



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

Minutes of the VAN Meeting held 2pm 16th January 2025 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (DT) Dave Thompson, (RL) Reg Lewis, (AW) Alison Wragg

(JaG) Janice Gill

Item#	Item	Action	By
1.	Apologies:	Pat Simon	
2.	Jana Ward has stepped down from being a Trustee Co-opting Dave Thompson and Alison Wragg onto the Management Committee	All in favour of DT & AW being co-opted	
3.	Declaration of interests:	All signed	All
4.	Introductions		
5.	Minutes of the meeting held 20 th November 2024	Signed as correct by the Chair	PL
6.	Matters arising from the minutes: <ul style="list-style-type: none"> Drop in date Web building workshops Schools colouring competition Enamelling workshop – booked for 12/3/25 at EBW, room for 6-10 members, £25 per member VAN to pay for higher of the hall. Sale Condoover Sale Battlefield 1403 sale Labels being printed Working groups Drink vouchers now being used 	<ul style="list-style-type: none"> JaG to look at again PL liaising with Jonathan Thaw re date Waiting to hear back from Gisela and Colin JG to email Members PL to do a report Great success Only sold one item not going to do again Owen looking at it but more difficult than first thought PL liaising PL has emailed members looking for help 	JaG PL JG JG PL PL PL
7.	Treasurers Report and financial review 2024 <ul style="list-style-type: none"> Query on average basket in December 24 Up on last year Set a minimum figure for the reserve account eg £10,000 	<ul style="list-style-type: none"> Report at Annex A JaG to look at again 	JaG
8.	Review of Trustees roles and task allocation <ul style="list-style-type: none"> Phil - Chair Alison - Secretary Janice - Treasurer Julie – Membership Secretary, Events Organiser 	<ul style="list-style-type: none"> Phil asked Dave to shadow him as Chair he's happy to do this but not take it on completely 	

	<ul style="list-style-type: none"> • Reg – Gallery Manager • Dave – Rota, Deputy Chair • Pat - Newsletter 		
9.	<p>Proposal to promote VAN through My Shrewsbury magazine</p> <ul style="list-style-type: none"> • Cost £800 to promote an article for each exhibition 	<ul style="list-style-type: none"> • Voted in favour but RL abstained 	
10.	<p>Requests</p> <ul style="list-style-type: none"> • Carola Fielden – request for gallery space for Paul Tims – one of her students with mental health problems. • Trixi Hill – request to set up members WhatsApp group 	<ul style="list-style-type: none"> • PL to email but would like to see his work, he could have a board for a period of 2 months, Carola will need to become a member. 20% no Artist Board fee of £15 • Concern over it being in the VAN name. Trixie to be told we can't stop her from setting up a WhatsApp group but it's not to use VAN in the name. 	<p>PL</p> <p>PL</p>
11.	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> • Made in Shropshire - Ask for a stand in April/May and or August • It was discussed a number of procedures needed improving on, in the gallery and a list to be created for the desk to state what is required when volunteering each session. • Volunteers needed for the end of sale changeover • Members are paying pro-rata for renewals but should be paying £18 with new members being charged pro-rata • It was suggested by Julie that we should consider putting up the Members Fee for 2026 • Artist Board Waiting List people sitting on the list for a year and not taking up when asked, suggested they should be asked twice if the offer is not taken up they should be removed from list. • Headway Shropshire, Mental health charity, Quiz night can we donate a prize • It was agreed a 20% discount for those on the exempt volunteer list. • Shelving 3D store – needs building 	<ul style="list-style-type: none"> • PL to email • PL to email members • JG to email members • JG to email Tim to get him to change it • We will look at later in the year • JG to email members • All agreed to donate a £20 voucher and will put in a team • Agreed with this JG to email those involved • PL to try and organise 	<p>PL</p> <p>PL</p> <p>JG</p> <p>JG</p> <p>JG</p> <p>JG</p> <p>PL</p> <p>JG</p> <p>PL</p>

	<ul style="list-style-type: none"> It has been asked as to whether we can advertise the current exhibition on the outside board. All agreed. To keep the 25-anniversary logo on the current gallery labels. All agreed 	working party <ul style="list-style-type: none"> PL to print JG no change 	PL JG
12.	Date of next meeting: <ul style="list-style-type: none"> 13th February 2025 		

Annex A: Treasurer's Report for Trustees Meeting

Van Treasurer's Report – October/November/December

Financial Position as of January 2025

	2024	2023	Variance
Total Sales to Date	£20234.65	£19837,7	+396.65 (+41.55)
Total Footfall to date	11158	10086	+1072

October

Sales	£1203.19	£1030.99	+£172.2
Footfall	844	676	+168
Number of items sold	100		
Sales transactions	68		
Customers per sale	12.41		
Average basket value	17.69		

November

Sales	£2855.65	£2033.44	+822.21
Footfall	1472	1362	+110
Number of items sold	296	198	+98
Sales Transactions	154		
Customers per sale	4.97		
Average Basket value	18.54		

December

Sales	£5386.55	£5008.75	+377.80
Footfall	1848	1762	+86

Number of items sold	377	371	+6
Sales transactions	319		
Customers per sale	5.8		
Average basket value	15.77		

Notes

December sales figure includes Condoover sales of 355.50. Gallery sales were £5031.05

Without the sales from Condoover, the year-on-year sales would have a lower, but still positive variance.

Bank (as of 14/01/2025)

Current Account	£8,791.86
Reserve Account	£11,986.30
Paypal	£200

Payments going out include £3,000 for community projects and approximately £4,000 payments for artists sales.