



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

Minutes of the VAN Meeting held 2pm 22 May April 2025 at 30 Sutton Grove

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

Item#	Item	Action	By
1.	Apologies: Reg Lewis and Janice Gill		
2.	Declarations of Interest No changes to previous meeting, now updated on the website.		
3.	Minutes of the meeting held 10th April 2025	Signed as correct by the Chair	PL
4.	Matters arising from the minutes: - Drop in date to be done – Phil completed. Need to schedule other Trustees – at exhibition changeovers. - Web building workshops with Jonathan Thaw. - Working Groups Update - Exhibition Working Group- nothing further - Gallery Management – DT has taken this on. - 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. - Artist in Residence – May in progress, not all artists interested attended. - 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.	- DT, JG, JaG, DT - PL liaising with Jonathan- still waiting to hear back. - JG will do until further notice. - DT chased for further help, but nothing back from members - Ongoing -PL still awaiting further response from Carola. - Ongoing - Julie to put an email together to members and liaise with Liza Taylor. - PL to build storage with his son Jake. - Ongoing - Ongoing – Awaiting Gisella to complete	All except PL PL JG DT PL JG PL DT PL

	• 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 – 4 new starters inducted so far, more to do. • Some of the strip lights not working in the gallery. Phil to replace with help from his son. • 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. • Marketing and Publicity Working Group- AW to check with Tracey about sign and updating visitors then contacting them using the Marketing email address.	• Ongoing – still to complete. • Ongoing • Ongoing • Janice to run course on 29th June. • AW to contact Tracey	PL JG PL PL AW
5.	Treasurers Report for April 2025 • Sold more items in April and more sales per customer but they are spending less. We are ok financially. • The spreadsheet of the annual accounts for 2024 needs updating. Agreed PL will complete 2024 and Janice will start 2025. • Discussion about the annual membership fee to be increased next year to cover increase in energy bills etc. PL last update was done in Mar 2020. • Lights found during clear-out of the basement. Maybe worth selling as good price found on EBay.	• PL to update 2024 • All agreed to increase cost to £25 from January 2026. PL to email members • PL to action	PL & JaG PL PL
6.	• Artist/Makers agreement Form – all agreed not required each time someone exhibits. PL will change form by amending wording.	• PL to action	PL
7.	• Procedure for keeping track of artist payments – became apparent when Christine Mackay hadn't received payment for sold items.	• Need to request Bank Details from members earlier and delete email. PL to speak to JaG	PL
8.	• Makers Space during Art Trail – JG stated that as there will be no Artist boards and Makers Spaces at this time, members will be able to exhibit more items.	• JG will email members to let them know	JG

	○ 14 3D items ○ 4 2D items + 2 in reserve		
9.	● Promoting VAN on Social Media/Website ○ Agreed to advertise for new members on IG ○ Competition to win VAN voucher- in theory but need more detail of how to ○ Website – Monthly Section on Makers/Artist Space ○ JG stated her daughter is doing a Social Media course and may be able to help. ○ JG needs to delete non-members off the website.	● AW to proceed ● AW to work out how to. ● PL to arrange Marketing and Publicity Group meeting ● JG to discuss and let AW know. ● JG to action	AW AW PL JG JG
10.	● Volunteer Tracker ○ Needs to updated Monthly – to ensure members are paid correctly. ○ Agreed those who did AIR should receive 2 volunteer points	● AW agreed to update May	AW
11.	Date of next meeting: 19 th June 2025 2pm		

Annex A: Treasurer's Report for Trustees Meeting

VAN Treasurer's Report – April 2025

Financial Position as of 21 May 2025

	2025	2024	Variance
Total Sales to Date	£5986.94	£5167.13	£819.81
Total Footfall to date	3847	3187	660

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

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

Bank (as of 21/05/2025)

Current Account	£2,261.65	(after April Artists' Payments)
Reserve Account	£10,269.46	(£2,000 transferred to Current Acc in April)
PayPal	£200	