



# VAN

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

## Minutes of the VAN Meeting held 2pm 13 November 2025 at Massarellas, Darwin Centre, Shrewsbury SY2 6QW

**Present:** (JG) Julie Goldthorpe, (DT) Dave Thompson, (AW) Alison Wragg, (GR)Gisella Robinson (MS), (MH) Mike Hodge, Isa Rizzo (IR)

| Item # | Item  | Action  | By                          |
|--------|---|---|-----------------------------|
| 1.     | <b>Apologies:</b> Janice Gill (JGi), Monica Silver (MS), Lesley Stabler (LS)  |   |                             |
| 2.     | <b>Declarations of Interest:</b>  | <ul style="list-style-type: none"><li>Trustees that attended signed the Declarations of Interest Form</li></ul>   | JG                          |
| 3.     | Minutes of the meeting held 16 <sup>th</sup> October 2025   | Signed as correct by the Chair  |                             |
| 4.     | <b>Matters arising from the minutes:</b> <ul style="list-style-type: none"><li>Marketing and Publicity Working Group- AW to check with Tracey Hill about sign and updating visitors then contacting them using the Marketing email address.</li><li>Tina Cooke has asked us if the website is monitored in Google by number of clicks</li><li>New desk required for the gallery<ul style="list-style-type: none"><li>DT had checked out the Charity shops; they don't have large desks anymore.</li><li>Lesley had previously mentioned a friend could help build us one.</li><li>Mike offered old kitchen units which may work.</li></ul></li><li>Insurance – after much discussion it was concluded that:<ul style="list-style-type: none"><li>Trustee Insurance was required but a more specified quote to our specific requirements was needed.</li><li>Cyber Attack insurance – not required but agreed that we need to set up a</li></ul></li></ul> | <ul style="list-style-type: none"><li>Ongoing - Phil to organise a Marketing meeting</li><li>Less clicks than last year via Google search.</li><li>Agreed that we would investigate further and finalise in January as not urgent.</li><li>GS had provided a quote from Markel. DT to respond and make payment.</li><li>JG to go back to NFU Mutual as their products not required.</li></ul> | PL<br>JG<br>ALL<br>DT<br>JG |

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|    | <p>process. To include back-up of data and safety of member personal data.</p> <ul style="list-style-type: none"> <li>Community Fund Nomination: <ul style="list-style-type: none"> <li>JG contacted Jancis Vaughan at English Bridge</li> </ul> </li> <li>Painting behind basement step door</li> <li>Floor Slip sign required as we don't have one.</li> <li>O2 Wi-fi Contract has come to an end.</li> <li>List of Art Fairs next year</li> <li>VAN logo stamp logo</li> <li>Christmas Wrapping for customers</li> <li>Other venues for Trustee meetings: <ul style="list-style-type: none"> <li>AW had spoken to Gateway gallery café</li> <li>English Bridge and Library charge</li> </ul> </li> <li>Fire Alarm Testing – MH has created a 'How To' document. GR will laminate two copies for the gallery.</li> </ul> | <ul style="list-style-type: none"> <li>Trustees to investigate further with the aim to document a process.</li> <li>Awaiting response from Jancis</li> <li>MS to complete</li> <li>JG has ordered</li> <li>Ongoing</li> <li>LS to provide</li> <li>JG has ordered a stamp and ink pads</li> <li>JG to buy some for Xmas</li> <li>Agreed to keep at Massarellas for present</li> <li>MH to make changes and GR to laminate</li> <li>AW to add document to 'How To' section on the Drive</li> </ul> | ALL<br>JG<br>MS<br>JG<br>JG/DT<br>LS<br>JG<br>JG<br>JG<br>MH/GR<br>AW |
| 5. | <p><b>Treasurers Report for October 2025:</b></p> <ul style="list-style-type: none"> <li>YTD (Year to Date) – Sales to end of October are up by £4253.35</li> <li>October sales are up £699.26 on last year.</li> <li>Customers per sale are down but they are buying more products.</li> <li>DT also provided a breakdown of the types of sales in the galley for October – see report</li> </ul>   | <ul style="list-style-type: none"> <li>See Annex A Report for further details</li> </ul>  | DT  |
| 6. | <p><b>Displaying VAN Art in local businesses – raised by Trixi Hill:</b></p> <ul style="list-style-type: none"> <li>A coffee shop owner would like to display VAN artist works.</li> </ul>   |   |   |

