**Suffolk Open Studios AGM**

**Monday 12th September 2022 at 7pm**

**Virtual Meeting Zoom**

**AGM Minutes**

Those present:

Marian Lishman, Emma Garnham, Jacqui Robins, Simon Farr, Annie Lee, Spadge Hopkins, Jon Warnes, Lin Carter, Alistair-Suffolk Artlink, Allan Williams, Anna Boon, Anne Lowe, Cally James, Caryn Noad, Chris Deacon, Claire Fernig, Emma Buckmaster, Gay Hutchings, Hannah Rae, Hilary Barry, Miles Barry, Issy Coe, John Deacon, Michelle Parsons, Miranda Grayling, Robin Pedder-Smith, Bridget Palmer, Ruth Simpson, Simon Turner

**Apologies:**

Steven Will, Bryan Whiteley, Michael Light, Jude Hardy, Alison Adcock, Caro Burberry, Rebecca Guyver, Clare Gaylard, Ruth McCabe, Louise Ferrier

1. **Welcome**

EG welcomed all members to the meeting and thanked so many people for joining the virtual AGM. Quorum was reached with 29 members.

1. **Minutes from previous AGM 2021**

Minutes were provided from SOS AGM in 2021 and asked if there were any comments.

No comments raised, and therefore the minutes from AGM held on 13th September 2022 were approved.

1. **Chairman’s report including accounts**

**Chairperson Report**

EG provided a short presentation for all members to show what had been achieved this year.

A successful recruitment drive resulted in more members for 2022, with 218 signed up in comparison to 148 in the previous year, with 158 opening their studios/hubs (123 previous year. There were mixed feelings from members on how it went, especially with the jubilee weekend but the feedback and thoughts from members are valuable and will be discussed later on in the meeting.

EG thanked all those who shared images/pictures on website and social media. It helped promote the event and the artists and it is very important that the artists enjoy the event too. This year one of our members, Tom received a visit from the Mayor of Needham Market.

EG thought that an excellent job had been done on social media, thanked Maria for her dedication and hardwork over the last year as social media has been vital to promotion of SOS. Maria has stepped down from her position this year, and has been an excellent member of the committee.

The Directory was back for 2022, with reduced content and EG thanked Marian for taking on this extra role of getting this sorted on top of all the other tasks she undertakes on the committee. The group discussed the benefits of the App vs Directory, with a mixed opinion of whether the directory is something that continues. Jacqui Robins explained that there were too many directories printed this year (25,000) with a lot of waste, due to some members not collecting and distributing directories as EG agreed to take forward the Directory into 2023, however, consider the number of directories printed so there is no waste.

Press/Publicity this year was limited, due to the Press Officer stepping down and therefore, the role was taken on by other committee members where possible. 4 adverts were taken out in Suffolk Magazines, with large distributions, as well Maria posting adverts on facebook and Instagram to push across different demographics.

This year we worked on creating an identity for SOS, working with Hattie Hopkins to develop distinguishable graphics to use that tied in with our logo and original graphic. The Committee used the style across SOS on the website and social media, as well as our exhibitions.

EG informed the group that the App was in addition to the directory this year, with 580 downloads (in comparison to 843 last year). ML to confirm if these are just new downloads of the App. Although the App was promoted further promotion will for 2023 is needed.

ML discussed the stats from the website 2022.

The Website data showed a reduction in visitors to the website compared to last year, however this could be due to visitors using the Directory.

Spadge explained that 2022 provided four exhibition opportunities for members across the year with total of approx. £10,000 in sales (excluding the Ferini Gallery that is currently happening). These exhibitions have been open to all members and a great chance to exhibit across the county. The Pond Gallery launch exhibition was especially well received with over 50 members exhibiting as part of this exhibition and a very successful private view.

**Finance Report**

EG stated that turnaround time with the accountants for full report was very tight with the close of accounts 31st July, therefore accounts will be circulated to all members with minutes.

