



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

Minutes of the VAN Meeting held 2pm 10 April 2025 at 30 Sutton Grove

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

Item#	Item	Action	By
1.	Apologies: Reg Lewis and Pat Simon		
2.	Declarations of Interest <ul style="list-style-type: none"> No changes to previous meeting, now updated on the website. 		
3.	Minutes of the meeting held 13th March 2025	Signed as correct by the Chair	PL
4.	Matters arising from the minutes: <ul style="list-style-type: none"> Drop in date to be done around Spectacular Shropshire Event to make Trustees more accessible. Web building workshops with Jonathan Thaw. Schools colouring competition – not had great response from schools and no further contact Working Groups Update <ul style="list-style-type: none"> Extra volunteers required for the exhibitions working group AW volunteered to assist JG. JG will curate until person comes forward. Gallery Management – Reg needs to contact members in this group and organise a meeting. Carola Fielden – request for gallery space for Paul Tims – one of her students with mental health problems. Made in Shropshire – Going ahead in August. Require volunteers to man the stall. Shelving 3D storage – Basement now cleared but storage still to build. Issue of Inaccuracy when recording Stock Sheets 	<ul style="list-style-type: none"> PL still to action. PL liaising with Jonathan- still waiting to hear back. Ongoing - Gisella and Colin will cancel after 19th April if nothing further. JG will do until further notice. Needs to be assigned to someone else as RL health issues- see action point 6 Ongoing -PL still awaiting further response from Carola. Ongoing - Julie to liaise with Liza Taylor in May about organising the event. PL to build storage JG to ask PS to add as a 	<ul style="list-style-type: none"> PL PL JG JG PL JG PL

	<p>– It was discussed that the main issue was the recording of sales by volunteers – ongoing problem</p> <ul style="list-style-type: none"> • Artist in Residence – DT has sent email. Will ask to start in May and see who is available. • Gisella has been contacted and has agreed to do the sign. It was agreed by trustees for the sign to say “A Charity Supporting Local Artists and Makers” PL also asked her to create a Spring/Summer sign. • Discussion about number of member renewals and actual volunteers in the gallery. PL to delete non-members Bank Details. • Not all new members have been inducted – JG contacted but only one response so far. • Some of the strip lights not working in the gallery. May require new LED lights. • Amy from Masseralla’s has contacted VAN to see if any members would like to run Workshop in the café on a Sunday. Few interested parties. Amy been too busy to contact so far. 	<p>reminder in the next Newsletter</p> <ul style="list-style-type: none"> • DT to contact AIR for availability • Ongoing – Awaiting Gisella to complete • Ongoing – still to complete. • Ongoing • Ongoing • Ongoing 	<p>JG</p> <p>DT</p> <p>PL</p> <p>PL</p> <p>JG</p> <p>PL</p> <p>PL</p>
5.	<p>Treasurers Report for February 2025</p> <ul style="list-style-type: none"> • Sales in March were down compared to March 2024 although footfall was up slightly. • The spreadsheet of the annual accounts for 2024 needs updating. Agreed PL will complete 2024 and Janice will start 2025. • Audit of account is required in by September and then sent to Charity Commission in October; current charge is £600. Current accountants have asked for details to do Cash Flow. AW to confirm if husband can do the audit. • Janice requested that some money needs to be transferred from the reserve account to cover bills and artist payments. Agreed to transfer £2k • Discussion about the annual membership fee to be increased next year to cover increase in energy bills etc. 	<ul style="list-style-type: none"> • PL to update 2024 • AW to discuss and report back. • PL to transfer • All agreed increase needed. PL to check when last increase was implemented. 	<p>PL & JaG</p> <p>AW</p> <p>PL</p> <p>PL</p>

	<ul style="list-style-type: none"> Pricing of members work – previously sent out but would be relevant to newer members. Either email or add to the next Newsletter 	<ul style="list-style-type: none"> JG to action 	JG
6.	<p>Update on Working Groups</p> <ul style="list-style-type: none"> Productive first meeting with the Marketing and Publicity Group <ul style="list-style-type: none"> Visitors Book – would be good to contact them and send them updates – sign by visitors’ book to allow contact. See if Tracey Hill would be interested in doing this we already have an email address set up for marketing. SAA magazine – option to advertise our group. Gallery Management – requires a link Trustee due to Reg stepping down. DT volunteered to be the link and contact the group members 	<ul style="list-style-type: none"> PL /AW to contact Tracey (TH) to see if interested AW to contact SAA PL to email list of members to DT 	<p>PL/AW</p> <p>AW</p> <p>PL</p>
7.	<p>Number of 3D Makers Items</p> <ul style="list-style-type: none"> JG shared results of 3D members item count from the gallery - some members have more items than those within a maker’s space. Suggested limits proposed for all 2D, 3D, Jewellery and Textiles. Jewellery to be placed in glass cabinets 	<ul style="list-style-type: none"> All agreed. JG to send out email with new exhibiting limits for all members. 	JG
8.	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> Lights found during clear-out of the basement. Maybe worth selling as good price found on EBay. Summer Outing – should we organise one? Any thoughts as to where to go. Janice struggling with the Treasurer role and wondered if she could have assistance. AW offered to enter the sales data onto the spreadsheets. Role clarification in relation to emails: <ul style="list-style-type: none"> Membership – JG Treasurer – Janice – PL to forward Bills & Invoices to JaG General - AW Rota - DT 	<ul style="list-style-type: none"> PL to action All to think and come back with ideas. PL to send April Sales sheets to AW so she can process. PL to add Bill to drive 	<p>PL</p> <p>ALL</p> <p>PL</p> <p>PL</p>
9.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> 22nd May 2025 2pm 		

Van Treasurer's Report – March 2025

Financial Position as of 10 April 2025

	2025	2024	Variance
Total Sales to Date	£4815	4165.78	£645.22
Total Footfall to date	3015	2467	548

February

Sales	£894.95	889.70	5.20
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

March

Sales	£1709.70 *	£2268.98	-559.28
Footfall	1100	921	179
Number of items sold	170	143	27
Sales transactions	99	82	17
Customers per sale	11.1	11.2	0.1
Average basket value	£17.27	£27.67	10.40

Bank (as of 10/04/2025)

Current Account	£1,479.85
Reserve Account	£12,269.46
Paypal	£200

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

***Subject to amendment**