



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

Minutes of the VAN Meeting held 2pm 20<sup>th</sup> November 2024 at 30 Sutton Grove

Present: (PL) Phil Langstaff, (JG) Julie Goldthorpe, (RL) Reg Lewis, (JaG) Janice Gill

Item#	Item	Action	By
1.	Apologies:	Pat Simon and Jana Ward	
2.	Declaration of interests:	No changes	
3.	Minutes of the meeting held 2 <sup>nd</sup> October 2024	Signed as correct by the Chair	PL
4.	<p>Matters arising from those minutes not otherwise on the agenda:</p> <ul style="list-style-type: none"> <li>Drop-in days at the Gallery Decided Trustees to do one per month 12am - 3pm mid week 1pm – 4pm Saturdays Link alternate months with new exhibitions, and an Exhibition Preview 3 – 6pm Have tea, coffee and biscuits available</li> <li>Website building workshop – To be at Lantern Community Hall possibly February when Jonathan Thaw returns from holiday.</li> <li>Colouring Competition for schools to be run by Members Colin Rose and Gisela Robinson</li> <li>Card racks now in place</li> <li>Sale to go ahead 7<sup>th</sup> – 30<sup>th</sup> January 2025</li> </ul>	<ul style="list-style-type: none"> <li>To organise JaG to organise a rota for Trustees.</li> <li>PL to co-ordinate</li> <li>Contact them to give theme. Suggested juxtaposition</li> <li>Email members.</li> </ul>	<p>JaG</p> <p>PL</p> <p>JG</p> <p>JG</p>
5.	<p>Treasurers Report:</p> <ul style="list-style-type: none"> <li>PL stated sales figure for September should read £1,165.95 as £25 was Artist Board payment</li> </ul>	<ul style="list-style-type: none"> <li>Report at Annex A – Sales</li> </ul>	JaG
6.	<p>Update on VAN 25<sup>th</sup> Anniversary Celebration</p> <ul style="list-style-type: none"> <li>Condover Christmas Fair. 18 Members to take part</li> <li>Drop-in days at the gallery – see item 4</li> <li>Battlefield Taster Evening – 11 Members to take part PL &amp; JG to steward</li> <li>Christmas Social 4-7 Owen to do punch. Annual Draw, opened out to one entry for Each shift a member has done Quiz</li> </ul>	<ul style="list-style-type: none"> <li>Organised so far JG to contact participants nearer the time for final instructions</li> <li>PL to organise drinks</li> <li>JG to organise nibbles</li> </ul>	<p>JG</p> <p>PL JG</p>

	<p>Nibbles Stewart Harrison offered to make cake and Mince pies</p>		
7.	<p>Results and Actions from Membership Survey</p> <ul style="list-style-type: none"> <li>• 3D rearrangement - done</li> <li>• Card displays – done, new card racks</li> <li>• Workshops – website – in process of being organised <ul style="list-style-type: none"> <li>- Ann Jones (AJ) offered to run an enamelling workshop</li> <li>- Marketing workshop suggested by JG</li> </ul> </li> <li>• Browsers – Too full, decided to limit members to 4 per member as there was 30 members using them.</li> <li>• Collecting member’s items together Although we do this to an extent it was decided it is impractical and not good marketing</li> <li>• Highlighting members exhibiting with a bio Discussed but decided this would take too long to do each month Suggested and agreed we could have an A4 notice giving names and emails of those participating in the exhibition each month when new labels are being produced on computer.</li> <li>• Working Groups – discussed and decided to try and resurrect them in the VAN Gallery eg for Fire alarm rota, printing off Paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• PL to co-ordinate</li> <li>• JG to liaise with AJ</li> <li>• JG to speak to Gisela &amp; Diane Harrington to attain more information</li> <li>• JG to Email Members.</li> <li>• PL to continue to look into labels</li> <li>• PL to message members RL to co-ordinate</li> </ul>	<p>PL</p> <p>JG</p> <p>JG</p> <p>JG</p> <p>PL</p> <p>PL RL</p>
8.	<ul style="list-style-type: none"> <li>• Any Other Business:</li> <li>• Discussed how long to leave it before members, pay fee – current time 6 weeks with removal after 6 months, agreed this was fine.</li> <li>• Drinks Vouchers or providing a kettle for volunteers was discussed. Due to difficulty in keeping fresh milk etc It was decided to look into providing £1 voucher for each volunteer per shift to use at Massarella’s coffee shop Cost to VAN £832 per year</li> <li>• PL asked if we were happy to donate a VAN Gift voucher as a raffle prize at his Tai Chi club raising money for air ambulance. All agreed to donate £20 voucher.</li> </ul>	<ul style="list-style-type: none"> <li>• PL to speak to owner of at Massarella’s to see if he’s happy to accept vouchers. And how we would pay him.</li> </ul>	<p>PL</p>

9.	Date of next meeting: <ul style="list-style-type: none"> <li>• January 16<sup>th</sup> 2025, 2pm</li> </ul>		
----	--	--	--

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

### **Van Treasurer’s Report – September/October 2024**

#### **Financial Position as of September 2024**

	<b>2024</b>	<b>2023</b>	<b>Variance</b>
Total Sales to Date	£11,992.45	£12,795.51	-£803.06
Total Footfall to date	7838	6962	876
September Sales	£1,388.00	£935.79	+£255.16
September Footfall	759	618	+141
Number of items sold	113	84	+29
Sales Transactions	67	54	
Customers per Sale	11.33	11.44	
Average Basket Value	17.78	17.33	+£0.45
October Sales	£1203.19	£1030.99	+£172.20
October Footfall	844	676	+168
Number of items sold	100		
Sales transactions	68		
Customers per sale	12.41		
Average basket value	17.69		

#### **Bank (as of 19/11/24)**

Current Account	£2,988.41
Reserve Account	£13,642.04

Paypal

£200