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Meeting Minutes

- Jane updates events, marketing, and social media. Everyone was present in the meeting.
- The website brief: she'll share it, and things they need — create a checklist for what information they need.
- The team are willing to share the website redesign as a shared document live.
- Can add to the shared folder.
- No sensitive information, but create consent to keep in alignment.
- This year going to lose Arts Mansion (currently in use and running).
- They have a lot of events like dance events, 12 weekly dance classes, and ad-hoc dance classes.
- Music nights and club nights, and space hire for artists and dance teachers.
- A general charitable purpose for artistic activity on the About page for creative culture in Bristol.
- They have main pages for venues.
- Issue with Artspace website: so many different arms to booking the events, and events navigation has been improved.
- Link to Headfirst for website explaining charitable purpose — they will think Island is just a dance studio, not a wider charity.
- Lots to communicate on the website.
- Team of us having to look at what makes it easier for users to find information:
 - Signposting
 - Visually appealing
 - Not modern, something more up to date
 - Accessible
 - Pictures of venue
 - Visual signposting
 - Key things: events
 - One page for clubs

- One page for booking enquiries
- Venue pages
- About links for purpose
- The design at the top of the page is up to us for the people — open to work.
- One page for Google Grants for promoting.
- One page of website for course action — booking spaces.
- She would like an idea of what that would look like.
- Create a mockup of what's going to be incorporated.
- Struggling to find building information and leave with information about the charitable spaces.
- Good for promo images for images.
- Curator lo has billing issue, so no update yet.
- Mockup about 2 months before final.
- Headfirst booking platform lists events there and they automatically sync, except dance and circus information, as they send to Jane — everything else through this.
- Open to chatbot widget for navigating the page and putting in prompts.
- May is the cutoff date for the project.
- May for reflection.
- Create a success criteria metric for Thomas Barnes to discuss with him before approval, before emailing to Artspace Lifespace for project progress.
- Stick to emails for Alice Newton — Alice: Mondays, Tuesdays, and Wednesdays.
- Jane: 5 hours, Monday to Friday.
- Alice leave on 2nd Feb 2026.
- Can pop in images — use the ones in the link. If want to add, put in a question; better to use in-house images.
- Feedback, mockup, and success criteria.