**Cam Valley Arts Trail Meeting Minutes 14th May 2013**

**Present;**

Lucy Empson (acting as chair for meeting), Karen George (acting as secretary for meeting, Lila Streether, Sophie Piddock. Kate Westcott, Mark Rushton, Fiona Beale (High Littleton Primary School)

Apologies; ), Carl Johnson, Terry Bridgeman ,Helen Rushton, Jackie Maundrell-Hall

**1. Welcome & Apologies**

LE welcomed new attendees KW, FB and MR.

**2. Matters Arising**

1. Minutes of 8.4.13 agreed as correct.

**3. Finance Update**

1. Grant applications;

Sperring Trust grant application for £800 (4 workshops) submitted awaiting notification.

Paulton Parish Council - letter sent finance meeting in May 7th. Awaiting notification.

Radstock cooperative society; deadline 16th May. All agreed draft bid circulated to be submitted. Action KG.

1. Grants received since last meeting; High Littleton Parish Council grant £175. Cheque held in trust by school PTA until group bank account opened.
2. Sponsorship update;

KW has approached Connies. Alex appears positive and expected that he will reply to KG email (sent 18th march)

LS has approached company in Wells - LS to chase.

Action; All to approach other businesses for sponsorship.

1. Expenditure;

No further expenditure to date.

**4. Constitution**

1. Constitution adopted.
2. Management committee nominated and unanimously voted in as below;

Chair; Karen George Nominated by Kw Seconded LS

Secretary; Lucy Empson Nominated KG Seconded SP

Treasurer; Sophie Piddock Nominated KW Seconded LS

Action; LE, KG and SP to sign constitution

**5. Bank Account**

1. LE has made enquiries with Lloyds (one of the main banks that run charity / group accounts).

Action;SP to open bank account with Lloyds. LE to liaise with SP

**6. Insurance**

1. KG contacted SAA but they are unable to insure group as we would not be able to have any 3D work at workshops we are organising. SAA referred KG to Event Insurance Services who advised cost for one off event insurance is dependent upon attendees e.g. estimate up to 1000 visitors circulating event with £5 million cover costs £253

KW has contacted contact from another trail - waiting response.

Agreed management committee to investigate prices and set up insurance. Action KG LE & SP

**7. Publicity**

1. Logo; TB & CJ not at meeting. Action; KG to get TB to email logo through for use on website & leaflets
2. Website; Agreed that website page to be developed. Website content and copyright issues discussed. Agreed locked pdf good idea. Information to be on site to be agreed. Action; KG draft info for website & circulate / to contact Mike Bell.
3. Discussions on other forms of advertising e.g. Pinterest, Facebook. Agreed Facebook site to be set up in conjunction with website as easier to update. Action SP.
4. 'Artist registration' Leaflet; content to include Date, times, venues, how to register / contacts for venues etc. Distribution of leaflet discussed. Agreed to aim for issue mid June to coincide with Timsbury 'Funday'.Agreed digital copy to be circulated for posting on eg. Gumtree, facebook, Trade it, places where artists go (eg.Bath Potters).

Agreed Paulton School to be contacted re distribution of leaflet; Action FB. Parish Magazines Action;LS to contact Timsbury Letter - july issue deadline. KG to put info in High Littleton mag.

Agreed KG to design and email draft leaflet to all. Agreed to share distribution. Action KG

Agreed venue coordinators to hold paper copies of registration forms for those that need them.

Agreed posters alongside leaflets promoting registration good. Action KW to draft poster for Timsbury & circulate to SP & KG who will alter for their locations.

1. 'Trail' publicity; to be discussed at later date but publications such as Chew Valley Gazette, Somerset Guardian, The Journal etc as well as ideas in '4' to be sent info / article.

**8. Venues**

1. Venue coordinators; responsible for taking bookings / allocating space at booked venues (venue arrangements/costs are separate to artist registration fees). Venue coordinators to coordinate workshop programme for their venue. full workshop programme to be combined for inclusion in trail leaflet.

Paulton; contact TB / CJ

High Littleton Church Hall; KG / HR

Conygre Hall Timsbury; KW / Andrew E? (KW to check)

Clutton Village Hall; LE / SP.

1. Paulton School involvement as a venue for workshops - Action FB to contact.
2. Refreshments;

Agreed Connies to be promoted for refreshments in Timsbury. High Littleton & Clutton & Paulton to offer refreshments (each venue to organise - donation by those handling refreshments suggested)

**9. Workshops**

1. Agreed; Venue coordinators to coordinate workshop programme for their venue. Full workshop programme to be combined for inclusion in trail leaflet.

Action; all to help develop list of artists / craftspeople willing to take part.

Action; SP to speak to Clutton WI re 'knitting' workshop

**10. Programme of Action**

1. Plan 'A' - by mid June next meeting (Tuesday 11th) the following to be ready

artist registration leaflets ready for distribution. Paper & digital versions.

Posters re 'registering for art trail' ready to go up.

Articles re registration submitted to parish mags & Curo magazine (grant requirement?)

Action; KG will forward draft programme to all

1. plan 'B' - KW has stall at Timsbury 'Funday' - poster & clipboard for people to sign up.
2. Trail leaflet to be ready for distribution by end August / start of sept. therefore workshop programme to be finalised by mid august at latest. Artist registration for inclusion in trail flyer deadline mid august. Trail leaflet design ; Action SP to approach contact.

**11. Contacts**

1. Contact list now to be redefined into 2 lists; Mailing list (those that want general details as they are interested in participating on the weekend) and 'meeting' list (those people that attend meetings and are helping to put the event on)

Action; KG to forward both lists to LE who will now be responsible for distribution .

**12. AOB**

1. Registration costs; Individual registration cost £15 per person - individual entry in trail leaflet. Discussion on possible rate for group registration £50 (max 5 persons) - £100 (6+) Group registration would only get a single entry in the trail leaflet. Action; LS to sound out Timsbury Art Group. KG to sound out OBA.

Noted that registration doesn't guarantee a space in a venue. Likely to be 10 pitches at each venue and artists can share a pitch if they prefer.

**Next meeting**

**Tuesday 11th June**

**High Littleton Primary School 7pm.**