

# Green Door **STEERING**

## Steering Group Committee Meeting

Thursday 30 May 2019, 7.30 pm, Space2Create

**Present:** Janice Benson (Secretary), Liz Clement, John Davenport (Chair) Liz Ford Slater, Colin Reynolds (Treasurer), Elizabeth Shorrock and Elizabeth Tracey.

**Apologies:** Kath Lockhart, Eric Pye and Sue Rowland.

<i>Subject</i>	<i>Discussed / Agreed</i>	<i>Action</i>	<i>Who</i>
<b>Minutes of Previous Meeting</b>			
The minutes were agreed as an accurate record with matters arising to be addressed during the meeting.			
<b>Organisation</b>			
Minutes	It was agreed to publish the minutes from this and future meetings in the member area of the website and the Facebook group (as a PDF).	Share minutes	JB
Visioning Day	It hasn't been possible to arrange a meeting with Chris Tribble re online networking.	Email Chris	JB
	Member area of website to be updated with who Steering are. JB to draft para about herself and share as an example. A link will be added to the welcome email directing new members to this area.	Write para and share	JB
	There was discussion about the online joining form and the information requested about member skills. We don't currently use this information, it doesn't reflect what we need, and we have up to date information from the Visioning Day.	Remove section from form	LC
AGM	Steering approved the minutes of the AGM.	Circulate minutes	JB
Cheque Signatories	Cheque signatories are currently Donna, Colin, Elizabeth, Keith and Janice (any two per cheque). Donna and Keith are no longer on Steering and need to be replaced. John Davenport and Liz Ford agreed to be added to the bank account.	Organise paperwork with bank	CR
Social and Anniversary Groups	Jan Huntley Peace has offered to join a social group but no-one else has come forward. No-one has volunteered for the 25 <sup>th</sup> anniversary group.	Email Jan	JB
	CR suggested emailing members with ideas to celebrate our anniversary which were suggested at the Visioning Day and in the survey, and saying that there is a group which can help but we need someone to lead this. John said this could be someone already in the Exhibitions group.	Discuss with LF	JB

<b>Finances</b>			
Bank Account	Current account balance as at 13 May - £8,160. Green Door Rising - £3,290.47		
Budget	<p>CR circulated a budget for the year (attached). Option 4 was agreed with an increase of JB's hours from eight to ten per week (JB left the room for this part of the meeting).</p> <p>CR reported that we haven't increased subscriptions or our financial model for six years. We need to revisit this before the 2020/21 financial year and establish a model for another seven years. He would like to organise an event for members in September where we can discuss this. We can then circulate a document to members for approval at the AGM. The budget prepared for this year which we can compare to actuals as we go along will help us to get a thorough handle on the figures for next year's budget.</p>	Meet to agree spec for admin and exhibitions group	LF and JB
<b>Premises</b>			
Leak	The leak in Jamie's studio will be repaired in June.		
Studio Tenants	CR reported that the studio is full. Tenants are Jamie Barnes, Sue David, Colin Reynolds, Sue Rowland, Heidi Schramli and Sonja Vietoris.		
Lease	Peill and Co have told us that they haven't heard from our landlord about the changes to the lease but could write in a six month rolling notice period. This would meet our requirements (the lease needs two Green Door members as personal guarantors). Artists are on 3 months' notice so our biggest outlay would be £1,500.		
Finance	CR proposed that the Green Door Rising account could be used to store the surplus from the studio as it accrues. In six years, this surplus has paid off the initial £2,000 loan from Green Door and paid for redecorating the studio. He will move over any surplus at the end of the financial year. When we have £3,000, this would cover the continuation of the lease and any dilapidations if we were to leave. This would give clarity to the studio finances. CR confirmed that the mandates are the same for both accounts so no new signatories are needed.		
<b>Membership</b>			
Renewals	<p>JB has been following up renewals. This has been faster than usual as she's been able to get statement print outs from the bank and hasn't had to wait for the month end. Agreed that JB will send one more email to people who haven't paid. Steering are offered free membership. Some take up this offer and others choose not to. JB will email each member about this.</p> <p>CR's budget says that we need £5,830 from subscriptions to cover costs which he equates to 105 members at an average of £55. We currently have £5,770 in income confirmed and a further two new members who haven't yet paid (which will</p>	Email members Email Steering	JB

