



St Ives Arts Club
Committee Meeting 22 October 2024

12.00noon Upstairs Theatre

Minutes

Present: Jo Grant (JG), John Kness (JK), Steve Litherland (SL)(Chair), Wendy Litherland (WL), Chris O'Reilly (CoR), Will Sleath (WS)

1. Apologies for Absence

Janet Axten, Suzanne Ellacott

2. Minutes of Meeting 01 August 2024

2.1. Approval

Unanimously approved

2.2. Matters Arising (not covered by agenda)

2.2.1. Grant Update

The meeting with Emma Gibson is to be rearranged as she was ill **(SL)**

All grant applications will now be pursued by the Trustees in the new year **(SL)**

2.2.2. Members Handbook

The work on the Members Handbook will be continued by the Trustees **(SL)**

2.2.3. Gift Aid

Although he couldn't set up a meeting with Brian Richards, CoR has done a lot of research into this and thinks it is worth pursuing, especially as it can be backdated 4 years. CoR will pursue **(CoR)** and it will be an agenda item for the next meeting **(JK)**

2.2.4. Feasibility study for disabled access

It was confirmed that the Trustees will look into this and noted that SL is proposing to take a certified fire risk assessment course **(SL)**.

3. Officers Reports

3.1. President

The meeting received and noted the report that the President will be submitting to the AGM.

3.2. Finance Officer

The meeting received and noted the financial statement that the Finance Officer will be presenting to the AGM. The Club had total income for 2023/24 of £78,584.51 and a net profit of £10,713.47

CoR reported that although he had a lot of roles it would be difficult for someone different to undertake each one as they are all integrated into one IT system. CoR recommended merging Finance Officer, Membership Officer and Bookings Officer into one role called Member Services Officer. He also proposed creating the role Entertainments Officer to manage the theatre in the same way that the Exhibition Officer manages the Exhibition space. These proposed changes were unanimously approved by the committee.

3.2.1. Review of Bank accounts

CoR confirmed that he had been looking at this and will set up a higher interest account when his review is complete, probably with a view to transferring £10-20,000 into it **(CoR)**.

3.3. Membership Officer

CoR confirmed that membership had remained stable with 153 paid-up members in 2023/24, compared to 155 the previous year. This year (2024/25) 125 members had already paid including 20 new members. It was confirmed that CoR will put a cut-off date for payment of membership fees in the newsletter **(CoR)**.

It was noted that the healthy membership numbers were putting pressure on the art groups and exhibition space. It was agreed that the committee should monitor this and manage expectations, especially those of new members. In the meantime, managing group numbers was the responsibility of the group leaders.

3.4. Bookings Officer

The exhibition room was booked for 46 weeks in the year 2023/2024, and is already fully booked for 2024/25. The theatre was in constant use throughout the week with regular groups. The September Festival made a gross income of £10,900 although not all the income fell into the 2023/24 accounts. A number of evening events have already been planned for 2024/25, together with some bookings for the next September Festival.

3.5. Exhibition Officer

The Club achieved over £60,000 in total sales from members' exhibitions in 2023/24 which made the Club approximately £19,500 from sales and £4,500 from room hire. Members group exhibitions had varying degrees of success.

4. Reports from representatives

4.1. Social Committee Representative

A very successful Art and Wine event had been held on 7th September 2024. It was proposed that these are held as a regular event.

It is also hoped to organise more film events and visits.

It was noted that only a few members now attend the weekly coffee morning. It was agreed to change these to monthly, usually on the third Friday of each month, although the first will be on 22nd November 2024. It was hoped that these could also become more of an event possibly incorporating a talk or film.

Currently there are only 2 members on the Social Committee, and it was proposed to ask for more members at the AGM. JG also volunteered to be on the Social Committee.

4.1.1. Proposed Art & Wine event 7th December 2024

Unfortunately, the venue is not available on this date. The Social Committee will circulate a new date once organised **(WL)**.

4.2. World Classics Representative

There were 3 successful concerts in 2023/24, all of which were self-financing. A forthcoming event on 16th November will feature music for the Latin harp played by Columbian harpist Diego Laverde Rojas. Further events for 2024/25 will include a concert of fado music from Portugal, followed hopefully by 2 further concerts.

5. Theatre Refurbishment

SL confirmed that;

- The electric curtain track would arrive in the new year
- The newly purchased projector makes a noise. SL will check it out further and send back if necessary **(SL)**
- The existing stage lights had successfully been programmed into the new mixer desk. New stage lights had not, therefore, been purchased although this may be reviewed in the new year
- A new piano keyboard had been purchased for the stage and was currently being checked out by JG

6. Repairs, Improvements and Maintenance Works

6.1. Boiler replacement and heating system

SL confirmed that Brett was coming next week to prepare a full specification and provide a definitive quote.

6.2. Hot water boiler – kitchen

SL has ordered a new electric water heater for the ground floor kitchen

6.3. Water ingress to kitchen

SL confirmed that the Trustees were looking at permissions with a view to scaffolding the seaward side of the building for a project that would include repairing the corner stone and checking/repairing the water ingress around the windows **(SL)**.

6.4. Ongoing works to dormer windows, roof, guttering, and external redecoration

The agreed work is going well and SL confirmed that the builders would be back on site tomorrow to finish the dormers and guttering. The builders would now be replacing both dormer windows on the Westcott Quay side using Black woodgrain UPVC units.

6.5. Completion of internal decoration

Although some feature walls to the entrance and stairway had been painted red during the closure period at the beginning of 2024, the meeting unanimously agreed that all other walls in the entrance and toilets must remain white. Any that had inadvertently been painted red should be reinstated to white in an ad-hoc fashion now, with a view to being painted properly as part of the closure works at the beginning of 2025.

6.6. Other essential repairs and works

See section 6.3 regarding next proposed phase of external works

6.7. Agree programme of works and costs

See sections 6.1 – 6.7

7. September Festival Update

It was noted that the September Festival was a success and, as noted earlier, made money for the Club.

8. Any Other Business

8.1. Storage

It was noted that many areas of the Club including the under-stairs cupboard, backstage area, and roof dormer storage area are very cluttered and untidy. It was agreed that groups should only store items in their designated areas, and that the committee will have a clearing and tidying blitz in close-down, noting that Star, with whom the Club has a contract, will take any waste away as well as our usual rubbish **(all)**.

8.2. Stored Paintings Exhibition

It was noted that the aim is to get the paintings out of storage and display in the theatre, although some will need glass fitted over them. It was agreed to get them out in January and perhaps display initially in the exhibition area during January.

8.3. Other

It was raised that there has been a lot of interest in the history of the Arts Club and noted that the Club has some leaflets currently in storage. It was agreed that SL and JG will sort these out **(SL & JG)**, although longer term it will require someone to take ownership of the Club cards and leaflets.

ⁱ Members responsible for actions are highlighted in brackets