



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

Minutes of the VAN Meeting held 2pm 31 July 2025 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (DT) Dave Thompson, (AW) Alison Wragg (GR) Gisella Robinson (MS) Monica Silver (IR) Isabel Rizzo (MH) Mike Hodge

Item#	Item	Action	By
1.	Apologies: Janice Gill		
2.	Declarations of Interest No changes to previous meeting.		
3.	Introductions and Expectations:	Explained to GR,MS,IR,MH the role of Trustees and maintaining confidence	PL
4.	Minutes of the meeting held 19 June 2025	Signed as correct by the Chair	PL
5.	Matters arising from the minutes: - Shelving 3D storage – Completed – for incoming 3D and spares for exhibitions only - Gallery strip lights replaced but some require new chargers. PL has contacted electrician - Marketing and Publicity Working Group- AW to check with Tracey (TH) about sign and updating visitors then contacting them using the Marketing email address. - Annual accounts for 2025 need completing - Keeping track of Artist Payments – AW to investigate - Volunteer Tracker - Trustee Recruitment – Chair and Treasurer Roles	- JG to email members to inform members - Ongoing – PL waiting for response from electrician - Ongoing- AW asked to discuss at MPW group meeting rather than direct to TH - PL to complete now - Ongoing – AW looking into - PL and AW to schedule time for training - JG to take on Chair role in interim. Several members interested in joining the committee, attended this meeting to get an understanding.	JG PL AW PL JG

	• PL to advertise for Trustees in My Shrewsbury Magazine • AW to look into setting up new system for emailing member re sales • Makers Agreement Form- will now cover 1 year period – not required until end of year • Exhibition Labels – Suki White taking over this task as from next exhibition Aug 25	• On hold as may not be required • Ongoing • Members to be emailed in Dec 2025 • Suki White to take over from JG	PL AW JG
6.	Treasurers Report for June 2025 • Compared to this time last year the monthly sales are up by £198.82 • The footfall compared to this time last year is up slightly by 15 but the average basket is lower.	• See Annex A Report	
7.	• Made In Shropshire – 17 members taking part, rota almost filled. • Lindsay Buckner only invoiced for one stall but requested two	• JG to request rota for mid-morning to be filled • PL to contact Lesley to confirm number of stalls	JG PL
8.	• Removing 30% Commission Rate/Those Selling but not volunteering • A few members who sold in Apr/May/June did not volunteer during this period – how to resolve this?	• All to look independently at how this could be resolved	All
9.	• Issues around managing the gallery rota ○ People dropping out at last minute/changing without notification ○ Filling a Friday or Sunday - Decided from next changeover until November 25 to reduce Sunday hours ○ Can those who agreed to volunteer but were cancelled keep their volunteering points	• DT to email members to update us if they change /cancel their rota dates • DT to update rota and email members • All agreed that they should	DT DT
10.	• Next steps for VAN if Chair/Treasurer roles unfilled going forward – constitution states 21 days notice to dissolve the charity	• Agreed we don't want this to happen	
11.	Any other urgent business:		

	• AGM in October – room at English Bridge booked, PL emailed members to save date • PL will send out RSVP email to members nearer the date • JG agreed to provide the food and drinks • AW has been asked to create a quiz with VAN voucher as prize • Tina Cooke has asked us if the website is monitored in Google by number of clicks • Exhibition working group to meet re Subject suggestions for next year • New desk required for the gallery as present one is becoming unstable • New attendees asked if interested in becoming Trustees, all agreed they would. Need to be nominated by completing a form	• PL to send email • JG will do food • AW to produce • PL will email Tim to ask • JG to email all members to get a list. Exhibition group will shortlist ideas. • JG to look at replacement • AW to nominate GS • JG to nominate MH • PL nominate MS • DT to nominate IR	PL JG AW PL JG JG
12.	Date of next meeting: 18 September 2025 at 2pm		

Annex A: Treasurer's Report for Trustees Meeting