

Maitland Regional Art Gallery Members Committee

MINUTES

Date: Thursday 10 March 2016 **Time:** 5pm **Location:** MRAG

Present: Jan Noble, Sui-Linn White, Andrea Pugh, Alasdair Smart, Loretta Baker, Brigitte Uren, Lizzie McLaughlin, Sue Groom

Apologies: Catherine Kingsmill

Item 1: **Minutes of the previous meeting 11 February 2016.**

- Item 7.3 L. Baker seconded motion re Print Sale.

Motion: The minutes of the meeting be accepted as a true and accurate record.

Moved: A. Pugh

Seconded: L. Baker

Item 2: **Business Arising**

A. Smart referred to an amount needing adjustment in Final statement 1 July-31 October. However after checking this, the amount was correct and no amendment is needed.

Item 3: **Correspondence**

In: Nil

Out: Nil

Item 4: **Financial Report**

4.1 Treasurer's Report

A. Smart presented Final Statements of Receipts and Payments for January 2016 and a Draft statement of Receipts and Payments for February 2016. All is in order.

A. Smart also provided an additional Profit and Loss Statement with more detail which shows actual items of income and expenses.

Motion: Treasurers report be accepted

Moved: A. Smart

Seconded: L. Baker

4.2 Business Papers

- i. Business Paper 2016-01 The Greats Tour Raffle
Presented by J. Noble.
Reissue of Business Paper 2016-01 The Greats Tour Raffle 1. This was necessary because the retail value of the items was included in the paper rather than the wholesale costs which meant an inaccurate representation of the profit margin.
- ii. Business Acquittal Paper 2016 Free Art January
Presented by B. Uren
Summary – the Free Art January program was an outstanding success attracting 2249 visitors to the gallery. MRAGMC contribution of \$6300 was used to support the cost of tutor fees.
- iii. Business Paper 2016-02 Printer ink purchase

Presented by B. Uren.

Proposal: To purchase ink for the membership card printer – total cost \$495.20

Motion: The Business Paper 2016-02 Printer ink purchase be accepted.

Moved: B. Uren

Seconded: A. Smart

iv. Business Paper 2016-03 Free Art Sundays

Presented by B. Uren

Proposal: MRAGM to continue funding tutors for Free Art Sunday with additional tutors for peak periods from January 2016 to June 30 – total cost \$5355.00. Review of program will be submitted in June however, cost for July - December is estimated to total \$5040.

Discussion:

- Issue identified as to whether MRAGM could accommodate continual increases.
- Increased fundraising would be necessary.
- Various ideas were suggested to provide additional funds including asking for voluntary fee or donation. Nothing finalized.
- Fundraising planning needs to occur as soon as possible to make funds available for second half of year.

Motion: MRAGM pay \$5355 for Free Art Sunday tutors until 30 June 2016.

Moved: S-L. White

Seconded: A. Smart

Action: Ideas for fundraising to be brought to next meeting for discussion and decision-making.

Item 5:

Membership Report

5.1 Presented by B. Uren

Number of members - Feb 2016 - 788

Increased numbers may be due to the additional numbers of visitors participating in the Free Art January program and staff explaining that the program is funded by MRAGM.

Motion: Membership Report be accepted

Moved: S-L. White

Seconded: L. McLaughlin

In relation to the Discussion Paper Membership Review 2016 (presented at February meeting) - S-L White needs to review additional data from the MRAGM Survey 2016 before further discussion can take place.

Action: S-L White to arrange meeting with J. Noble to review data for Membership Review 2016.

Item 6:

Progress Reports

6.1 Constitution/Legal Structure

Workshop date – Tuesday 5 April 2016 at 3pm.

Action: Everyone to read the documents 'Conflict of Interest' and 'Guidelines for non-executive member attendance' (handed out at February meeting) to prepare for the workshop.

6.2 Events Coordinator's Report

Presented by A. Pugh

Recommendations from The Greats Coach Tour Post Event Report (presented in February meeting) will be implemented for future events. Some unfavourable feedback related to this event was received from Angela Byrne. It was agreed that B. Uren will respond to Angela to acknowledge the feedback given and to explain that her comments would be taken into account when planning future events.

6.3 Newsletter Secretary's Report

Autumn 2016 Artel now available for members.

J. Noble presented the first step in reviewing the mailing list to reduce wastage and mailing costs. The current mailing list was provided.

Actions:

- Media list – Andrea to check if Artel is being sent as an electronic copy to appropriate people/contacts.
- VIP list is to be reviewed and formatted to ensure clarity of VIP status and organisation i.e. as much as possible in a seniority sequence.
- Everyone to check the Community Contact List for additions (e.g. potential businesses, schools, libraries) and deletions. Lists to be returned to J. Noble by 24 March.

Item 7:

General Business

7.1 Seating and Labyrinth.

This project is still in the planning process. The amount of \$6000 for seating previously committed to this project by MRAGMC is being held in trust until

7.2 Print Sale

Comment referred to a suggestion from previous meeting (11.2.16 Item 7.3) that the content of sale could provide a greater variety of art mediums. All agreed with this proposal. However, B. Uren explained this could be difficult for this year because of the lead-time available but would see if this is possible.

Item 8:

No Other Business

Item 9:

Announcements

Next Meeting: 14 April 2016

Item 10:

Meeting Closed 6.45pm

Chairperson
Dr J Noble



Secretary
Sue Groom

