

N O T E S from the Committee Meeting held on Tuesday, 7th July 2026 at Sharrow Community Forum

Present: Lizzy Alageswaran (Chair), Krishna Alageswaran, Sally Puddifoot, Rachel Purvis (Treasurer), Andrew Rodgers, Antonia Salmon, Sarah Vanic, Jane Wratten, Ann Wright (Secretary), Denise Wrightson

Apologies: Carolyn Clark, Philip Khorassandjian, Karen Rose, Elizabeth Towning

	Notes	Actions
1.	Volunteers for Open Up Sheffield 2027 ▪ Lizzy to follow up on digital marketing reports from Lydia Cunis and Ella Greenhalgh, and ask Ella if she is willing to do it again in 2027 ▪ Denise can help with briefing on social media and marketing overall ▪ Andrew can help with Reddit and possibly TikTok for 2027; can also take on Mapping and Managing Artists' Data; Lizzy to hand over ▪ Ann to send details of the Secretary role to Karen Rose and ask Carolyn Clark (who is also interested in the Secretary role) if she might be willing to be Treasurer instead ▪ Ann to speak to Liz Towning and Lesley Webster about proof-reading; Sally to forward Lesley's contact details to Ann ▪ Jane might be able to help with digital marketing and Canva; Lizzy and Denise to explain the role ▪ Antonia can help with press releases; Lizzy to pass on contact details for press outlets (online and print) and hand over ▪ Denise to follow up on contacts from Michael Claxton ▪ Lizzy to follow up on Sharon Gill from YVAN and Frazer from SCC ▪ Lizzy to discuss Phil Khorassandjian's offer to take on the role of Chair with him as soon as possible ▪ Ann thanked everyone for their offers of help; it will enable the load to be spread more evenly ▪ Ann, as Secretary, to send out an email this weekend to all subscribers thanking people for volunteering, but explaining that without a Chair and a Deputy Chair, Open Studios Sheffield cannot go ahead in 2027. Volunteers are needed by Friday, 31st July ▪ It was pointed out that the role of Chair (and the other volunteer roles) can be very rewarding; this needs to be emphasised ▪ Lizzy and Antonia to work on a press release to follow the email	Lizzy Denise Andrew; Lizzy Ann Ann; Sally Jane; Lizzy; Denise Antonia; Lizzy Denise Lizzy Lizzy Ann Ann Antonia; Lizzy

	▪ It was AGREED that the Committee would continue to meet quarterly, if it is a fallow year ▪ It might be possible to have some kind of exhibition, instead of Open Studios, to encourage donations and keep Open Up in public view ▪ All members of the Committee to make personal appeals to anyone you know who might be able to volunteer for any roles, but particularly Chair	
2.	Roles now filled: ▪ Applications – Sarah Vanic ▪ Social media – Denise Wrightson ▪ Networking with artists and studio groups – Krishna Alageswaran ▪ Children and Families - Susan Chisholm ▪ Evaluation – Sheila McGregor ▪ Newcomers – Sally Puddifoot ▪ Mapping of artists and neighbourhoods – Andrew Rodgers ▪ Artists' data management – Andrew Rodgers ▪ Digital marketing – Jane Wratten ▪ Press releases – Antonia Salmon	
3.	Roles still vacant: ▪ Chair – Lizzy to speak to Phil Khorassandjian ▪ Treasurer – Ann to speak to Carolyn Clark ▪ Secretary – Ann to speak to Carolyn Clark and Karen Rose ▪ Proof-reading – Ann to speak to Liz Towning and Lesley Webster ▪ Print and brochure manager – could be combined with Proof-reading role ▪ Events (Launch and AGM as a minimum) ▪ Website admin and development ▪ Publicity distribution (possibly one of the neighbourhood co-ordinators) ▪ Neighbourhood co-ordinators – Sally Puddifoot and Jane Wratten; others will come forward	
4.	Date of next meeting ▪ Extraordinary General Meeting to elect new Directors and make plans for 2027 ▪ Tuesday, 1st September 2026 ▪ 7pm ▪ Sharrow Community Forum – Lizzy to book a room	Lizzy