



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

## Minutes of the VAN Meeting held 3pm 22<sup>nd</sup> November 2023 at 30 Sutton Grove

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

Item#	Item	Action	By
1.	Apologies:	Jana Ward	
2.	Declaration of interests:	No new declarations	All
3.	Minutes of the meeting held 19 <sup>th</sup> October 2023	Singed as correct by the Chair	PL
4.	Matters arising from the minutes: <ul style="list-style-type: none"> <li>• There is a requirement to deal with bounce back emails.</li> <li>• PL to speak with JW regarding oversight of social media.</li> </ul>	<ul style="list-style-type: none"> <li>• Carried forward</li> <li>• Carried forward</li> </ul>	 PL  PL
5.	Treasurers Report:	<ul style="list-style-type: none"> <li>• Report at Annex A</li> </ul>	
6.	Van advert in town guide and town map <ul style="list-style-type: none"> <li>• It was agreed to have a quarter page advert on both the map and Town guide.</li> <li>• A4 posters will also be produced. The design was agreed.</li> </ul>	<ul style="list-style-type: none"> <li>• PL paid invoice</li> <li>• PL to organise</li> </ul>	 PL  PL
7.	Task Cover: <ul style="list-style-type: none"> <li>• It was agreed that for essential tasks at least 3 trustees should know how to do them</li> </ul>	<ul style="list-style-type: none"> <li>• List of tasks to be available to trustees on the Drive</li> <li>• Trustees to view list and indicate if they are willing to learn the task</li> </ul>	 PL  All
8.	Community project fund – application for grant to the Hive: <ul style="list-style-type: none"> <li>• PL presented the detail, and it was agreed £1,000 in support</li> </ul>	<ul style="list-style-type: none"> <li>• Progress the application</li> </ul>	 PL
9.	Christmas social 20 <sup>th</sup> December 2023:	<ul style="list-style-type: none"> <li>• Ask Owen to do mulled wine.</li> <li>• Produce drinks and nibbles.</li> <li>• Raffle for volunteers.</li> </ul>	 JG
10.	Any Other Business: <ul style="list-style-type: none"> <li>• PL suggested a WhatsApp group for Trustees.</li> <li>• There was a discussion regarding gift vouchers.</li> <li>• Newsletter December.</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed PL to create.</li> <li>• Include use of vouchers in the newsletter.</li> <li>• Chair report</li> </ul>	 PL  JG  PL/JG
11.	Date of next meeting: <ul style="list-style-type: none"> <li>• 25<sup>th</sup> Jan 23 at 3pm</li> </ul>		

## Annex A: Treasurers Report

### BANK

CAF Bank Current Account on 14/11/2023: **£3,671.08** (after November Artists Payments made)

CAF Bank Reserve Account on 14/11/2023: **£16,729.53**

PayPal Account: on 22/11/2023: **£513.84** (£300 Transferred to Reserve)

**£200** cash from gallery paid into Current on 21/11/2023

### SALES

2023	2022	Variance
October 2023 Sales: <b>£1,030.99</b>	October 2022 Sales: <b>£1,938.15</b>	<b>-£907.16</b>
Sales Running Total 2023: <b>£12,795.51</b>	Sales Running Total 2022: <b>£11,796.15</b>	<b>+£999,36</b>

### FOOTFALL

2023	2022	Variance
Footfall October 2023: <b>676</b>	Footfall October 2022: <b>843</b>	<b>-167</b>
Footfall Running Total 2023: <b>6962</b>	Footfall Running Total 2022: <b>6,446</b>	<b>+516</b>
Sales Transactions October 2023: <b>59</b>	Sales Transactions October 2022: <b>84</b>	<b>-25</b>

### OCTOBER SALES PERFORMANCE

Number of items sold in October 2023: **93**

Customers per sale October 2023: **11.5**

Average Basket Value October 2023: **£17.47**