Accounts prepared for 2021/22:

Income from membership/exhibitions for 2022 – £23,020

*(Membership income = £12,254 (compared to 2021 £6,310))*

Overheads (App/Guide printing) - £25,021

The accounts for 2021-22 show a loss of £2,001

Clarification on what was included in “Admin & Fees”, includes Financial fees for accountant, Royal Mail PO box, Sumup equipment and additional admin printing fees.

Breakdown of Exhibition income requested (before commission/fees):

PRINTroom: £7,942.21

Pond Gallery: £1,874.26

142 Gallery: £573.63 *(Total sales = £1,346.70 with £773.07 accounted for in 2022/23 accounts due to exhibition spanning end of the financial year)*

The deficit has been accounted for using the reserves from last year, as this was anticipated due to the forecast of costs directory. This should not necessarily be perceived as a negative result. The income rose considerably from £6,310 to £12,254 for memberships as membership numbers increased. And the £10,390 indicates the sales that have taken place at exhibitions and distributed to those artists.  This is a fantastic achievement of growth in our membership, however, the expenditure grew at the same rate as the income, therefore budgeting needs to be looked at for 2022/23 to ensure we do not stretch into our reserves and provide a stable picture for next year.  Current Bank balance is = £8,860

The Committee have looked at memberships fees for 2023, and taking into account the overheads and the 2022 expenditure the costs of membership would be kept the same as the previous year. Proposed membership fees: £65 full membership / £45 associate membership.

1. **Feedback from SOS Members Survey**

EG stated that only had 46 members had provided a response (21% return rate), which is not a great turnout – however, the information that was collected was useful and will be used to assist with 2023 plans.

Signage and sharing with other artists were some things pointed out that SOS could do differently in 2023, so Committee will look at this, plus the suggestions for further promotions will also be looked into.

1. **Constitution & Organisation information**

EG informed everyone it was agreed at the 2021 AGM, considerations around the constitution to incorporate things like “membership” and responsibility of members. Therefore, revised version had been circulated to all members.  The additions shown in yellow bring the constitution into the present and outline what the SOS organisation are already undertaking.

EG took members through all of the changes.

All changes were agreed by the group unanimously, with typo corrections.

1. **Election of 2022/23 Committee**

The following officers offered their resignation or are vacant:

**Directory Co-ordinator** – Vacant

**Social Media Secretary** – Previous postholder Maria Clarke Wilson

**Press Officer** – Previous postholder Silke Schelenz

**Newsletter Collator** – New post

Those on the Committee willing to stand again:

Chairperson – Emma Garnham

Vice Chair & Web Admin - Marian Lishman

Membership Secretary – Louise Ferrier

Directory Distribution – Jacqui Robins

Exhibitions Co-ordinator – Spadge Hopkins

Committee Member – Simon Farr

All officers were re-elected as above proposed by Lin Carter and seconded by Hannah Rae.

Members standing in vacant roles:

Hannah Rae elected in the role of Directory Co-ordinator, proposed by Robin Pedder-Smith and seconded by Issy Coe.

Nicola Warner and Claire Fernig elected in the role of Social Media Secretary, proposed by Spadge Hopkins and seconded by Lin Carter.

No-one came forward to fill the Press Officer role or the Newsletter collator, so it was agreed to put out to the members again and then if it still wasn’t filled, a decision would need to be made to reduce promotion for 2023.

Emma and Marian did inform members this would be their last year acting as Chairperson and Vice Chair, stepping down into 2024. They wanted to prepare the group for the change, so members can consider if they wish to take on the role as a pair.

1. **SOS event in 2023**

With the feedback provided, a Directory and App will be organised for those weekends in June, as well as exhibitions for members again. SOS will also continue to work with Suffolk Artlink as our nominated charity.

1. **AOB**

EG thanked everyone for their time and a big thank you to all those on the Committee, it is a team effort to get SOS events up and running! Thank you to those members have volunteered to be apart of the committee for 2023, we look forward to working with you.

EG also asked if anyone had anything further to add or comments to raise, feel free to email and the Committee will consider all the thoughts and discussion and move forward with getting SOS 2023 off the ground.

AGM for 2023 will be Monday 25th September 2023 at 7pm (likely by Zoom 😊)

Meeting closes 08:35pm