



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

## Minutes of the VAN Meeting held 2pm 19<sup>th</sup> June 2025 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (AW) Alison Wragg, (DT) Dave Thompson (JGi) Janice Gill

Item#	Item	Action	By
1.	Apologies:	JGi	
2.	Declaration of interests:	No new interests	All
3.	Minutes of the meeting held (enter date)	Signed as correct by the Chair	PL
4.	<p>Matters arising from the minutes:</p> <ul style="list-style-type: none"> <li>John Thaw has not got back to us regarding a Website workshop so this will not go ahead.</li> <li>Carola Fieldon has not got back to us about showing Paul Tims work so no further action will be taken.</li> <li>PL Has the shelving for 3D storage in the basement so will fit this asap.</li> <li>Gisela Robinson (GR) has painted sign + summer decoration on window</li> <li>Strip light bulbs have been changed but chargers need replacing on some PL to call electrician, may be worth changing strip lights to LED's</li> <li>Janice Gill to do workshop on 29<sup>th</sup> June at Massarelle's</li> <li>AW to contact Tracey Hill (TH) to see if she has contacted anyone in the Visitors Book.</li> <li>Annual Accounts for 2025 need completing</li> <li>Keeping track of Artists Payments AW to do when she returns form holiday</li> <li>JG to remove all ex members from website</li> <li>Volunteer tracker</li> </ul>	<ul style="list-style-type: none"> <li>To fit shelving</li> <li>To contact electrician</li> <li>Aw to contact Tracey Hill</li> <li>PL to speak to JGi</li> <li>PL to go through with AW</li> <li>PL to go through with AW</li> </ul>	<p>PL</p> <p>PL</p> <p>AW</p> <p>PL</p> <p>PL</p> <p>JG</p> <p>PL</p>
5.	<p>Treasurers Report:</p> <ul style="list-style-type: none"> <li>Monthly sales up by £520.97 Footfall up by 126</li> <li>All looking healthy</li> </ul>	<ul style="list-style-type: none"> <li>Report at Annex A</li> </ul>	

6.	<p>Made in Shropshire Market</p> <ul style="list-style-type: none"> <li>• Look into a hanging stand.</li> <li>• Rota to be sent out</li> <li>• Flyer to advertise the event</li> <li>• VAN advertising Cards</li> </ul>	<ul style="list-style-type: none"> <li>• To investigate</li> <li>• JG to do</li> <li>• JG to do</li> <li>• PL to order more</li> </ul>	<p>JG</p> <p>JG</p> <p>JG</p> <p>PL</p>
7.	<p>Trustee Recruitment + Chair &amp; Treasurers Roles</p> <p>Discussion was had regarding roles of current Trustees as PL is to resign as Chair at AGM in October</p> <ul style="list-style-type: none"> <li>• No members have come forward to be a Trustee</li> <li>• Katie Barrett (KB) will join as Trustee but is away for 6 months of the year</li> <li>• PL is to advertise in My Shrewsbury</li> <li>• AW to take over emailing members re sales</li> <li>• JG offered to take on Chair in interim period if no member comes forward by the AGM</li> </ul>	<ul style="list-style-type: none"> <li>• PL to email members to tell them VAN is in danger of folding if members don't come forward to help</li> <li>• Put a notice in My Shrewsbury</li> <li>• Looking into ways to make emailing easier</li> </ul>	<p>PL</p> <p>PL</p> <p>AW</p>
8.	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>• Makers Agreement Form has been changed to cover one year with a need to do a second one if things change eg member is no longer a volunteer. Not to come into use until January 2026 so delay telling members.</li> <li>• It was decided to keep the Artist Board and Makers Space Agreement Forms as is.</li> <li>• PL made changes to the stock sheet so Members with Artist Board or Makers Space tick to confirm they have paid the fee.</li> <li>• Suki White has offered to do Exhibition Labels.</li> <li>• Gisela Robinson (GR) gave information to Trustees regarding making barcodes and having a scanner. Trustees discussed and decided it wouldn't work with the changing stock we have in the gallery</li> </ul>	<ul style="list-style-type: none"> <li>• JG to email to members in December 2025</li> <li>• JG to check what address she wishes to use</li> <li>• JG to inform GR</li> </ul>	<p>JG</p> <p>JG</p> <p>JG</p>
9.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> <li>• Thursday 31<sup>st</sup> July 2025 @ 3pm</li> </ul>		

## Annex A: Treasurer's Report for Trustees Meeting

### VAN Treasurer's Report – May 2025

#### Financial Position

	2025	2024	Variance
Total Sales to end of May	£7606.56	£6265.78	£1340.78
Total Footfall to end of May	4652	3866	786

#### April

Sales	£1171.94	£1001.35	£170.59
Footfall	832	720	112
Number of items sold	136	73	63
Sales transactions	83	50	33
Customers per sale	10	14.4	4.4
Average basket value	£14.12	£20.03	£5.91

#### May

Sales	£1619.62	£1098.65	£520.97
Footfall	805	679	126
Number of items sold	146	94	52
Sales transactions	87	61	26
Customers per sale	9.3	11.1	1.8
Average basket value	£18.62	£18.01	0.61

#### Bank (as of 17/06/2025 )

Current Account	£3,745.32	(May Artists' Payments still to go out)
Reserve Account	£10,329.23	
PayPal	£200	(£52.27 transferred to Gold Account 17/06/25)