



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

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

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (DT) Dave Thompson, (RL) Reg Lewis, (AW) Alison Wragg, (JaG) Janice Gill, (PS) Pat Simon

Item#	Item	Action	By
1.	Apologies:		ALL
2.	Declarations of Interest <ul style="list-style-type: none"> <li>This should be available in the public part of the website. PL took all details to be recorded.</li> </ul>	<ul style="list-style-type: none"> <li>PL to update</li> </ul>	PL
3.	Minutes of the meeting held 13 <sup>th</sup> February 2025	Signed as correct by the Chair	PL
4.	Matters arising from the minutes: <ul style="list-style-type: none"> <li>Drop in date to be done around Spectacular Shropshire Event</li> <li>Web building workshops.</li> <li>Schools colouring competition – not had great response from schools</li> <li>Enamelling Workshop by Ann Jones went ahead</li> <li>Working Groups Update</li> <li>Carola Fielden – request for gallery space for Paul Tims – one of her students with mental health problems.</li> <li>Made in Shropshire – Going ahead in August. Require volunteers to man the stall.</li> <li>Shelving 3D storage – Phil to liaise with VAN volunteers to arrange a date for clear out in basement</li> </ul>	<ul style="list-style-type: none"> <li>PL to action.</li> <li>PL liaising with Jonathan Thaw - still waiting to hear back.</li> <li>In progress - Gisella and Colin to confirm whether still going ahead.</li> <li>Agreed that she should be given volunteer points.</li> <li>See Item 6.</li> <li>PL still awaiting further response from Carola.</li> <li>Julie to liaise with Liza Taylor about organising the event.</li> <li>PL to contact volunteers and identify a day this can be done.</li> </ul>	<div>PL</div> <div>PL</div> <div>JG</div> <div>JG</div> <div>PL</div> <div>JG</div> <div>PL</div>
5.	Treasurers Report for February 2025 <ul style="list-style-type: none"> <li>February was quieter although footfall was up on Feb 2024.</li> <li>The spreadsheet of the annual accounts for 2024</li> </ul>	<ul style="list-style-type: none"> <li>PL to update 2024</li> </ul>	PL

	<p>needs updating. Agreed PL will complete 2024 and Janice will start 2025</p> <ul style="list-style-type: none"> <li>Audit of account is required in by September and then sent to Charity Commission in October; current charge is £600. AW will show husband accounts year end info on the drive.</li> <li>Marketing Costs – All agreed limit to be set for how much is spent on Marketing. Agreed to limit spend to £2k. <ul style="list-style-type: none"> <li>Marketing – Map of Shrewsbury Guide – still not out even though paid for 1 year</li> <li>Marketing – Cancel Artist Board Flyers, instead create flyers for each new exhibition.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>AW to discuss and report back at April meeting</li> <li>All agreed</li> <li>PL to chase</li> <li>PL and JG to complete</li> </ul>	<p>&amp; JaG</p> <p>AW</p> <p>PL</p> <p>PL &amp; JG</p>
6.	<p>Update on Working Groups</p> <ul style="list-style-type: none"> <li>Extra volunteers required for the events working group AW volunteered to assist JG is required.</li> <li>Exhibitions - required a link trustee JG will do this and liaise with Jasmine as to when she is stepping down. AW volunteering to help with curating.</li> <li>Gallery Management – Reg needs to contact members in this group and organise a meeting. <ul style="list-style-type: none"> <li>Safe Issues – this requires fixing or replacing.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>JG to liaise with Jasmine</li> <li>RL to liaise with group.</li> <li>RL to resolve safe problem.</li> </ul>	<p>JG</p> <p>RL</p> <p>RL</p>
7.	<ul style="list-style-type: none"> <li>Policy Review Update – All reviewed by trustees.</li> <li>Volunteer Handbook requires an update to reflect change to the Artist/Makers agreement.</li> </ul>	<ul style="list-style-type: none"> <li>PL to update.</li> </ul>	<p>PL</p>
8.	<ul style="list-style-type: none"> <li>Issue of Inaccuracy when recording Stock Sheets – It was discussed that the main issue was the recording of sales by volunteers. <ul style="list-style-type: none"> <li>Codes missing off items.</li> <li>Incorrect information on the sheets and invoices – PL has sent out an email to volunteers to ask them to complete the information accurately.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All to monitor.</li> </ul>	<p>ALL</p>
9.	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> <li>Artist in Residence – DT shared that several members were interested. It was discussed how often and when this could take place.</li> <li>Location of the AIR within the gallery and location plan required. Hope to start in May.</li> <li>Gisella has been contacted and has agreed to do</li> </ul>	<ul style="list-style-type: none"> <li>DT to email interested members to ask for availability.</li> <li>DT to organise.</li> <li>PL to liaise with Gisella.</li> </ul>	<p>DT</p> <p>DT</p> <p>PL</p>

	<p>the sign. It was agreed by trustees for the sign to say “A Charity Supporting Local Artists and Makers”</p> <ul style="list-style-type: none"> <li>• Discussion about number of member renewals and actual volunteers in the gallery.</li> <li>• Not all new members have been inducted – Julie to contact them</li> <li>• Some of the strip lights not working in the gallery.</li> <li>• Amy from Masseralla’s has contacted VAN to see if any members would like to run Workshop in the café on a Sunday. Phil will send out an email to all to gauge interest, costs etc.</li> </ul>	<ul style="list-style-type: none"> <li>• PL to delete Bank Details of all non-members.</li> <li>• JG to contact new members to arrange.</li> <li>• PL and son still to complete.</li> <li>• PL to contact members</li> </ul>	<p>PL</p> <p>JG</p> <p>PL</p> <p>PL</p>
10.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> <li>• 10<sup>th</sup> April 2025 2pm</li> </ul>		

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

### Van Treasurer’s Report – February 2025

#### Financial Position as of 13 March 2025

	2025	2024	Variance
Total Sales to Date	£3105.3	£1896.80	£1208.50
Total Footfall to date	1915	1546	165

#### January

Sales	£2210.35	1007.10	1203.25
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

#### February

Sales	£894.95	889.70	5.20
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Footfall	1001	797	205
Number of items sold	107	92	15
Sales transactions	63	73	-10
Customers per sale	15.9	10.9	5
Average basket value	£14.21	£12.19	£2.02

### Bank (as of 13/03/2025 )

Current Account	£1,629.38
Reserve Account	£12,202.70
Paypal	£200

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