

Minutes of VAN Trustees Meeting held 2pm on 25th April 2024 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JW) Jana Ward, (RL) Reg Lewis, (PS) Pat Simon

Item	Content	Action	By
1.	Apologies: (JG) Julie Goldthorpe		
2.	Declarations of Interest – nothing additional		
3.	Minutes of previous meeting held on 20th March 2024	Agreed and signed as correct by the Chair.	PL
4.	Matters Arising None.		
5.	<p>Treasurer's Report March sales and footfall significantly higher than same month last year. April – might be down on last year due to gallery closures.</p> <p>PL questioned the usefulness of the Cash/Card column on Sales Sheets as no analysis of this information is taking place.</p> <p>PS asked whether any checks were being made to make sure the amount of cash taken tallied with the amount paid into bank. PL explained this was difficult because it wasn't always possible to decipher the writing on the Sales Sheets to determine whether it was a cash or card sale.</p> <p>Meeting voted to remove Cash/Card column from the Sales Sheets.</p> <p>Meeting agreed that the amount of cash taken in May should be counted and checked.</p>	<p>Report at Annexe A</p> <p>Remove column from Sales Sheets.</p> <p>Keep record of amount of cash taken in May.</p>	<p>PL</p> <p>PL</p>
6.	<p>Update on finding more Trustees Update on meeting with Community-Resource sent out by PL. PL has filled in forms for Trustee/Secretary and Gallery Volunteers and returned to the Community-Resource organisation. Once approved these details will be loaded on their website for viewing by potential volunteers.</p>	Check progress with Community-Resource.	PL
7	<p>VAN 25th Anniversary Celebration – Ideas PS has looked into the possibility of having a picnic at West Hope Craft College – there's an old country house, walled garden, lovely walks and sketching/photography opportunities. Would be £80 for the hire of a marquee for the day (which VAN could pay) and £6 per head for tea and cake (which we could ask members to pay).</p> <p>PL has emailed Sarah Stembridge who runs Made in Shropshire to explore the possibility of hiring a stall in July and/or August. No reply yet.</p> <p>Other options could be to look into possibility of VAN taking part in another Arts Festival/Exhibition such as Secret Severn at Ironbridge.</p>	<p>Survey members to see which ideas appeal to them.</p> <p>Contact Caris Jackson</p>	<p>PL</p> <p>JW</p>

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8.	<p>Suggestion that we rent out window display area as additional Maker's Space</p> <p>This had been suggested by Maureen Carswell/Ann Jones. Meeting agreed that it would not be appropriate to use the large window display for this purpose but RL suggested that we need to create a better display in the smaller window and that this could possibly be rented out as a Maker's Space.</p>	Further discussion required.	All
9.	<p>Membership and Volunteering (JG joined meeting by telephone at this point)</p> <p>Conditions of membership and how points are used: JG has proposed that living within Shropshire or within 10 miles of the County boundary should be a condition of membership. Those already members would be allowed to remain but condition would be applied to new applications.</p> <p>JG reported that one of our members is believed to be living in Surrey and receiving the VCR of 20% with points being awarded by relative who volunteers. JG believes this is unfair and that person should be allowed to remain as a member but not receive the VCR.</p> <p>JG asked if members who simply come in at changeover to set up their Artist's Board or Maker's Space were being awarded volunteer points for doing so. PL confirmed this is not the case.</p> <p>JG also concerned that some volunteers at changeover 'pop' in for an hour or so whereas others stay the whole day but receive the same points value.</p> <p>Obtaining enough volunteers: A few options were discussed: Distinguish between those exhibiting in a themed exhibition or renting an artist board or maker's space who would be expected to volunteer at least twice during the period of the exhibition and those with work in the other part of the gallery, i.e. the shop. To make this work we would need to promote the exhibition/ rented areas more – possibly by having a launch event/preview.</p> <p>Promote the 'Friends' membership more by reminding those that don't volunteer themselves of the option for someone else to volunteer on their behalf and earn points for them.</p> <p>Recruitment drive to get more members who are willing to volunteer.</p> <p>PS felt that some members are reluctant to volunteer more than once because of the cost of travel/parking etc. Could offer expenses to those that volunteer more than once a month.</p>	<p>Need to check what it says about membership in our Constitution.</p> <p>Facts need to be checked before taking a decision on this.</p> <p>No action.</p> <p>Difficult to monitor but could ask Jasmine to keep track so that we can take into account when awarding points.</p> <p>Ascertain the interest in launch events through question in survey.</p> <p>Email non-volunteers</p> <p>Contact other arts organisations</p> <p>Ask in survey?</p>	<p>PL</p> <p>JG</p> <p>PL</p> <p>JG</p> <p>?</p>

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	<p>RL felt that the policy of insisting on two volunteers for each shift was putting some people off because they were unwilling to commit to a shift if they were the first name on the rota in case no one else volunteered and the shift had to be cancelled.</p> <p>Need to check how many different members have items in gallery.</p> <p>RL asked about our policy for deciding what work was exhibited as he felt that some items were not of sufficient quality/artistic merit. PL advised that this was a separate matter and would need to be discussed at a future meeting.</p> <p>JW remarked that some of the resin items were of poor quality and in some cases had sharp edges that could cause an injury.</p>	<p>Record number at next changeover.</p> <p>Item to go on agenda at May meeting.</p> <p>Those items to be removed at next changeover.</p>	<p>PL</p> <p>PL</p> <p>PL</p>
10.	<p>Document Storage and Control</p> <p>PL reported that he has simplified the structure of the Drive and will create a summary document of where the key files were located.</p>	<p>Summary document</p>	<p>PL</p>
11.	<p>AOB</p> <p>JG asked if it was time to conduct another members' survey.</p>	<p>Compile a list of questions we want to ask.</p>	<p>All</p>
12.	<p>Next meeting Wednesday 22nd May 2024 at 2.00 pm.</p>	<p>Agenda items to PL</p>	<p>All</p>

Annex A: Treasurer's Report for Trustees Meeting 25th April 2024

Bank

CAF Bank Current Account on 05/03/24: £ 5,311.50

CAF Bank Gold Account on 05/03/24: £ 14,638.81

PayPal Account on 19/04/24: £200

Sales

March 2024 Sales: £2,268.98 March 2023 Sales £1,492.43 Variance: 776.55

February 2024 Sales: £889.70 February 2023 Sales: £1,363.49 Variance: -473.79

Footfall

March 2024: 921 March 2023: 735 Variance: 186

February 2024: 797 February 2023: 801 Variance: -4

March 2024 Sales Performance

Number of Items Sold: 143

Sales Transactions: 82

Customers Per Sale: 11.2

Average Basket Value 27.67

February 2024 Sales Performance

Number of Items Sold: 92

Sales Transactions: 73

Customer Per Sales: 10.9

Average Basket Value: £12.19