

Green Door Artists Steering Group Minutes

12 December 2022 | Heather's Studio, Kendal

PRESENT: LYNN FOTHERINGHAM, HEATHER HANNA, GILLI SLATER, JESS EMSLEY, SAM HARRISON, SUE DAWES

APOLOGIES: LIZ CLEMENT

AGENDA TOPICS

Minutes of Last Meeting: Noted that, although financially the results of trail were good in light of scaled-back event this year, there was mixed feedback. Minutes otherwise agreed.

Matters Arising	Action	Deadline
Space to Create have agreed for us to use their address. We will give £50 donation a year.	Heather to pass Sue's details on to S2C.	Within next couple weeks
Question of banking. Still limited by restrictions on cooperatives such as ours. This is an ongoing question, but priority is for Sue to have time to review finances.		
Issue of Dropbox: Agreed that Jess will make an excel of last 5 years' exhibition details and for no longer needed things to be removed from dropbox, with past 5 years finances kept active on db.	Jess to make excel of 5 years exhibitions + remove unneeded items from db.	Review timeframe on Thursday, asap
Agreed that Sue should have GD fees waived as treasurer and any excess hours should be reported and reimbursed.		
Liz to step back from IT, but available to answer questions about website.		

Organisation	Action	Deadline
IT Review of use of IT and online presence	Lynn, Sam and Jess undertaking review	First Quarter

Finance	Action	Deadline
Statement on 30th November: £13677.54. (Not all AAF cheques cashed yet)		
Sue Dawes has now taken over from Elizabeth Shorrocks as Treasurer and the registered address of Green Door banking has been changed to that of Sue Dawes.	Sue to explain to bank that Elizabeth signed several blank cheques but as she is no longer signatory, they need to be destroyed and a new cheque book issued. (Needs final draft signed by 2x signatories)	Within next couple weeks
Janice Benson, Donna Campbell, Colin Reynolds, Keith Shorrocks and Elizabeth Shorrocks have been removed as signatories.		
AAF finances to be left and moved on from, with resolution to improve management of finances for next year.		

Membership	Action	Deadline
We are now following all members on Instagram and Jess is now admin on all Facebook pages		

Exhibitions	Action	Deadline
Need for joint meeting with Exhibition Committee and Steering Committee together.		
Need for a better system for recording finances at exhibitions.		
Question of who exhibits and whether there is a core group or particularly the committee members.	Jess to look into	Ongoing
Affordable Art Fair layout. 3D work too low and needs to be more central, with drinks on left as you enter.		
Suggestion of Kendal Town Hall as an alternative space for AAF. Costs £90 a day, but includes permission to put up banners outside.		
Question of what opening night should be at AAF and exhibitions more generally. Need for buyers to be present on		

Exhibitions

Action

Deadline

opening night. Suggestion to ask each artist to give out small number of invitations. Question of who is on supporters' mailing list and possibility of drawing up client list.

Events

Person responsible

Deadline

Agreed date for Art Trail as 29th Sept – 1st Oct.

New initiative of hosting workshops for members run by members. To be held every three months. Limited number of people (possibly 10). Ideas for workshops: loosening up, sketchbooks, responding to a brief, walking art workshop. Participants to pay cost of venue but facilitator offering skills for free.

Coffee Morning. This will be a social event and a chance to introduce idea of workshops. Could run an evening event next month.

Jess to set up at Wilf's café 25th January

Next couple weeks

Need for exhibition plan which can be shared with members at beginning of year. Could go in newsletter each month but needs to be checked by Dave. Could also be used to make unified leaflet for all events to be distributed locally.

Website

Person responsible

Deadline

Agreed on draft survey for members about online presence.

Jess to share in newsletter

This week

Question of whether our logo needs updating. Doesn't show a green door and might not be very visible. Any update would require updating banners, etc. and incur cost.

Presenter Name

Date | time

Email addresses to be more findable to members and non-members. (falls under IT review)

Marketing

Person responsible

Deadline

Need for a new graphic designer who can work freelance on GD projects.

Jess to include mention in newsletter

This week

Next Meetings

Steering: Monday 16th Jan, 10am. Heather's House

Exhibition with Steering: (not yet confirmed) Monday 9th Jan, 2-5pm. Space to Create

Person(s)	Task	Timeline
Heather	Pass Sue's email address to S2C	Within next couple weeks
Jess	Compile Steering and Exhibition group members' email addresses and contact phone numbers and share with both groups	this week
Gilli	Contact Kath re feather banners	Within next couple weeks
Jess	Review paid new members	Within next couple weeks
Jess	Review task condensing dropbox: Condense dropbox and compile spreadsheet of recent exhibitions	Thursday + ongoing
Sue	Ask bank to void cheques signed by ES and request new cheque book	Within next couple weeks
2 signatories	Final draft minutes to be printed and signed by 2 authorised signatories to be taken to bank by Sue. Amended by HH to now include 'signed by Chair' after HH spoke to Claire from Cumberland on 15.12.2022.	Within next couple weeks
Jess	Review list paid and not paid AAF	Within next couple weeks
Heather	Contact exhibition group re 9th Jan joint meeting	Within next couple weeks
Jess	Look into who exhibits + review any trends	Ongoing
Jess	Draft Farfield Mill submission form	End of month
Jess	Ask S2C about booking Art Trail Dates	this week
Jess	Set up coffee morning at Wilf's Cafe	End of month
Gilli	Book Athenaeum for Art Trail	this week
Jess	Ask Brewery arts what they are doing to promote forthcoming Brewery exhibition	this week
Jess	New graphic designer callout + contact Stuart	this week