	bring the figure to £5,890.		
New Members	We're getting a steady flow of new members. Since we last met in March, there have been nine new members. Two of those are returning members – Anna Jordison and Janette Philips.		
Student Award	Kendal College have a mature student called Richard (photographer) who would be very suitable for this year's award. Colin can attend the event on Thursday 13 June but can't get there until 5.15. Kath can also attend if she's back from holiday.	Email Annie re attendance	JB
<b>Exhibitions</b>			
Grasmere	JB talked Steering through a short report on the exhibition (attached). Total sales were £1,726 with individual artist sales ranging from £2 to £300. There were 556 visitors to the exhibition. £1,171 was contributed from Green Door reserves to the fund the exhibition. LF commented that Grasmere is made up of visitors (rather than locals) and that this should be considered for any future exhibitions.	Share report	JB
Farfield Mill	22 artists have so far said they'll submit work but JB expects this to increase as it always does as we get closer to an exhibition. Members have asked if they can submit books and bookmarks but Farfield can only exhibit 'limited edition artwork'. Farfield have asked that cards are limited to 12 designs in total and must be the same images as exhibited artwork.  Anne MacKinnon will curate with Green Door volunteers.  There will be a private view/meet the artist event on the afternoon of Sunday 14 July. Farfield will provide tea and coffee.  Farfield are designing a poster and will send us a few hard copies and a PDF. Agreed that we won't produce our own flyer but will use our flyer with all exhibitions for the year.	Email members re cards  Follow up with Farfield re workshops	JB  LT
Holehird	Details will go out in this week's newsletter.		
Merz Barn	Ian and Celia had suggested there may be the opportunity to exhibit again this summer but haven't responded to emails. Agreed not to follow this up and wait until we hear from them.		
The Moon	Elisa de Dios Lafuente is exhibiting now. Mike Barlow, Sue Rowland and Liz Lyon would take us through to the end of the year if Helen feels their work is appropriate.	Follow up Helen	JB

Craft Beer Kendal	Steve Trevillion's exhibition ended in April. There are no plans for future exhibitions but we need to follow this up.	Follow up with Adrian	CR
<b>Events</b>			
Art Trail	<p>The deadline for Trail entries is tomorrow (31 May). More than 40 people have said they're taking part so far (although not all have sent in forms).</p> <p>Group venues - unusually, we struggled to fill the Athenaeum but this this now full. We have spaces in Greenodd.</p> <p>Gallery 68 and the La'al Gallery are taking part as venues, and Bumblebee Gallery are thinking about this.</p> <p>Ads are coming in steadily. Other potential advertisers were discussed for follow up by EAS and Steering.</p> <p>EAS will write a document about the Trail as part of her handover to Sue Rowland.</p>		
<b>Website</b>			
Website Visits	Liz updated on the website stats – We had 1,300 visitors in two months and the majority of visitors are still from IOS (Apple devices).		
Emails	JB asked how long she should keep emails. Steering agreed that, with GDPR rules, they should be kept for a maximum of two years.	Delete old emails	JB
<b>Other Sales &amp; Marketing</b>			
'Roots'	JB has sent a release to Cumbria Life who hope to include it in their July issues. She will send a further release to local press closer to the exhibition.		
<b>Any Other Business</b>			
Westmorland Centre	JB updated new members on the conversations with the Westmorland Centre and asked if anyone would like to meet the Interim Manager (or new manager if he's in place). JD said he was happy to do so.	Email Chris	JB
Richard Foster	Richard Foster has been in touch with JB as Chair of Cumbria Arts & Culture Network. He wants to bring together a working group who could explore perceived tensions between individual artists and larger institutions and look at what the issues are. JB confirmed Green Door would be happy to take part and we'll wait for further contact.		
Future meetings	Agreed that it would be useful to agree meeting dates for the year of the year and that we should continue to meet on Thursdays.	Email Steering with dates and book room.	JB

**Next meeting:** Thursday 11 July 7.15 for 7.30 pm, Space2Create