**Cam Valley Arts Trail Meeting Minutes**

**7.30pm 15th March 2018 at High Littleton Church Hall**

**AGM Minutes**

**Present:**

Karen George (Chair), Sophie Piddock (Treasurer), Helen Rushton (Committee), Ginny Lake, Jo Eddleston, Andrew Eddleston, Sheila Richardson (Committee, Membership), Lucy Empson (Secretary), Alison ter Haar (Committee, Publicity), Anna Hurwitz, Janet Jackson, Suzy Williams, Diana Connor, Gina Belford, Chris Weaver, Lisa Lewis, Shelagh Hetreed, Ashley Sands, Sarah Drew, Jane Hall. Annie Davenport

**1.Welcome & Apologies**

Apologies:

Kate Westcott (Committee), John Hayhoe, Terry Bridgeman, Clive Shellard, Pam Shellard, Shuya Cheng, Sue Walker, Martin Rumary, Jane Woodman, Michelle Cattanach (Committee), Francoise, Sandra Burnham, John Roberts, Christine Olds, Kate Cochrane, Jackie Mason, Wendy Greenwood, Linda O’Gorman, Richard Lane.

**2. Approval of Minutes of last years AGM**

1. The AGM meetings minutes held on 16th March 2017 were approved & signed.

**3. Chairs Report**

1. See attached Chairs report.
2. A big thanks to the Chair for the work during the year. Many thanks to all the Committee Members and Members who have volunteered their time and support to the Group during the year.

**4. Treasurer’s Report**

1. See attached ‘Financial Report 2017-18'. As the Finance year end is end March, the report is based on the year up to 14th March and it is proposed to move the date of the AGM to later in the year so a report on the full year can be made and the accounts approved closer to the end of the financial year.
2. The current bank balance 14 March 2018 is £1,823.05.
3. The group has received additional funding from tea and coffee sales; donations; sales commissions during the year which has boosted the bank balance. The Trail itself lost monies this year. The surplus from the Members Day of £113 is to be either returned to artists (if they wish) or donated to the Trail to fund workshop running costs.
4. The group has not had to pay for website hosting this year, and we received the Insurance refund from the previous year.
5. For the coming year, the group has kept a reserve amount, but has less grant income than last year. It costs approx. £3000 per year to run the group and all its’ activities. We are generating additional income from Easy Fundraising and urge members to register and support the group. Also we raised funds through our February Art Workshop Day. We wish to become as sustainable as we can without relying on Parish Council grant income, which is why the membership fee has increased for the first time.
6. Sophie requested that when paying monies by bank transfer can you please add a short description with your name and the event so it is clear what this payment is for.
7. Membership renewal is now due. The fee has increased to £15. Please contact Sheila for details.
8. Many thanks to Sophie for her continued work during the year.

**5. Approval of 2016/17 Accounts**

1. The Approved and Signed accounts were presented for the records.

**6. Membership update**

1. The group has 50 members, which is an overall increase of 5 during the year.
2. 19 members to date have renewed membership for 2018-19.
3. Membership renewal is now due. The fee is £15. Please contact Sheila for details. When paying monies by bank transfer can you please add a short description with your name and the event (membership) so it is clear what this payment is for.
4. Please let Sheila know if you are not planning to renew this year. Please also contact her if you have any changes to your details (address etc) and complete the new application form which has new information about data protection which you need to fill out.
5. The membership form to be added to the website.

**7. Publicity Report**

1. See attached Report on publicity coverage. Alison also brought the press clippings folders.
2. The group is continuing to get good coverage in papers before and after our events, and also in the local journals and magazines. This helps to keep the group locally known and our blackbird image is being recognised.
3. We are keeping a database of contacts and means we can save on paid advertising, particularly for workshop events.
4. Our social media posts during the year have been successful, particularly Arts South West and Creative Bristol. We have 300 Facebook, 270 Twitter and 170 Instagram followers.
5. Karen was also awarded a ‘Wonderful Woman Award’ at the Bristol Womens Voice event on 8 March for her continued championing of the Cam Valley Arts Trail. Congratulations.

