



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

## Minutes of the VAN Meeting held 2pm 15th May 2024 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (JW) Jana Ward, (RL) Reg Lewis, (PS) Pat Simon

Item#	Item	Action	By
1.	Apologies:		
2.	Declaration of interests:		All
3.	Minutes of the meeting held 25 <sup>th</sup> April 2024	Signed as correct by the Chair	PL
4.	<p>Matters arising from the minutes not otherwise on the agenda</p> <ul style="list-style-type: none"> <li>• Small Window – it was decided that this should be used for Members hiring Artist Boards or Makers Space</li> <li>• Visitors Book was discussed and decided to go with for comments, emails (with notice re data protection)</li> <li>• Drop in W/E VAN 25</li> <li>• </li> <li>• PS thought analysis of Cash/Card sales should be carried out. All agreed overturning last months decision. So Cash/Card column should stay but be changed to allow 'circling' of correct payment method.</li> <li>• Lighting in window and on back wall</li> </ul>	<p>Look at a sign &amp; painting of the wall</p> <p>Set up</p> <p>Discuss further at later date</p> <p>To check with electrician</p>	<p>JG</p> <p>JG</p> <p>PL</p> <p>PL</p>
5.	<p>Treasurers Report:</p> <p>April sales down on last year by £433.28 it was suggested Easter being in March may play a part in this. Overall we are up on takings at this point in 2023 by approx. £200</p> <p>Footfall also up by 101 as of this point 2023 but up overall.</p>	<p>Report at Annex A</p> <p>JW contacted accountants and doing spread sheets as last year</p>	JW
6.	<p>Update on finding more Trustees</p> <ul style="list-style-type: none"> <li>• Community Resource. PL spoke to contact who has now add our required details to their website for Secretary &amp; more Gallery Volunteers</li> <li>• </li> <li>• Community Connectors Meeting</li> <li>• PL went to meeting where Charities meet together to see if we can help each other – Possible collaborations</li> <li>• </li> </ul>	Email to go out to Members to ask for Trustees	JG
7.	<p>VAN 25<sup>th</sup> Anniversary Celebration - Ideas</p> <ul style="list-style-type: none"> <li>• It was decided to go with the Picnic at West Hope Craft College for Members – PS has checked on some dates and will confirm final date.</li> <li>• </li> <li>• Made in Shropshire have agreed to us having a double gazebo on the 10<sup>th</sup> August, cost £100. It was agreed to email members to see who is interested. It is agreed all</li> </ul>	<p>Email members &amp; check dates available</p> <p>Email members</p>	<p>PS</p> <p>JG</p>

	<p>who exhibit must volunteer on the day. JG offered to man pitch for the day. A banner will be required when we have exact table size. JW suggested a QR Code to allow new members to join VAN easily on the day.</p> <ul style="list-style-type: none"> <li>•</li> <li>• JG contacted Condover Hall re Xmas Market but no reply as yet.</li> <li>•</li> <li>• Taking part in other exhibitions – eg Secret Severn no reply as yet</li> </ul>	<p>PL To check on table size</p> <p>QR Code JW</p> <p>Follow up</p> <p>Follow up</p>	<p>PL</p> <p>JW</p> <p>JG</p> <p>JW</p>
8.	<p>Membership and Volunteer update</p> <ul style="list-style-type: none"> <li>• 89 VAN members are exhibiting at present but only approx. 30 volunteer</li> <li>• JW suggested and it was discussed and voted on to make it mandatory to volunteer if exhibiting in the gallery. All agreed.</li> <li>• It was agreed to keep the volunteering points system we already have.</li> <li>• It was agreed to remove items from sale if members were seen to not be volunteering.</li> </ul>	<p>See who volunteers against sales</p> <p>Email Volunteers</p>	<p>JG</p> <p>PL</p>
9.	<p>Deciding what is selected for exhibitions</p> <ul style="list-style-type: none"> <li>• This is to be carried forward to next meeting</li> </ul>		
10.	<p>Membership Survey</p> <p>This was discussed and suggestions given for questions including asking about members health and wellbeing. It was agreed PL to draft a survey and run it past the Trustees</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Draft survey</p>	<p>PL</p>
11.	<p>Any other urgent business</p> <ul style="list-style-type: none"> <li>•</li> </ul>		<p>PL</p>
12.	<ul style="list-style-type: none"> <li>•</li> </ul>		
13.	<p>AOB</p> <p>RL suggested removing slats at back of gallery, it was decided he should put together a proposal at the next meeting.</p> <ul style="list-style-type: none"> <li>•</li> </ul>		<p>RL</p>
14.	<p>Date of next meeting is to be held at 2pm on the 19<sup>th</sup> June 2024 at 30 Sutton Grove</p>		

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

### Treasurer's Report for Trustees Meeting 15<sup>th</sup> May 2024

#### Bank

CAF Bank Current Account on 15/05/2024: £4,349.14

CAF Bank Gold Account on 15/05/2024: £ 14,670.07

PayPal Account on 15/05/2024: £200

### Sales

April 2024 Sales	£1,001.35	April 2023 Sales	£1434.63	Variance: 433.28
March 2024 Sales:	£2,268.98	March 2023 Sales	£1,492.43	Variance: 776.55

### Footfall

April 2024:	720	April 2023	803	Variance: 83
March 2024:	921	March 2023:	735	Variance: 186

### April 2024 Sales Performance

Number of Items Sold:	73
Sales Transactions:	50
Customers Per Sale:	14.40
Average Basket Value	20.3

### March 2024 Sales Performance

Number of Items Sold:	143
Sales Transactions:	82
Customers Per Sale:	11.2
Average Basket Value	27.67