



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

## Minutes of the VAN Meeting held 3pm 25<sup>th</sup> January 2024 at 30 Sutton Grove

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

Ref	Subject	Action By
1.	<b>Apologies:</b> Pat Simon	
2.	<b>Declaration of interests:</b> Nothing to declare.	
3.	<b>Minutes of the meeting held 22<sup>nd</sup> November 2023:</b> Carried and signed by PL	
4.	<b>Matters arising from the minutes:</b> a. With regard to the town map posters a decision is required as to how many posters are required and where they should be displayed. Libraries and other prominent places were suggested. PL will determine requirement:	Action: <b>PL</b>
5.	<b>Treasurers Report:</b> A full report is at Annex A of the minutes	
6.	<b>Safety and Wellbeing Policy:</b> a. It was advised that there had been a recent occurrence in the gallery which raised concerns regarding the safety of individuals when only one steward has volunteered. It was therefore decided that VAN should enforce the two-steward policy and close the gallery when only one steward is available. An email is to be sent out to all members advising this.	Action: <b>PL</b>
7.	<b>Year Review:</b> PL asked the trustees what had worked well and not so well over the last year. a. <b>Worked Well:</b> Refreshing the display regularly, the overall appearance and layout of the gallery, the newsletter and the introduction of controls around card displays. b. <b>Not so Well:</b> The colouring competition, swap & buy sales and oversized business cards. PL to email members regarding business cards. Action: <b>PL</b> c. <b>Gallery Unused Space:</b> RL raised concerns that some of the areas of the gallery and in particular the side of the gallery near the fire extinguishers that had no 3D display plinths. It was agreed that PL and JG would look at the available plinths	

and shelves in the cellar and review what if anything should be changed and we could ask members if they had pieces to bring in. Action **PL/JG**

8. **Review of Tasks:** With DT due to stand down in March it will be necessary to review the Task List again and it will be discussed at the next meeting. Action: **All**

9. **Review of Policies:** Policies are required to be reviewed by the trustees each year, PL asked the trustees to help look through the existing policies to ensure they were correct or needed amendment. The policies are available to view on the website. PL will issue a list of the policies so trustees can advise which they have checked. Action **All**

**Note:** DT advised that he was happy to review some of the policies over the next few weeks. Action **DT**

10. **Fire Alarm Test Rota:** It was noted that at present most of the alarm checks are carried out by PL and ideally, we need more people to assist. There were questions regarding whether the alarms could be tested later than the current times stated. If they can then RL would be Project Support Fund Request willing to assist. PL will check with Russel. Action **PL**

11. **Any Other Business:**

a. **Project Support Fund Request:** JW put forward a request from WAC (Wellington Art Collaboration). They are organising open workshops and are looking for funds to pay for posters to advertise the event. It was agreed that VAN would support this. VAN will cover the cost but only to a maximum of £500. PL will send the forms to JW to complete. JW will be responsible for communicating with WAC and finding out the total cost of the poster production. Action: **PL/JW**

b. **Instagram:** JW advised that she knows of two individuals who may wish to maintain VAN Instagram site. It was agreed that this is a good idea and JW will progress this. Action: **JW**

c. **Market Square Event:** JG raised the idea of VAN having an event in the Market Square. PL pointed out that this year was VAN 25<sup>th</sup> anniversary so potentially we could use this event to celebrate it. It was agreed in principle. JG and PL will investigate the costs and availability. Action: **JW/PL**

d. **Darwin Centre Management:** PL advised that the Darwin Centre have engaged a Social Media Account Executive to help promote the various businesses in the centre. His name is **Kaan Gulerdogan** and he visited the gallery yesterday when Katie Barrett and Susan Mulcock were volunteering, and took some photos of the current exhibition and other works in there. He will continue to work with us and help with our promotions etc.

12. **Next Meeting:** The next meeting will be at 3pm Wednesday 21<sup>st</sup> February 2024 at 30 Sutton Grove.

## Annex A: Treasurer's Report for Trustees Meeting 25 January 2024

Bank CAF Bank Current Account on 23/01/24: **£4,001.07**

CAF Bank Gold Account on 23/01/24: **£16,973.87**

PayPal Account on 23/01/24: **£200**

### Sales

November 2023 Sales: £2,033.44	November 2022 Sales: £3001.75	Variance: -968.31
December 2023 Sales: £5008.75	December 2022 Sales: £4392.39	Variance: +616.36
Sales Total for 2023: £19,837.70	Sales Total for 2022: £19,190.29	Variance: +647.41

### Footfall

November 2023: 1362	November 2022: 1577	Variance: -215
December 2023: 1762	December 2022: 2156	Variance: -394
Total for Year 2023: 10,086	Total for Year 2022: 10,179	Variance: - 93

### Performance

November Sales Performance Number of items sold: 199 Sales Transactions: 121 Customers per sale: 11.3 Average Basket Value: £16.81

December Sales Performance Number of items sold: 369 Sales Transactions: 218 Customers per sale: 8.1 Average Basket Value: £22.98