



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

## Minutes of the VAN Meeting held 2pm 31 July 2025 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (DT) Dave Thompson, (AW) Alison Wragg (GR) Gisella Robinson (MS) Monica Silver (IR) Isabel Rizzo (MH) Mike Hodge

Item#	Item	Action	By
1.	Apologies: Janice Gill		
2.	Declarations of Interest <ul style="list-style-type: none"> <li>No changes to previous meeting.</li> </ul>		
3.	Introductions and Expectations:	<ul style="list-style-type: none"> <li>Explained to GR,MS,IR,MH the role of Trustees and maintaining confidence</li> </ul>	PL
4.	Minutes of the meeting held 19 June 2025	Signed as correct by the Chair	PL
5.	Matters arising from the minutes: <ul style="list-style-type: none"> <li>Shelving 3D storage – Completed – for incoming 3D and spares for exhibitions only</li> <li>Gallery strip lights replaced but some require new chargers. PL has contacted electrician</li> <li>Marketing and Publicity Working Group- AW to check with Tracey (TH) about sign and updating visitors then contacting them using the Marketing email address.</li> <li>Annual accounts for 2025 need completing</li> <li>Keeping track of Artist Payments – AW to investigate</li> <li>Volunteer Tracker</li> <li>Trustee Recruitment – Chair and Treasurer Roles</li> </ul>	<ul style="list-style-type: none"> <li>JG to email members to inform members</li> <li>Ongoing – PL waiting for response from electrician</li> <li>Ongoing- AW asked to discuss at MPW group meeting rather than direct to TH</li> <li>PL to complete now</li> <li>Ongoing – AW looking into</li> <li>PL and AW to schedule time for training</li> <li>JG to take on Chair role in interim. Several members interested in joining the committee, attended this meeting to get an understanding.</li> </ul>	JG  PL  AW  PL  JG

	<ul style="list-style-type: none"> <li>• PL to advertise for Trustees in My Shrewsbury Magazine</li> <li>• AW to look into setting up new system for emailing member re sales</li> <li>• Makers Agreement Form- will now cover 1 year period – not required until end of year</li> <li>• Exhibition Labels – Suki White taking over this task as from next exhibition Aug 25</li> </ul>	<ul style="list-style-type: none"> <li>• On hold as may not be required</li> <li>• Ongoing</li> <li>• Members to be emailed in Dec 2025</li> <li>• Suki White to take over from JG</li> </ul>	<p>PL</p> <p>AW</p> <p>JG</p>
6.	<p>Treasurers Report for June 2025</p> <ul style="list-style-type: none"> <li>• Compared to this time last year the monthly sales are up by £198.82</li> <li>• The footfall compared to this time last year is up slightly by 15 but the average basket is lower.</li> </ul>	<ul style="list-style-type: none"> <li>• See Annex A Report</li> </ul>	
7.	<ul style="list-style-type: none"> <li>• Made In Shropshire – 17 members taking part, rota almost filled.</li> <li>• Lesley Buckner only invoiced for one stall but requested two</li> </ul>	<ul style="list-style-type: none"> <li>• JG to request rota for mid-morning to be filled</li> <li>• PL to contact Lesley to confirm number of stalls</li> </ul>	<p>JG</p> <p>PL</p>
8.	<ul style="list-style-type: none"> <li>• Removing 30% Commission Rate/Those Selling but not volunteering</li> <li>• A few members who sold in Apr/May/June did not volunteer during this period – how to resolve this?</li> </ul>	<ul style="list-style-type: none"> <li>• All to look independently at how this could be resolved</li> </ul>	All
9.	<ul style="list-style-type: none"> <li>• Issues around managing the gallery rota <ul style="list-style-type: none"> <li>○ People dropping out at last minute/changing without notification</li> <li>○ Filling a Friday or Sunday - Decided from next changeover until November 25 to reduce Sunday hours</li> <li>○ Can those who agreed to volunteer but were cancelled keep their volunteering points</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• DT to email members to update us if they change /cancel their rota dates</li> <li>• DT to update rota and email members</li> <li>• All agreed that they should</li> </ul>	<p>DT</p> <p>DT</p>
10.	<ul style="list-style-type: none"> <li>• Next steps for VAN if Chair/Treasurer roles unfilled going forward – constitution states 21 days notice to dissolve the charity</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed we don't want this to happen</li> </ul>	
11.	Any other urgent business:		

	<ul style="list-style-type: none"> <li>• AGM in October – room at English Bridge booked, PL emailed members to save date</li> <li>• PL will send out RSVP email to members nearer the date</li> <li>• JG agreed to provide the food and drinks</li> <li>• AW has been asked to create a quiz with VAN voucher as prize</li> <li>• Tina Cooke has asked us if the website is monitored in Google by number of clicks</li> <li>• Exhibition working group to meet re Subject suggestions for next year</li> <li>• New desk required for the gallery as present one is becoming unstable</li> <li>• New attendees asked if interested in becoming Trustees, all agreed they would. Need to be nominated by completing a form</li> </ul>	<ul style="list-style-type: none"> <li>• PL to send email</li> <li>• JG will do food</li> <li>• AW to produce</li> <li>• PL will email Tim to ask</li> <li>• JG to email all members to get a list. Exhibition group will shortlist ideas.</li> <li>• JG to look at replacement</li> <li>• AW to nominate GS</li> <li>• JG to nominate MH</li> <li>• PL nominate MS</li> <li>• DG to nominate IR</li> </ul>	<p>PL</p> <p>JG</p> <p>AW</p> <p>PL</p> <p>JG</p> <p>JG</p>
12.	Date of next meeting: 18 September 2025 at 2pm		

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

## **VAN Treasurer's Report – June 2025**

### **Financial Position**

	<b>2025</b>	<b>2024</b>	<b>Variance</b>
Total Sales to end of June	£9122.62	£7583.02	£1539.60
Total Footfall to end of June	5350	4549	801

#### **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

#### **June**

Sales	£1516.06	£1317.24	£198.82
Footfall	698	683	15
Number of items sold	129	90	39
Sales transactions	80	56	24
Customers per sale	8.7	12.2	3.5
Average basket value	£18.95	£23.52	£4.57

#### **Bank (as of 31/07/2025 )**

Current Account	£2210.70
Reserve Account	£10433.98
PayPal	£207.38