**Cam Valley Arts Trail Meeting Minutes 10 August 2015**

**Present:**

Karen George (Chair), Kate Westcott, Lucy Empson (Secretary), Diana Connor

**1.Welcome & Apologies**

 Apologies: Sheila Richardson, Sophie Piddock , Ginny Lake, Andrew Eddleston, Jo Eddleston , John Hayhoe

**2. Matters Arising**

Minutes from meeting 8 June 2015 agreed. Actions to be picked up in meeting Agenda below.

1. Fundraising section to read ‘Nat’ and not ‘Matt’.

2. Sponsorship – Sophie to follow up invoice and sponsorship with Meltone Gallery

**3. Membership**

Anna Hurwitz joined as a new member. Sheila to send email to members about the Arts Trail dates and publicity.

**4. Finance and Funding**

1. Balance in the account is £1974

3. Clutton Parish Council funding £100 for the Trail in 2015 – this will be paid following their next meeting.

4. Follow up sponsorship with Melton Galley, Swan Artworks and Charles.

5. Costs for this years Trail:

* Brochure last year £450
* Venue hire £300
* Extra or replacement banners £100

Insurance is already obtained and paid for. Publicity: magazine and newspaper editorial coverage or advert prices to be obtained. Workshops: artist payments to be agreed. The grant funding is for workshop costs (Paulton Parish council and High Littleton Village Day) and Clutton Parish Council for school involvement. We also need funding in reserve for ongoing costs such as insurance and the website (for future years).

**5. Fundraising**

1. Sponsorship – follow up with Meltone Gallery.

2. Curo – not approached them about funding bid this year.

3. Larger scale bid (such as Nats suggestion of Arts Council funding or other grants) we would like to establish a data base of information of local contacts and visitors from the Trail this year to establish who our audience is, who we aren’t reaching, as a basis for fundraising for next year and planning any new activities.

4. Ginny is keeping a record of local fundraising opportunities – let her know if you see any advertised.

**6. Summer Events**

1. Events we have attended so far this year are:

* Timsbury Fun Day 20 June. Lots of interest and contacts.
* Midsomer Arts Festival 27 June. Did our shovels get purchased in the charity bids? Karen to contact Martin.
* High Littleton School Fair 11 July – also judging the art prize on Village Day.
* Paulton in the Park 18 July. Lots of email contacts.
* Clutton Flower Show 8th August – posters/cards only to publicise the November Trail were left out as registration closing date passed.
* High Littleton and Hallatrow 29 August (Ashley, Sheila and Karen volunteered to judge the prizes)

2. Reminder that any photographs of events need to have a poster displayed about taking photographs so visitors can inform us if they don’t wish to be included. Ginny collecting a ‘kit’ of materials for the stands (ie. posters/banners/bunting). All to help compile lists of other local fetes/ fairs in the Autumn, that we can use to publicise the Trail in November – and have posters on display in the venues and cards available.

**7. Registration for 2015 Trail**

1. 40 people registered.

2. **14 August – deadline**. All images of work and descriptions need to be with Karen for the draft brochure deadline. If you have new images please send them to Karen by the 14th.

3. A thank you reminder email to be sent to registered artists (Karen)

4. Venues and pitches to be arranged and allocated and an email to be sent out to all the artists confirming the details (Committee)

**8. Website update**

1. Members info page – please send any news items to Karen (updates/projects/events etc)

2. Meet the Artist – please send info to Karen (reminder: this is a short paragraph with 1 or 2 photos)

3. Shelia to send out email sharing members contact details so we can support each other with information about events/ fairs/ local groups etc

**9. Publicity**

1. Thanks to Jackie for all her help with publicity as she has now stood down as publicity co-ordinator. We need volunteers to help co-ordinate publicity for the Trail this year – please contact Karen if you can help with this.

2. Articles/Local publications. Please send any contacts to Karen, until we have a volunteer co-ordinator in place. The Camerton and Timsbury Letter to be included.

2. Curo display – all prepared for their main office, and on display. Office at Malthouse, Lower Bristol Road, Bath. Kate visited the office and said how impressed she was with our display. We have also been approached by visitors to the office wanting to buy some of the artwork included in the display.

3. Sign boards and banners. Clive suggested he had some more boards, Karen to email. Price for new banners to be obtained to replace ones damaged last year and complie list of banner locations. We need to find a location along A37 – any suggestions of owners/ safe locations?

4. Posters – we will need more posters to be displayed by members in their local area. Posters to be displayed no more than 1 month before the Trail. Lucy to update posters to include venue locations. All artists taking part to please print out and display posters, and distribute flyers/leaflets.

5. Brochure – Karen to update the brochure map with this years artists and venues. Workshop details to be included within the main page, if possible. Consider booking system for the workshops – Lucy to find more details of the Evenbrite website.

6. Launch event to be on Wednesday 4th November. Kate to discuss refreshment costs with Connies, where it was held last year. Details to be confirmed. Diana offered her house as a venue for future meetings – many thanks.

**11. AOB**

1. None

**Next meeting:** **7.30pm Monday 14th September 2015 at the Railway, Clutton. All welcome.**