

# Green Door STEERING

## Steering Group Committee Meeting

Thursday 15 October 2020, 7.00 pm, via Zoom

**Present:** Janice Benson, Liz Clement, John Davenport (Chair), Liz Ford Slater, Kath Lockhart, Eric Pye, Colin Reynolds, Elizabeth Shorrocks and Elizabeth Tracey. **Apologies:** Sue Rowland.

Subject	Discussed / Agreed	Action	Who
<b>Minutes of Previous Meeting</b>			
The minutes of the previous meeting were approved.			
<b>Finance/Contingency</b>			
2020/21 Forecast	Colin shared the updated forecast for the remainder of the financial year (to March 2021) and this is attached. Subscription income is higher than the previous forecast as Janice worked hard following up members. We now have a clearer picture of the rest of the year.		
Exhibition Costs	Additional admin time is needed for the Holebird and Upfront exhibitions. Colin proposed that we pay Janice for this. It is important that know the true costs of running Green Door. This was agreed by Steering.		
2021/22 Budgets	<p>We need to plan now as though things won't get better. There will be restrictions and we are likely be coming out of lockdown in April.</p> <p>We can arguably work on the assumption that any exhibition (and the Art Trail) will break even or make a small profit. Working on the principle that we are going to lose 10-20% of our membership and not pick up new members as we would in a normal year, Colin proposes that we look at the 15 admin hours per month model. After a couple of months, we will know if this is achievable. If not, we will need to look at what we need to do. Colin would rather err on the side of caution and know the worst case rather than hope for something better and have to change things. We will develop budgets A and A2</p> <p>Plan A – 15 hours admin and lose 10% of members            Plan A2 – as above with additional hours if needed            Plan B – might be how do we cover costs if neither of the above plans do so</p> <p>£4,000 sounds like a lot of money (to have in reserves) but we might need to use reserves to kick start things once we come out of this.</p> <p>We have had to make some hard decisions and may need to make more eg a decision on the 2021 Art Trail will need to be made in April. As long as we keep an eye on finances, we</p>	<p>Email members</p> <p>Talk to Exhibitions Group.</p>	<p>JB</p> <p>JB</p>

	<p>don't need to panic.</p> <p>We do need to go back to members if we are going to have another year of using our reserves as it is their money. Colin has drafted an email for members based on the last Steering Group meeting which can be amended following this meeting.</p> <p>Janice asked for some guidance for the Exhibitions Group as they have a lot of ideas for next year. Colin asked that they revisit these ideas and choose three or four to pursue to the next stage. The next stage could be to develop a budget. What are the Group's favourites and how much would they cost?</p>		
<b>Membership Structure</b>			
2021/22 Subs	We had been planning to review the subscription model for the next financial year as the previous model has been in place since 2013. For now, we have to put that on hold and cut our cloth according to our current subscription level. We may be able to revisit this as we come out of Covid.		
<b>2021 Offering to Members</b>			
Some suggestions were made to add to those already in the diary (which need to be confirmed). Liz Ford proposed that we organise more Zoom meetings for members as we head into winter. Online drawing challenges were agreed to be a good idea. The Exhibitions Group are very positive and there are a number of opportunities but there is considerable uncertainty as these depend on partners.			
<b>AGM</b>			
We can't have a physical AGM but can invite members to a Zoom AGM. There will be a limit on the members we can ask to Zoom but we can also live stream the meeting to reach more members. We need 10 people to be quorate. Date agreed as Thursday 12 Nov (with 19 Nov as back up date)		Confirm date with Steering	JB
		Email members	JB
CR is happy to stay on after the AGM to take members' questions and this is a good opportunity to tell members what we're doing. If members can't attend the Zoom, send in a question in advance and the answer will be in the minutes.		Decide if Steering need a pre-meeting.	JD/JB
<b>Any Other Business</b>			
Studio Leak	If there is no sign of the scaffolding by Monday, Colin will go straight to the Unitarians.		
Studio Meeting	Colin has arranged a studio meeting to address some concerns from artists about the electricity sockets, etc.		
Vacant Studio	Colin knows someone who is interested in this but we won't market it until the ceiling has been fixed.		
Studio Lease	Janice asked about the timing of the lease. We are now in year nine of a lease which renewed every three years. After the last renewal was due, we agreed a six month rolling lease with the landlords although no lease has been signed. We expect to hear from Peill		

	when the next three year lease is due (according to their records).
Studio Admin	From next year we will charge studio admin time to the studio account eg time chasing Peill, marketing to and organising new tenants, and chasing rent.
Holehird and Upfront Exhibitions	Janice updated Steering about the changes to these exhibitions which have caused the additional admin. She shared Elaine's suggestions about the new process and timescale for Upfront submissions, and Steering agreed these were sensible.

**Next meeting:** Thursday 19 November