**Cam Valley Arts Trail Meeting Minutes 31st March 2014**

**Present:**

Karen George (chair), Sophie Piddock (treasurer), Lucy Empson (secretary), Virginia Lake, Jo Eddleston, Sheila Richardson (membership), Nathaniel Burgess

**1.Welcome & Apologies**

 Apologies: Helen Rushton, Andrew Eddleston, Kate Westcott, John Holbrook

**2. Matters Arising**

Minutes of 27th January 2014 agreed as correct.

1. Sponsorship thank you letter have been sent to all the funders and sponsors such as Parish Councils, Curo etc. There is a particular thank you to Dave for the banners.
2. Timsbury Art Group will not be exhibiting at Congyre Hall at the Arts Trail. Letters of thanks for being involved in the group and the first trail have been sent.
3. AGM and Spring Event meeting have taken place
4. Condolences have been sent on behalf of the group to Carls family on his passing away.

**3. Finance Update**

1. Sophie will prepare an updated Financial Statement record for the next meeting. An update will be circulated once all the payments/invoices have cleared. The bank balance is currently approx. £450 (tbc). The recent payments are for insurance and leaflet printing (Spring event).
2. Income received includes £50 Melton Gallery and £300 Paulton Parish Council.

**4. AGM and Membership**

1. Membership was agreed at the AGM and membership information has been circulated to artists involved in the Trail. Sheila to check Josie Meakins address.
2. To date there are 20 paid up members. Sheila to keep membership record.
3. Once joining as a member, 3 images of artists work can be added to the website. Send images to Karen.
4. Reminder email about membership and the Spring even to be sent.
5. Membership guideline sheet has been prepared. The group Insurance for the Spring events is with Ian W Wallis underwritten by Aviva.

**5. Spring Event**

1. Spring Event 26th April 2014

Flyers printed and ready to be distributed. Please contact Karen for copies (cost £17 for 500)

1. 15 tables have been booked so far, some will be shared. Info on booking is on the website, and follow up email to be sent.
2. Kate has made a new banner
3. Laminated posters to be completed and displayed around the area.

**6. School Workshops**

1. Karen has contacted 7 schools in the area, and has not heard back from Camely and Clutton.
2. Paulton, Farrington Gurney, Timsbury, High Littleton, Farmborough all keen to take park. Timsbury visited and keen to open the school and host a workshop.
3. The aim is to meet with all the schools by end May, to confirm their involvement and start to match up the numbers of children with the artists and type of workshops
4. Camerton have a freelance journalist/ photographer contact who sends out information to local newspapers/ magazines etc
5. The craft group at Camerton Hall may be a contact to get involved in the trail.
6. Laurel Farm also interested in running craft workshops (Steiner School).

**7. Arts Trail Registration**

1. Poster and registration form is ready for the Spring event.
2. ‘Calling All Artists’ poster to be prepared for the Trail in November. Suggest the fee is £10 for members and £20 for non-members.
3. Advertising to be ready for June/July for the newsletters and Summer events. Deadline for registration suggested 1 August.

**8. Publicity Co-ordination**

1. Would anyone take on the role of publicity co-ordinator? Publicity has been done by lots of the artists with most of the co-ordination by committee members, which has been a bit ad hoc. The press release info and information will still be prepared by the group, so this role will be to have a list of publication dates and contacts, to send info out on time.
2. Summer events (for publicity leaflets etc):

Clutton Flower Show - 9th August

Paulton Party in the Park - 23 August

Timsbury Fun Day - ?

High Littleton Village Day ?

Autumn Shows - ?

Any other events - ? (please send detail of events and dates to Karen)

**9. Funding opportunities**

1. Sponsorship ideas? Suggestions to go onto the website so we don’t duplicate who we approach.
2. Sperring Trust?
3. Curo date – contact them after April
4. Art Shops? New printers at Midsomer Norton? Possible Lottery bid or Creativity Works grants?

**10. Updates**

1. Lucy to collate our contact lists (artists; sponsors; friends etc)
2. Sheila to keep membership list
3. Karen to update website, and remove artists images who are not members. All artists who took part on last years trail will be archived.
4. Update for Facebook needed.
5. Twitter to be set up by Nat, #camvalley.
6. Newsletter and email updates to be sent out to the current contact – reminding everyone to look out for updates on the website.

**11. AOB**

1. Spring event – float to be provided for Jinny for refreshments. Jinny has orgainsed tablecloths and flowers for the tables.
2. Cakes – a list of what people are making to be circulated, so we have enough variety - Jinny
3. Name badges to be ordered and names printed - Lucy
4. Music to be organised for the Spring event
5. Posters to be printed at A2 and A2 size to go up at the hall on the day of the Spring event
6. Bath and West of England show dates 12 April for online registration.

**Next meeting:**

7.30pm 12th May 2014 at Railway Inn, Clutton