

## **An Introduction to PA POP-UP LIMITED, trading as 'Artists and Makers'**

If you're thinking of joining us, or have recently joined, this information is intended to help you on your way, answer some questions and point you in the right direction for other answers.

### **Background**

The group was created as a genuine 'pop-up' shop in June 2015, renting a vacant shop in Kirkcudbright; but it never 'popped-down'. The group was founded by Morag Macpherson and Robert Plotzke, and amongst the earliest members were Kay Ribbens, Suzi Plunkett and David Alexander, who are still involved. The group has become 30+ strong, operating from three locations. The group became a Limited Company in April 2018. The Company PA POP-UP LIMITED is the formal registered company name, but increasingly we trade as 'Artists and Makers' as this describes what we are about. We are run by the members, for the members, and everyone has a role to play in continuing the co-operative's success.

### **Costs**

The cost of running each shop is shared equally by the members selling in that location, i.e., packaging costs, may have to be collected separately.

### **Communication**

With 30+ members, basic computer skills and email address are essential for everyone, as we make extensive use of email for communication within the group and use other internet tools such as Doodle. Email distribution lists are maintained for the whole group and each of the shop groups.

### **On Duty**

Members take it in turns to staff each location. On average this amounts to 1 day per month in Castle Douglas, which does not open on Sunday, 2 days per month in Kirkcudbright which does, and 1 or 2 days per month in Gatehouse of Fleet. One of the many job roles undertaken by a volunteer member is setting up the rota each month. Members email their availability to the Rota person and a rota is published. Once the rota has been published, if for any reason you are unable to do your day, it is YOUR responsibility to swap days with another member. The numerous other Job roles and current volunteer holders are on display in each location. The company does not charge a commission on sales; members receive the full price of each item sold by cash, cheque or card payments (less card payment handling charges).

Detailed instructions for shop routines are available in each location, as each is different but briefly:- When on duty, members are required to pick up the keys, open up (lights, count cash float, prepare day book page), keep accurate records of sales and note visitor numbers, cash and wrap, chat to visitors, sell everyone's work, keep the shop clean and tidy, then total sales, cash up, close up and return the keys.

### **Displaying work**

Membership normally starts the beginning of a month when the new member is invited to bring work and is allocated a space to display. Each member is responsible for their own display, but we co-operate to accommodate each other's work and improve the overall impact. You may bring props to enhance your display. Pricing can be a tricky area,

especially for someone just starting on a career. Each member decides on the prices for their work. If in doubt, discuss with other members. We re-organise each location every few months to refresh the look and layout and give every member a change of display location. A reorganisation date will be arranged via email and 2 – 6 volunteers spend about 2-3 hours doing the re-organisation. Window displays may be redone at the same time. Each location has a Shop Representative with whom any concerns can be discussed in the first instance. Issues can be raised and discussed at a Shop Meeting and possibly voted on and decided by Members.

### **Organisation**

The company was set-up as a cooperative with consultancy from the wider co-operative movement. We aim to operate by, and promote, the co-operative values of voluntary, participation, membership and member democracy. As a Limited Company we are required by company law to appoint Officers and Directors, i.e. Chair, Secretary, Treasurer and Directors. However, all members have the same rights and responsibilities, office holders are not privileged in any way. Officers and Directors are volunteers and do not receive any payment or expenses. Officers and Directors are able to access the bank account on-line; all payments must be authorised by more than one Director. The co-operative is required to have an Annual General Meeting and at least four ordinary general meetings a year. Location specific meetings are arranged as and when required. (During the Covid 19 pandemic meetings have been held via 'Zoom' and may continue in this format.) The group is run by and for the members, so every member must make every effort to attend. All meetings are open to every member.

### **New Joiners**

As you've read, each shop is operated by the members who sell work in that location. Prospective members can register their interest via our website [www.papop-up.co.uk](http://www.papop-up.co.uk). There is a Joiners committee for each location who will consider each application taking into account a number of factors e.g. standard of work, availability of space, nature of the work vs existing members etc. You can apply to join one or more locations as you wish. If accepted, the company Secretary will issue a copy of the company Articles and the Members Agreement. The Articles are for information and the Members Agreement should be read, signed and returned. Finally, the Secretary will issue a Membership Certificate. Questions regarding finance should be raised with the Treasurer. Matters regarding the Articles or Members Agreement should be referred to the Secretary. An issue affecting the whole company may be raised with the Directors who may be required to take a final decision.

### **Leaving the co-operative-**

The required Notice period is defined in the Members Agreement. If your circumstances change, you may apply to re-join.

### **Scope**

This document is an introduction of the group and how it operates. It doesn't give detailed instructions on every matter as in many cases these vary between locations. In case of conflict between this document and the formal Articles and Members Agreement, they shall take precedent.

## Revision History

Version	Date	Author	Notes
V0.1	01/07/18	Phil Howard	Draft of headings and content. Circ to Officers and Directors for comment.
V0.2	20/10/18	Phil Howard	Draft. Circe to Officers and Directors for comment.
V0.3	24/10/18	Phil Howard	Updated with comments received. Circe. to several new members for comment.
V1.0	05/11/18	Phil Howard	name changed from Welcome Pack to Overview. Doc. Sent to webmaster to be published on Co-op website. END
V.4	30/03/21	Phil Howard/ Liz Perry	Updated to 'Introduction' and content updated Circe. To directors for comment.