**Cam Valley Arts Trail Meeting Minutes 16 July 2013**

**Present:**

Karen George (chair), Sophie Piddock (treasurer), Mark Rushton, Carl Johnson, Helen Rushton, Jane Hall

**1.Welcome & Apologies**

 KG welcomed everyone to our open air meeting

Apologies: Lucy Empson, Kate Westcott, Lila Streether, Terry Bridgeman

**2. Matters Arising**

1. Minutes of 11th June 2013 agreed as correct.

**3. Finance Update**

1. Bank Account. Sophie has sent everything required and is awaiting account to be opened.
2. KG gave £675 cheque (£500 + £175) from School PTA to SP.

Thank you letters to be sent. SP to send Paulton Parish council name to KG to go on letter drafted by KG

1. Expenditure: Invoices to be forwarded to SP
2. Sponsorship:

Lila contacted company in Wells - new owners not responded to request.

Kate will contact local companies re sponsorship of banners.

1. Venues and bookings:

Sophie has received lots of applications. Agreed to go through applications next meeting to see how venues are filling up.

OBA venue in Paulton may have space - CJ/TB to advise on how many people they can accomodate.

Paulton school – Karen to check with Fiona.

Timsbury art group have booked separate venue (Methodist Hall, South Road)

May need to hire another venue for dancing / music workshop

1. Venue costs for workshops need to be met by CVAT - need workshop programme to work out costs.
2. Registration costs for individuals that want to exhibit at another venue as well:

After discussion it was decided that in this scenario there would be an additional fee of £5 per additional venue on top of the initial £15 fee. venue costs would also need to be met by individual

**4. Insurance**

1. Karen has received another quote for £184 but application can only be made 30 days before the event - further options to be explored.
2. Suggestion that home insurance may offer some cover.
3. Sophie to check Clutton Hall insurance.
4. Any other suggestions about who to contact for insurance quotes to Karen.

**5. Publicity**

1. Leaflet (Call out for Artists Registration):

This has been printed by Vista Print at £38.73 incl VAT for 2500 leaflets and circulated to different venues, emailed to mailing list and needs to go on the facebook page.

1. Website:

Website up and running. Hosting and domain name via deal with 123 - reg approx £37 for hosting, £8 domain. Mikes fee invoiced to SP £120. KG can put on any updates, artists etc.

All to send a photo image, brief artist or group description and any contact details for inclusion on the website.

1. Banners / posters / Correx boards;

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

Locations of posters discussed - 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 - ask connies?

1. Facebook page:

Sophie has set up a new page and currently acting as the ‘control’ for content. Search for “Cam Valley Arts Trail”. If you use facebook please "share" the facebook page.

Sophie to update website address in facebook page.

1. Articles / Advertising:

High Littleton Parish Magazine: KG put article in July /August issue 'Calling all artists' to register.

Timsbury Letter & Mendip Times: Lila has advertised arts trail in Timsbury letter & Mendip Times

Clutton and Temple Cloud Parish Magazine: Sophie to forward contact details to KG

Curo magazine; KG has sent article

**6. Workshops**

1. Sheila (WI) has contacted KG re workshop in High Littleton venue
2. Andrew bringing potters wheel to conygre hall for workshop / demo.
3. Helen will run a felt workshop at High Littleton
4. Mark considering workshop - handbuilding techniques etc
5. KG contacted by Priston Morris who will do a 1 hour workshop. Also a storyteller will do an hour session.
6. Jane will speak to Timsbury Art Group re workshops / demos at their venue.
7. Carl will speak to OBA re workshops / demos at The Cellar. Type of activity & time slot.
8. Kate happy to do some screen printing at her studio.
9. KG to check workshops at Keepers Preloved.
10. Helen to research knitting / felt kit costs for Curo residents to take away. KG to look at puppet kits - possible school activity? Any other suggestions for the next meeting.

**7.Programme of Action**

1. Ideas for workshop items for those attending to take away with them (such as beginners knitting kits; small stained glass pendant; painting sketchbook/brushes etc)
2. Trail brochure:

agreed to discuss after 9th august deadline. Sophie confirmed Andrew will create it at no cost.

No other business

**Next meeting**

**Tuesday 13th August 2013**

**Railway Inn Clutton - please note new meeting venue as school closed for summer holidays**

**12. Actions:**

|  |  |
| --- | --- |
| 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
 | KGSP |
| 1. Invoices to be forwarded to SP
 | All |
| 1. Paulton venue - check location and availabilty
 | 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 -
 | 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
 | LE / SP |
| 1. update facebook page website address
 | SP |
| 1. Workshop/ demonstration ideas – for discussion at the next meeting
 | MRCJ - re OBAJH - re Timsbury |
| 1. Workshop kits - costings
 | HRKG |
| 1. check workshops at Keepers Preloved.
 | KG |