



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

## Minutes of the VAN Meeting held 2pm 13<sup>th</sup> February 2025 at 30 Sutton Grove

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

Item#	Item	Action	By
1.	Apologies:	Pat Simon and Janice Gill	ALL
2.	Declarations of Interest	None	ALL
3.	Minutes of the meeting held 16 <sup>th</sup> January 2025	Signed as correct by the Chair	PL
4.	<p>Matters arising from the minutes:</p> <ul style="list-style-type: none"> <li>Drop in date.</li> <li>Web building workshops.</li> <li>Schools colouring competition.</li> <li>Enamelling workshop – limited interest may be cancelled.</li> <li>Sale</li> <li>Labels being printed.</li> <li>Working Groups</li> <li>Carola Fielden – request for gallery space for Paul Tims – one of her students with mental health problems.</li> <li>Trixi Hill – What's App group now created only few signed up.</li> <li>Made in Shropshire – We have been offered a stall in August.</li> <li>Volunteer Gallery Checklist to improve procedures during volunteer sessions.</li> </ul>	<ul style="list-style-type: none"> <li>PL to action</li> <li>PL liaising with Jonathan Thaw - still waiting to hear on a date</li> <li>In progress - Gisella and Colin have contacted local schools awaiting feedback</li> <li>Decision to be made as to whether this will go ahead or not</li> <li>Carried forward - PL to do a report</li> <li>Owen looking at it but more difficult than first thought PL liaising</li> <li>See Item 6</li> <li>PL has had some response but still awaiting images</li> <li>JG will ask Trixi to send out an email to all volunteers to tell them about it the WA group</li> <li>All pleased</li> <li>See Item 8</li> </ul>	<p>PL</p> <p>PL</p> <p>JG</p> <p>JG</p> <p>PL</p> <p>PL</p> <p>PL</p> <p>PL</p> <p>JG</p> <p>ALL</p> <p>AW</p>

	<ul style="list-style-type: none"> <li>Members are paying pro-rata for renewals but should be paying £18 with new members being charged pro-rata.</li> <li>Artist Board Waiting List.</li> <li>Headway Shropshire, Mental health charity</li> <li>Shelving 3D storage – PL has spoken to Ops manager at Darwin Centre and agreed we can add wall shelves. We need to have clear out first downstairs. Skip hire or van removal. Agreed skip would be better and cheaper. Day required to clear out cardboard first.</li> </ul>	<ul style="list-style-type: none"> <li>JG has contacted Tim and he has done the work</li> <li>JG stated that we are running out of people for the artist boards. AW asked to be added to the list. JG to ask if any new people want to be added</li> <li>Dave to confirm if he will attend the quiz or not</li> <li>PL to contact volunteers and identify a day this can be done</li> </ul>	<p>JG</p> <p>JG</p> <p>DT</p> <p>PL</p>
5.	<p>Treasurers Report for January 2025</p> <ul style="list-style-type: none"> <li>Had a great January – we took over £2k and footfall was up too.</li> <li>The January Sale attracted more interest.</li> <li>The spreadsheet of the annual accounts for 2024 needs updating.</li> <li>Update on drinks vouchers.</li> <li>Audit of account is required in October; current charge is £600. AW suggested her husband may be able to help with this and save VAN some money.</li> <li>Petty Cash – it was agreed that anything over £20 will require a Petty Cash Form to be completed by a volunteer.</li> </ul>	<ul style="list-style-type: none"> <li>PL to update .</li> <li>See Item 7</li> <li>AW to check and see if possible</li> <li>PL to clarify with volunteers</li> </ul>	<p>PL</p> <p>PL</p> <p>AW</p> <p>PL</p>
6.	<p>Update on Working Groups</p> <ul style="list-style-type: none"> <li>Volunteers have been emailed by PL.</li> <li>Several people have confirmed interest in Marketing and Publicity, still requires more volunteers for the other groups.</li> </ul>	<ul style="list-style-type: none"> <li>PL to send further email to the volunteers to request joining the other working groups</li> </ul>	PL
7.	<p>Update on Drinks Vouchers</p> <ul style="list-style-type: none"> <li>The bill was paid to Massarella for £52.13 which was 50% of the actual cost. It should have only paid 30% as volunteers already get 20% discount. Massarellas were unable to process this through the till.</li> <li>Decided to stick with the drinks vouchers even at 50%</li> </ul>		ALL
8.	<p>Volunteer Gallery Checklist</p> <ul style="list-style-type: none"> <li>AW had collated a list which she shared with the Trustees</li> </ul>	<ul style="list-style-type: none"> <li>AW to update final list to be placed on the desk in the Gallery</li> </ul>	AW

	<ul style="list-style-type: none"> <li>List reviewed and further items added</li> </ul>		
9.	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> <li>John Ball asked about Artist in Residence possibility in the gallery. Agreed it would need to be open to all.</li> <li>It was noticed by a new member that we don't advertise that we are a charity. It was discussed how we can rectify this.</li> <li>Discussion about number of member renewals and actual volunteers in the gallery.</li> <li>Some of the strip lights not working in the gallery.</li> <li>Email storage very high needs to be addressed to clear out any old emails prior to 2020.</li> </ul>	<ul style="list-style-type: none"> <li>DT to email all members to see if any other interest in doing this.</li> <li>PL to see if sign can be created in the gallery window- speak to Gisella</li> <li>JG suggested sign behind till area – PL to create</li> <li>JG to check non renewals contact list and send to trustees</li> <li>PL to delete Bank Details of members on the list</li> <li>PL will address with his son</li> <li>AW as Secretary to action</li> </ul>	<p>DT</p> <p>PL</p> <p>PL</p> <p>JG</p> <p>PL</p> <p>PL</p> <p>AW</p>
10.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> <li>13<sup>th</sup> March 2025</li> </ul>		

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

### Van Treasurer's Report – January 2025

#### Financial Position as of 10<sup>th</sup> February 2025

	2025	2024	Variance
Total Sales to Date	£2228.35	£1007.10	1221.25
Total Footfall to date	914	749	165
<b>December</b>	<b>2024</b>	<b>(2023)</b>	
Sales	£5386.55	£5008.75	+377.80
Footfall	1848	1762	+86
Number of items sold	377	371	+6

Sales transactions	232
Customers per sale	7.97
Average basket value	23.22

<b>January</b>	<b>2025</b>	<b>(2024)</b>	
Sales	£2228.35	1007.10	1221.25
Footfall	914	749	165
Number of Items sold	156	93	63
Sales transactions	100	59	41
Customers per Sale	9.1	12.7	-3.6
Average basket value	22.28	17.07	5.21

### **Bank (as of 10/02/2025 )**

Current Account	£3,091.38
Reserve Account	£11,986.30
Paypal	£200

**Notes** Current Account includes sales, but artists are yet to be paid.