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|      | <ul style="list-style-type: none"> <li>• There are concerns about artwork being removed off the walls. The artwork used by the coffee shop should be separate to that being exhibited by VAN at any given time.</li> <li>• Would need agreement from artists. Each artist would need to have their own insurance to be able to display.</li> <li>• Need to confirm that if the artists take part, then who gets the commission, VAN or the coffee shop</li> </ul>  | <ul style="list-style-type: none"> <li>• AW will contact Trixi and contact the coffee shop owner to discuss further</li> </ul>  | AW                            |
| 7/8. | <p><b>Rota Points/Volunteer Tracker</b></p> <ul style="list-style-type: none"> <li>• The old Tracking system will end on 31<sup>st</sup> December 2025.</li> <li>• New points system which aims to be fairer to all which JG has proposed – this needs to be put into place with a new spreadsheet created by Owen Carter</li> <li>• AW to scan proposed points and send out to Trustees</li> </ul>  | <ul style="list-style-type: none"> <li>• AW to continue to use old system until this date</li> <li>• JG to liaise with Owen Carter to create new spreadsheet to track the points</li> <li>• AW to send</li> </ul>                                       | <p>AW</p> <p>JG</p> <p>AW</p> |
| 9/10 | <p><b>Media Player and Music in the gallery</b></p> <ul style="list-style-type: none"> <li>• JG has looked into the Music licence requirement – it is over £200 so not really an option</li> <li>• MH has investigated the option of showcasing our members on a screen in the gallery.</li> <li>• Two options: <ul style="list-style-type: none"> <li>○ Media Player which he has acquired for £30 which can play video and pictures</li> <li>○ Or a TV screen with a memory stick – either option would need to be on a bracket bolted to the wall.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• MH will attach to the gallery wall near the window.</li> <li>• JG to send out email to member to access interest in this.</li> <li>• If agreed MH will coordinate with members as to what is shown.</li> </ul> | <p>MH</p> <p>JG</p> <p>MH</p> |
| 11.  | <p><b>Painting the Gallery Exterior:</b></p> <ul style="list-style-type: none"> <li>• GS shared some mock-ups of the gallery exterior in different colours and lettering</li> <li>• JG has spoken to the Darwin Centre, and they are yet to agree we can paint the exterior but have stated that if we do so work must be completed out of opening hours. We are also required to complete the following:</li> </ul>   | <ul style="list-style-type: none"> <li>• All agreed that the dark blue and gold lettering in the centre was the nicest option.</li> <li>• JG to send GR email of requirement from Darwin Centre manager</li> </ul>                                      | JG                            |

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|-----|--|---|----------|
|     | <ul style="list-style-type: none"> <li>○ Risk Assessment</li> <li>○ Method statement</li> <li>○ Copy of our Insurance</li> </ul>   | <ul style="list-style-type: none"> <li>● GR will complete Risk Assessment and Method statement</li> </ul>                                   | GR       |
| 12. | <p><b>Age Limit for Free Membership</b></p> <ul style="list-style-type: none"> <li>● Currently set as under 25</li> <li>● Agreed to change it to under 21 from January 2026</li> </ul>   | <ul style="list-style-type: none"> <li>● JG to send email to Tim about payment change on the website</li> </ul>                             | JG       |
| 13. | <p><b>Christmas Social in the gallery</b></p> <ul style="list-style-type: none"> <li>● Date of 17<sup>th</sup> December</li> <li>● Quiz for the social</li> </ul>  | <ul style="list-style-type: none"> <li>● JG to ask Owen to provide mulled wine</li> <li>● Isa will organise quiz</li> </ul>                 | JG<br>IR |
| 14. | <p><b>January Sale – from 3<sup>rd</sup> January 2026</b></p> <ul style="list-style-type: none"> <li>● This will be at the front of the gallery only</li> <li>● The sale may run until the end of February depended on how it goes.</li> <li>● Sales labels will need to show both original and reduced price</li> </ul>   | <ul style="list-style-type: none"> <li>● GR offered to do the labels, but it was agreed members should do their own for the sale</li> </ul> |          |
| 15. | <p><b>Christmas Opening and going from end of February 2026</b></p> <ul style="list-style-type: none"> <li>● JG had proposed the following days to open:</li> </ul> <p>Monday 22 December – 11am – 3pm<br/> Tuesday 23 December – 11 – 3pm<br/> Christmas Eve (Wednesday) – 11-1:30pm<br/> <i>Close Christmas Day and Boxing Day</i><br/> Saturday 27 December 10-4pm<br/> Sunday 28 December 11-3pm<br/> Tuesday 30 December 11-3pm<br/> New Years Eve (Wednesday) – 11-1:30pm<br/> <i>Closed 1<sup>st</sup> January 2026</i><br/> Open 2 January 11-3pm</p> <ul style="list-style-type: none"> <li>● It was discussed about opening on a Monday in February 2026 and close on a Sunday.</li> </ul> | <ul style="list-style-type: none"> <li>● JG /DT to inform members and update rota</li> </ul>  | JG/DT    |
|     |  | <ul style="list-style-type: none"> <li>● To discuss further in January meeting AW to add to the agenda</li> </ul>                           | AW       |
| 16. | <p><b>Conover Christmas Fair</b></p> <ul style="list-style-type: none"> <li>● 23 members exhibiting, 9 volunteers for stewarding</li> <li>● JG has ordered some flyers with discount to spend in the gallery</li> <li>● £20 raffle prize to be donated to the fair</li> </ul>  | <ul style="list-style-type: none"> <li>● JG has organised and will await flyers from the printers</li> </ul>                                | JG       |

