**Cam Valley Arts Trail Meeting Minutes 11h February 2015**

**Discussion about Spring Event (to be held on 2nd May)**

**Present:**

Karen (chair), Sophie (treasurer), Lucy (secretary), Kate , Helen, Sheila, Ginny, Jackie, John, Clive, Diana, Jo, Pam, Christine.

**Notes and Actions:**

1. Camerton Hall booked 9am-6pm Saturday 2nd May 2015. Event to be open 11am-5pm
2. Event to be open to members of the Cam Valley Arts Trail to have a display table. Booking forms to be sent out to members via Sheila. Need to agree the closing date for entries. **Action: Sheila**
3. Hall hire is £72 for the day (£8 per hour). This is for the main hall and kitchen.
4. Karen to compile a list of the number of tables available at the hall - feel it will be at least the same numbers as last year at Congyre and may accommodate more. Members can bring their own tables/ display boards etc. Members can share a pitch/table with others. Booking on a ‘first come first serve’ basis.  **Action: Karen**
5. Kitchen is available for refreshments and tea/cakes. Ginny (with help from Bethan!) volunteered to run this. Members to make cakes to donate for sale. Discussed reimbursing members for cost of ingredients? All cakes to have ingredients listed for enquiries about allergies etc. Ginny to purchase tea/coffee/milk etc and recharge the group. **Action: Ginny**
6. Discussed demos and ‘tools of the trade’ and ‘spot the blackbird’ competition. Also idea of a ‘sales table’ of ‘seconds’ or materials. Suggestion of childrens art craft table, colouring in competition and still life/drawing activities for adults.
7. All participants to help on the day with setting up and taking down in the hall – tea tables area: table cloths and vases of flowers were used last year; marquee for activities such as peg loom; suggestion of ‘May Day’ type events such as morris dancing outside and bunting between displays; welcoming visitors at the front desk (members to take turns with this). **Action: all participant on the day**
8. Discussed publicity ideas:

‘A frame’ with poster for ‘demos and activities taking place today’ front of the hall. John donated lots of A2 size frames that can be used for banners or displaying posters or works?

1. Banner location: The Hall isn’t easy to find or to put up banners nearby. Suggestion of banner on Tunley Road approaching from Bath. Karen to find out land ownership for signs (any suggestions?). **Action: Karen** We need volunteers to help put up the banners in advance of the day. **Action: all**
2. Local magazine and newsletter dates to be complied. Jackie does the publicity for OBA and volunteered to co-ordinate this for us as well (many thanks!).  **Action: Jackie**
3. A6 flyer for handing out at venues/shops etc before the day. We will use the format from last year, possibly double sided? We had 500 last year, but this wasn’t enough. Quote for 1250 from Out of Hand (based in Bristol) £47. 1000 from Vista Print £23.78 plus delivery (some flyers are not VAT payable). Agreed to go for the most economical quote to keep the overall costs reasonable for members. **Action: Karen** Discussed future house Post Office delivery of flyers, Jackie to find out details and costs. **Action: Jackie** All members to distribute flyers in their local areas to friends/ shops/ pubs/ notice boards etc. We also give copies to the libraries to distribute. Need to go out month before the event. **Action: all**
4. Karen to do a ‘call out’ for banners/ posters etc **Action: Karen**
5. List of contacts to be compiled for sending out leaflet/invitations. We’ll mailshot our own contact list of members/ artists and supporters. **Action: Karen**
6. Also publicise using our website/ facebook/ twitter accounts etc. This generates a lot of interest and members suggested some future ‘training’ day on use of social media. **Action: Karen (website) and all**
7. Registration form – Karen to compile draft version and email out. Payment to be made by cheque (send to Sophie) or cash (to Sophie in person) and by bank transfer **Action Karen/Sheila/Sophie**
8. Insurance. Karen to pursue insurance quotes – suggestion of whether we can have one insurance policy to cover all our events this year? Lucy to forward details of insurance cover for Trail last year. **Action: Lucy/ Karen**

AOB:

1. “Keep the buzz going!”
2. Background music and inviting the morris dancers – John to organise music, all to bring CDs to choose from. **Action: John** Discussion about a ‘performing arts’ programme for the Arts Trail: perhaps a social event on the Saturday evening at one of the venues?
3. Banners and other suggestions. Regency Laundry sell low-cost sheeting – Kate to check what would be good to use for banner materials. **Action: Kate**
4. Would like to add sponsors and supporters onto the flyer leaflet, which we did last year. Discussion about funding opportunities and sponsors generally – local grants for materials or funding; Lottery or Arts Council; explored the BaNES Neighbourhood Arts support last year and it wasn’t straightforward as other funding opportunities; opening events (opened by a well know local artist or MP?); a flagship sponsor or significant artist support/sponsorship for the Trail; link to the new Hauser and Wirth gallery through their education and outreach programme
5. Discussion about a Tombola or raffle at the Spring event – with art related prizes.
6. Compilation of a ‘press pack’ of info about the group and press release is needed for the group. Support through Creativity Works?

**Next meeting:** AGM 7pm Thursday 19th March 2015 at Clutton Village Hall