask volunteers to check on stationery goods. Check invoice books, stock sheets, ink etc</li> <li>Keep a bag of coins in the safe. Leave note when running short.</li> </ul>	<ul style="list-style-type: none"> <li>JG volunteered.</li> <li>Check with centre security.</li> <li>Send email to volunteers and add to volunteer's handbook</li> </ul>	PL PL All
7.	Policy Revue <ul style="list-style-type: none"> <li>Up to date on website</li> <li>Review and amend Risk Register</li> </ul>	<ul style="list-style-type: none"> <li>All trustees to revue register</li> </ul>	All
8.	VAN 25 <sup>th</sup> Anniversary <ul style="list-style-type: none"> <li>Option to exhibit in the Parade.</li> <li>William Lee Logo option.</li> <li>Radio Shropshire interview. DT to investigate.</li> <li>Arrange a press release.</li> <li>Arrange a drop in weekend for members and customers. Potentially during the Arts Trail.</li> <li>Cross fertilisation with other galleries</li> <li>Social event for members. PL draft ideas and send to trustees.</li> <li>Consider Book signing event</li> </ul>	<ul style="list-style-type: none"> <li>First logo chosen by trustees, PL to progress.</li> <li>Talk to Clare from Radio Shropshire.</li> <li>Email members.</li> <li>Email members.</li> <li>Set up Doodle Poll</li> </ul>	PL JG PL PL
9.	Social Media Curation <ul style="list-style-type: none"> <li>Send items to Liz each week.</li> </ul>		
10.	Membership Cards <ul style="list-style-type: none"> <li>Trustees agreed which design to use</li> </ul>	<ul style="list-style-type: none"> <li>Set up and produce cards</li> </ul>	JG
11.	Proposal to lower volunteer commission rate (VCR) to 20% <ul style="list-style-type: none"> <li>The impact of introducing the lower discount would be low.</li> </ul>	<ul style="list-style-type: none"> <li>Carried. Email members</li> </ul>	PL

12.	Request from Shrewsbury Arts Trail CIC for exhibition space in July/August <ul style="list-style-type: none"> <li>Art Trail asking if they could use space in VAN gallery.</li> </ul>	<ul style="list-style-type: none"> <li>Exhibition to include decay and recycling. Decide on title at next meeting</li> </ul>	All
13.	AOB <ul style="list-style-type: none"> <li>RL raised the idea of members issuing fliers. Raise the matter at next meeting</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
14.	Date of next meeting: <ul style="list-style-type: none"> <li>Wed 20<sup>th</sup> March at 3pm</li> </ul>		

## Annex A: Treasurer's Report for Trustees Meeting 21 February 2024

### Bank

CAF Bank Current Account on 19 /0 2 /24      **£4,263.39**

CAF Bank Gold Account on 19 /0 2 /24      **£13,973.81**

PayPal Account on 23/01/24:                      **£447.97**

### Sales

January 2024 Sales:    £1007.10                      January 2023 Sales:    £644.50                      Variance                      + 362.60

December 2023 Sales:    £5008.75                      December 2022 Sales:    £4392.39                      Variance                      +616.36

### Footfall

January 2024:                      749                      January 2023:                      747                      Variance:                      +2

December 2023:                      1762                      December 2022:                      2156                      Variance:                      - 394

### January Sales Performance

Number of Items Sold: 93                      Sales Transactions: 59                      Customers Per Sale: 12.7

Average Basket Value    £17.07

### December Sales Performance

Number of items sold: 369                      Sales Transactions: 218                      Customers per sale: 8.1

Average Basket Value:    £22.98