|     |  |   |                                  |
|-----|--|---|----------------------------------|
| 17. | <b>Rota</b> <ul style="list-style-type: none"> <li>DT asked if one of the Trustees can takeover looking after the Volunteer Rota           <ul style="list-style-type: none"> <li>Look at gaps</li> <li>Send out emails to membership</li> <li>Update the rota on the website</li> </ul> </li> <li>Website issues with the rota – it is not designed to accommodate multiple users</li> </ul>  | <ul style="list-style-type: none"> <li>Isa volunteered. DT and IR to get together to pass on knowledge.</li> <li>Need to investigate an external free option for Stewarding Rota</li> </ul>   | DT/IR<br>ALL                     |
| 18. | <b>AOB</b> <ul style="list-style-type: none"> <li>A new website- would be costly</li> <li>IR suggested we look to having a stall at Concord College Christmas Fair – it would give us international exposure due to the students that attend. - for next year.</li> <li>Membership card – JG will email out rather than printing off for gallery collection</li> <li>Discussion about new members eligibility requirements and asked if the Terms and Conditions could be sent out with new membership information</li> <li>Members Bank Details – member not always informing Treasurer of changes to their Bank Details. Causes issues and difficult to resolve</li> <li>Raised by JG prior to meeting regarding artwork labelling, incorrect information</li> </ul> | <ul style="list-style-type: none"> <li>AW to add to agenda in January for discussion</li> <li>IR will speak to her contacts and attend and feedback</li> <li>JG will send out email to members</li> <li>JG to send out updated information for new members</li> <li>JG will email out to all members to inform Treasurer of any changes</li> <li>JG will send out email to express information must be correct</li> </ul> | AW<br>IR<br>JG<br>JG<br>JG<br>JG |
| 19. | <b>Date of Next Meeting:</b> 15 <sup>th</sup> January 2026   |   |                                  |

#### Annex A

##### VAN Treasurers Report – October 2025

| <b>Financials YTD</b>  | <b>2025</b> | <b>2024</b> | <b>Variance</b> |
|------------------------|-------------|-------------|-----------------|
| Total Sales October    | £16,252.80  | £11,998.19  | £4,253.35       |
| Total Footfall October | 9,006       | 7,838       | 1,168           |
| <b>October Figures</b> | <b>2025</b> | <b>2024</b> | <b>Variance</b> |
| Footfall               | 987         | 884         | 103             |
| Sales                  | £1902.45    | £1203.19    | £699.26         |
| Customer Transactions  | 80          | 68          | 12              |
| Average Basket Value   | £23.78      | £17.65      | £6.13           |
| Customers Per sale     | 12.34       | 17.65       | -5.31           |
| Number of Items Sold   | 145         | 93          | 52              |

| <b>Bank (as at 31/10/25)</b> |   |
|------------------------------|---|
| Current Account              | <b>£ 2,028.92</b>   |
| Reserve Account              | <b>£8,502.81</b> Note: £2,000 was transferred to the current account to cover the Lighting replacement in the Gallery |
| <b>PayPal</b>                | <b>£183.03</b> Membership Fees Note: PayPal income is running at £512.08 compared to £1002 last year                  |
| <b>Cashbox £91.72</b>        |   |

**Total Balance £10,806.48**