**8. Nomination of Committee Members for 2018/19**

1. All the committee members from the last year 2017/18 are willing to stand for the next year. There are up to 10 places for committee members.
2. Chair: Karen George. Nominated by Helen Rushton. Seconded by Diana Connor.
3. Treasurer: Sophie Piddock. Nominated by Sheila Richardson. Seconded by Christine Weaver.
4. Secretary: Lucy Empson. Nominated by Jane Hall. Seconded by Gina Belford.
5. Committee Publicity: Alison ter Haar. Nominated by Diana Connor. Seconded by Sarah Drew.
6. Committee Membership: Sheila Richardson. Nominated by Sophie Piddock. Seconded by Ginny Lake.
7. Committee Member: Kate Westcott. Nominated Jo Eddleston. Seconded by Shelagh Hetreed.
8. Committee Member: Michelle Lawrence. Nominated by Sophie Piddock. Seconded by Shelagh Hetreed.
9. Committee Member: Helen Rushton. Nominated by Sheila Richardson. Seconded by Alison ter Haar.
10. Committee Member: Shelagh Hetreed. Nominated by Karen George. Seconded by Helen Rushton
11. All the above Chair, Treasurer, Secretary and 6 committee members were unanimously voted and approved by all present the meeting.

**9.Policies:**

1. **Safeguarding Policy**
2. The policy was presented and discussed. There was a discussion about DBS checks and the current guidelines for requesting permission for photographs of children/over12s from parents and guardians.
3. Amendments to be made: Omit “Event and Workshop” retain “Guidelines”. Add “All” between “safeguard individuals”. Omit “community” retain “events”.
4. Adopted with the above amendments.
5. **Privacy Policy**
6. The policy was presented and discussed. There was a comment about best practice to us ‘bcc’ (blind copy) when sending emails to mulitiple addresses, so the email address aren’t shared unintentionally.
7. Amendment to be made: Add “and all other villages around the Cam Valley”.
8. Adopted with the above amendment.

**10.Constitutional Amendment: Date of AGM**

1. The proposed Constitutional Amendment was presented and discussed. This is to change the date of the AGM to May to enable reporting after completion of the financial year.
2. Adopted.

**11.A.O.B**

1. Spring Event registration to be open soon. As we have more members than last year, it is likely to be a busy event so please register asap if you want to take part.
2. Christine (and Terry at a previous meeting) ~~both~~ raised the positive value in being Members and involved in the Cam Valley Arts Trail, as they have had publicity and new contacts for the purchase of artwork and gallery interest.
3. There was a discussion about the Members training activities held last year, particularly the social media training and how to present yourself and your work. It has been requested to repeat these events again during the year particularly for those who missed it last time. If there are any ideas and suggestions for members activities and training please let the Committee know. Suggestions include: How to register as self employed; how to market, print and reproduce your artwork in different formats (Sarah?); how the new Data Protection legislation affects individual artists/websites. Diana offered her kitchen as a venue for the members training events again, many thanks.
4. Karen gave an update on her visit and discussions with the Ammerdown Centre near Radstock. They are keen to develop an arts engagement programme and link with our group. They are planning to hold a ‘Workshop Fair’ in September 2018 to demonstrate the range of courses available and enable people to make bookings. They have also offered us some exhibition space along the main entrance corridors during September/October/November during the lead up to our Trail. They also want to develop a shop and stock local artwork for sale.
5. Scrapstore Membership Card. We are now group members of the Scrapstore and Shelagh is to hold the membership cards, which will be ‘signed out’ to individual members when they wish to purchase materials for our workshop events.
6. Upcoming visit to Blue Gecko Printers in Hallatrow, 10am on 22nd March. Please contact Karen if you are interested.

Thank you to everyone who attended the AGM and all our Members and Friends who have supported the group during the year.

Meeting Closed 9.10pm

**Next meeting:** date to be confirmed

Date for the diary **Spring Sale 28th April 2018**

Date for the Diary **Midsomer Arts Festival 23rd June 2018**

Date for the diary **High Littleton & Hallatrow Village day 25th August 2018**

Date for the diary **Taste of Timsbury 22nd September 2018**

Date for the diary **November Trail 3rd & 4th Nov 2018**