**Cam Valley Arts Trail Meeting Minutes 13 August 2013**

**Present:**

Karen George (chair), Sophie Piddock (treasurer), Lucy Empson (secretary), Kate Westcott, Kathryn Mead, Carl Johnson, Terry Bridgeman, Matt Rich, Virginia Lake, Martin Rumary, Helen Rushton, Pauline Palmer

**1.Welcome & Apologies**

Apologies: Lila Streether, Mark Rushton

**2. Matters Arising**

Minutes of 16th July 2013 agreed as correct.

1. Invoices passed to Sophie.
2. Sponsorship: Kate and Sophie to contact banner/design companies about sponsorship or donations of materials. Adverts/ banners: Carl has a contact for the field at Tescos. Contact for fields at Farrington Gurney. Advert proposals from Gallery 44 – price to be agreed. All to think of sizes of banners/ posters and possible locations – let Karen know ideas.
3. Insurance: Insurance arrangements for the halls required so we know what is covered and what other insurance the group needs to obtain. High Littleton (Angie to check); Congyre Hall (Karen to check); Clutton (Lucy)
4. Facebook registration in place.
5. Banners/boards – discussed above and in Agenda.
6. Newsletter articles. List of potential publications to be compiled. Trail info to be in the next High Littleton Parish magazine. Publication dates for Clutton and Temple Cloud magazine; Timsbury Letter; Gurney Journal; Paulton.org; Mendip Times; Chew Valley Gazette. Invitations will be needed to galleries; Art colleges; University and Gallery 44. The Call for Artist Flyers could be modified to become a invitation Flyer.

**3. Finance Update**

1. Bank Account opened.
2. Balance on payments received so far £1550 (not banked yet)

**4. Insurance**

1. As discussed above. Karen has received another quote for the Arts Trail £184 but application can only be made 30 days before the event - further options to be explored.

**5. Publicity**

1. Information details:

Old Bakery Artists and Timsbury Art Group info needed for the website and brochure.

1. Website:

Date to meet Mark to update website - tba

All to send a photo image, brief artist or group description and any contact details for inclusion on the website. Square images seem to fit the website in preference to rectangular images which may need to be cropped.

1. Banners / posters / Correx boards;

Kate forwarded costs for banners outside venues, A3 correx boards etc - KG to circulate email. - Sophie to contact friend for vinyl offcuts for banners.

Locations of posters discussed – on highway sites need to get permission from properties - all to ask around. KG to ask Biggs if posters can go up on sites? Bath potters (Mark to check) Old Wheelers Site Timsbury

**6. Venues and workshops**

1. Registration forms received, and locations they preferred:

11 Timbsury Art Group

6 Clutton Village Hall

3 unspecified

5 Congyre Hall

16 Old Bakery (includes Andrew registered twice)

Studios: John, Hallatrow; Keepers Preloved; Kates studio

11 interested in workshops or demos

1. The next stage is to draw up a plan for the venues to allocate numbers of artists; balance of work on show; space for workshops; space for refreshements (as applicable) and movement areas/ tables and chairs. We can then confirm registration with those who applied and confirm bookings with the venues.
2. Potential workshops:

OBA – watercolours/ pastels 1-4 on Saturday and another drawing workshop

Clutton – Pauline drawing for fun

Mendip storey telling – no venue as yet. Not asked for a fee. Can do both days.

Priston morris dancers – demo and participation. Need space 12ftx20ft. Possible stage area at Clutton or High Littleton

Bookshop band – storeys and songs

Helen – felt making

Mark – hand building pottery

Kate – the big weave participation event, High Littleton School

Sheila – patchwork and quilting

Andrew Edelston – potters wheel. Congyre Hall. Needs space and costs to fire the pieces made.

Jo Fused Glass – 5 people at one time and will need to pay for materials

Screen printing demo (Kates workshop)

1. The next stage is to plan the workshop venues and range of activities for each venue and a spread of activities.
2. Kits: The knitting kits may be expensive to produce. Perhaps if we can get donations of materials from shops or WI groups? Suggestion of felt kits such as a bracelet which should cost approx. 40p each. Donations of fabrics/ threads for the big weave to be collected.

**7.Trail Brochure**

1. Kate has begun a map of the venues. Lucy and Karen to progress this with Mark (brochure design).

2. There was discussion about banners and posters and the use of the blackbird logo on a coloured background. Kate suggested she could screenprint onto fabric banners, discussed a eye-catching colour such as yellow, and also a blue/green (turquoise shade) that would tie in with the other colours on the website and leaflets. It was suggested we would need banners for each venue; road side banners; road markers; posters.

3. Karen, Sophie and Lucy to meet with Mark to agree content of the brochure so a draft can be produced (19th August)

**8.Programme of Action see attached Actions list**

**Next meeting: Thursday 19th September 7pm**

**Programme of Actions:**

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| 1. Thank you letters to be sent for grant funding and donations to High Littleton WI; Curo; High Littleton Parish Council and Paulton Parish Council | KG  SP |
| 1. Invoices to be forwarded to SP | All |
| 1. Paulton venue - check location and availability. Refreshements? | KG |
| 1. Contact local companies re sponsorship of banners. | KW |
| 1. Insurance quotes (suggestions of who to contact) to KG | All |
| 1. Check Clutton Hall insurance | SP |
| 1. OBA venue spaces? | CJ/TB to advise |
| 1. Artwork photo image and description for the website to be emailed to KG | All |
| 1. Circulate costs email for banners outside venues, A3 correx boards etc – email quotes | KG |
| 1. Locations of posters - get permission from properties to put up posters | All |
| 1. Contact banner material company re offcuts | SP |
| 1. Clutton and Temple Cloud Parish Magazine. Find out dates for next editions and email information. Any other publication deadlines? | LE / SP  All |
| 1. update facebook page website address | SP |
| 1. Workshop kits - costings | HR  KG |
| 1. Check workshops at Keepers Preloved. | KG |
| 1. Connies catering for the other venues – and act as a ‘hub’ for our other venues. Studios to offer other refreshments such as biscuits | KG |