**Committee Meeting Minutes**

Thursday 19th May 2022 - 7pm via Zoom

**Attendees:** Emma Garnham (EG), Jacqueline Robins (JR), Marian Lishman (ML), Spadge Hopkins (SH), Maria Clarke-Wilson (MC)

**Apologies:** Louise Ferrier (LF), Simon Farr (SF)

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| 1 | Minutes/Actions from last meeting | Outstanding actions: EL to Sort out press release for paper / contact Andrew Clarke  All other actions completed |
| 2 | Pond Gallery Exhibition | Fantastic exhibition, and excellently curated so big well done to everyone involved.  Those members collecting their work did thank the committee for all their work and seemed very pleased with the outcome. Appeared that members felt they got value from their membership in the exhibition.  Overall £2300 worth of sales. Not the biggest footfall for the exhibition, however very successful PV with a lot of sales on the night and was well attended.  JR stayed later at the Pond Gallery due to artists not arriving at the set time. Due to some artists not turning up at all, alternative solutions were found including dropping off work to artists and taking some artworks home.  Advert on the A-Board outside the exhibition did not look very professional, therefore needs to be printed specifically for the exhibition.  Social media advert for the exhibition cost £250, and seen by 60,000 people – it was targeted at artlovers/buyers.  There was no list of artist contact details, therefore couldn’t easily notify them they had sold work. There this would need to be amended for the next exhibition.  Action:  EL to ensure clearer instructions for artists on drop off and pick up times, as well as couple of finer points on Conditions of submission  SH to ensure collate contact details of artists as submissions come in  All to ensure artworks are ticked off upon collection by artist or other artist |
| 3 | SOS Event | JR did a great job of sorting al the directories, with IR distribution and liaising with the area leaders.  The number of directories was slightly more than we needed.  JR confirmed that IR were good with the deliveries, especially when there was an issue with not being able to get hold of Ferini gallery. However JR organised for them to be delivered by another artist who liaised with Ferini Gallery.  Noted that a lot of associates were not collecting their directories so needed to ensure they were aware they are responsible for distributing too.  App has been launched, although some of the interfaces are showing with a pink heading therefore will need to be raised with Billy.  Couple of queries came to EG directly, however, will forward to ML to change the data and refresh the App.  Action:  ML to inform Billy of error with pink App interface  ML to send members an email with collection instructions for the directory/JR’s email  EG to send app queries to ML  EG/ML to organise newsletter for members and subscribers – members newsletter to include 142 dates |
| 4 | PR & Social Media | Magazine adverts have all been sorted and further social media points have been added to promote the June event.  Further PR needed for the event, including radio interview – SF mentioned previously in committee meetings.  Decision:  Have a social media advert for the event, running for 6 weeks using a montage of artist images  Action:  MC to organise the social media advert  SF to undertake radio interview for BBC Radio Suffolk |
| 5 | 142 Exhibition | Exhibition paperwork has been completed and hire fee paid for 28th July to 10th August 2022.  Decision:  Submission deadline will be 14th July (midnight)  Submission pieces from artists will need to be different than the images submitted last time.  SH suggested that the artist info sheets needs to include - 3D artists are strongly encouraged to bring a good white plinths  Decision:  Drop off 28th July / Spadge, Emma, Maria  Collection 10th August / Spadge, Jacqui, Marian  Decision: Another branded graphic design for the exhibition  Action: Ask Hattie to design something |
| 6 | AOB | None |