**Cam Valley Arts Trail Meeting Minutes**

**7.30pm 16th March 2017 at The Railway, Skittles Room, Clutton**

**AGM Minutes**

**Present:**

Karen George (Chair), Sophie Piddock (Treasurer), Kate Westcott (Committee) , Helen Rushton, Ginny Lake, Jo Eddleston, Andrew Eddleston, Sheila Richardson (Committee, Membership), Lucy Empson (Secretary), Alison ter Haar, Anna Hurwitz, Martin Rumary, , Linda O'Gorman, Janet Jackson, Jane Woodman, Michelle Lawrence

**1.Welcome & Apologies**

Apologies:

John Hayhoe, Sally Gardiner, Terry Bridgeman, Wendy Greenwood, Jane Hall, Ashley Sands, Clive Shellard, Pam Shellard, Ann Robb, Shuya Cheng, Diana Connor, Sue Walker

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

1. The AGM meetings minutes held on 17th March 2016 were approved & signed.

**3. Chairs Report**

1. See attached Chairs report.
2. 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 2016-17'. The current bank balance is £1,823.05. The Group made an overall loss of £65.78.
2. The group has had £4130.76 income this year in comparison with £3000 last year and £2000 in the previous year.
3. Grants received this year include: Clutton Parish Council (£100 for workshops), Paulton Parish Council (£120 for workshops), High Littleton (£100 for workshops) and Curo (£470 for training). This is a total of £790. Last year we received £350, and the previous year we received £1416.
4. Thanks for the generous sponsorship we have continued to receive this year: Meltone Gallery (£50), Charles Westcott (£50) and Swan Artworks (£50) and Artwork Creations (£50). Thanks also for the donations raised by the sales of refreshments during the Trail weekend, and to those members who did not take a fee for the workshop/demonstration events.
5. We have already paid for our annual Insurance cover, however our Insurance Company went into liquidation during the year, so we have had to take out additional cover. We have put in a claim for £68.25 due to us from the original insurance company. The cost of the additional insurance cover at £95.99 was unexpected and demonstrates the need for reserves. We have spent more money on advertising during this year, and also held a very successful fee-paying workshop event which covered it’s costs. There is no increase in membership fees.
6. For the coming year, the group has kept a reserve amount, but has less grant income than last year. We are generating additional income from Easy Fundraising and urge members to register and support the group.
7. 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.
8. Membership renewal is now due. The fee is to remain the same as last year at £10 with no increase this year. Please contact Sheila for details.

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

1. The Treasurer to sign the reports for the records. Many thanks to Sophie for her continued work during the year.

**6. Membership update**

1. The group has 45 members, many members retained from last year. We have 6 new members join during the year.
2. Membership renewal is now due. The fee is to remain the same as last year at £10 with no increase this year. 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.
3. Please let Sheila have any changes to your details (address etc)
4. Skills Audit. Members will be asked to complete a short ‘Skills Audit’ record form, to share information on your skills (ie. sign writing) and any materials you can offer the group (ie. storage). This will be circulated

**7. Publicity Report**

1. See attached Report on publicity coverage and ‘Twitter’ analysis.
2. The group is using the ‘Mailchimp’ emails for newsletters to Members.
3. The facebook and twitter information demonstrates that it is often a more ‘unrelated’ post that is shared and viewed most, so please continue to share our posts and add our name to yours.
4. We still need to record how visitors hear and know about us and our events, so please look out for photos and articles in local papers and magazines. Please also continue to ask visitors how they have heard about our events so we can establish which publicity is more successful than others.

**8. Nomination of Committee Members for 2017/18**

1. All the committee members from the last year 2016/17 are willing to stand for the next year. There are up to 10 places for committee members.
2. Chair: Karen George. Nominated by Sheila Richardson. Seconded by Helen Rushton.
3. Treasurer: Sophie Piddock. Nominated by Kate Westcott. Seconded by Andrew Eddleston.
4. Secretary: Lucy Empson. Nominated by Alison ter Harr. Seconded by Jane Woodman.
5. Publicity: Alison ter Haar. Nominated by Andrew Eddleston. Seconded by Sheila Richardson.
6. Membership: Sheila Richardson. Nominated by Karen George. Seconded by Helen Rushton
7. Committee Member: Kate Westcott. Nominated Linda O’Gorman. Seconded by Sophie Piddock..
8. Committee Member: Michelle Lawrence. Nominated by Sophie Piddock. Seconded by Kate Westcott.
9. Committee Member: Helen Rushton. Nominated by Kate Westcott. Seconded by Alison ter Haar.
10. All the above 8 committee members were unanimously voted and approved by all present the meeting.

**8. AOB**

1. Spring Sale event: the flyer was distributed. Please collect any that are not distributed as we will make them into postcards for our other Summer Events.
2. Midsomer Arts Festival – the main Saturday is on 24th June when we will have a table display. There will also be an opportunity to have your own individual stall. The petals will be on display again, and the theme will be a decorative star this year.
3. Norton Hill School have a maternity cover vacancy for an Art Technician.
4. Suggestion of a voluntary contribution to increase the groups funds when attending meetings. It was felt this may be ‘unfair’ to members who regularly come to meetings and that if we needed more funding we would consider increasing the membership fee or Event fees instead.
5. Spring Sale signs to be updated then displayed for 2 weeks ahead of the event. Can members please contact Karen if they have signs/banners and can help to fix them up. The Committee will agree the approach on advertising and how much to spend on adverts/publications.
6. Taste of Timsbury event in September. We have a table this year and will be selling work (with a food/drink theme). The committee will agree the commission for selling work at our events.
7. Ginny is collecting the materials for an Events Kit (tea/coffee/banners etc).
8. We will be asking for ideas of how to celebrate our 5th Cam Valley Arts Trail weekend this year.
9. Discussed the frequency of general and committee meetings and will consider alternating them every other month.
10. Suggestion for group to use Instagram in addition to Facebook & Twitter - committee agreed to discuss.

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

Meeting Closed 9pm

**Next meeting:** date to be confirmed

**Next event:** Spring Sale and Exhibition at Congyre Hall, Timsbury on Saturday 29th April 2017