

**Maitland Regional Art Gallery Members' Committee**

**Minutes of Meeting held at the Gallery on**

**Thursday 10 September 2015**

**MEETING STARTED:** 5:02pm

**Present:** Dr Jan Noble (Chair), Clr Loretta Baker, Brigette Uren, Catherine Kingsmill (left early), Judy Henry, Gail Johnston, Alasdair Smart and Gena Parker.

**Apologies:** Lizzie Mc Laughlin.

**Item 1: Minutes of the Previous Meeting held 13 August 2015:**

It was moved that the minutes of the meeting be accepted as true and accurate record subject to the following amendment:

Item 8: Any Other Business: Fees and Charges: Correction; The detail included in the second sentence was not discussed at the meeting. This detailed information should have been submitted at a later meeting. Minutes must reflect what is discussed at the meeting. It was moved that the second sentence from Item 8 be removed. **MOVED:** L. Baker, **SECONDED:** G. Johnston.

**Notes from Meeting at MCC (B. Mortomore) of 17 August 2015.**

Due to the absence of L. McLaughlin discussion will be held over to next meeting.

**Item 2: Business Arising:** Ratification of Monthly Financial Statement. A. Smart asked for clarification on whether a decision had been made at the last meeting in regard to presenting the Statement of Receipts and Payments for ratification. Two solutions were presented at the August meeting; a) changing the meeting to later in the month to accommodate the finance timeframe, or b) continue with monthly statements to be ratified at a later meeting i.e. July figures to be ratified during September committee meeting. The decision made at the August meeting was b) monthly statements to be ratified at a later meeting.

**Item 3: Correspondence: IN: NIL; OUT: NIL**

It was agreed that all MRAGMC emails sent and received during the month be placed in a folder and made available to the committee members at each meeting.

**Item 4: Financial Report**

4.1 Treasurer's Report: A. Smart gave a detailed report and explained that the Statement of Receipts and Payments for the period 1 July 2014 to 30 June 2015 needs to be ratified for the October AGM. The Treasurer also reminded the committee that Civil is not a live system and as such accounts are not stable until 2-3 weeks after the end of the month. Accordingly it is not possible to present an accurate statement of receipts and payments in line with the current month.

The Treasurer tabled the Statement of Receipts and Payments for the period 1 July 2014 to 30 June 2015 for review and ratification. It was moved that the Treasurer's report be accepted. MOVED: A. Smart, SECONDED: C. Kingsmill.

The Treasurer tabled the FINAL Statement of Receipts and Payments for the period 1 July 2015 to 31 July 2015 for review and ratification. The Treasurer noted that some costs from the last financial year have come over to this financial year, again due to CIVIL. It was also noted that \$240 received by J. Noble from MRAG, to attend a conference, was returned to MRAG as a donation to go toward the volunteers Christmas party. The committee thanked J. Noble for her donation. It was moved that the Treasurer's report be accepted. MOVED: A. Smart, SECONDED: G. Johnston.

The Treasurer presented the DRAFT Statement of Receipts and Payments for the period 1 July 2015 to 31 August 2015 for review. The report was received and will be ratified at the October meeting.

4.2 Business Papers: All approved Business Papers that require expenditure are to be acquitted.

- I. Business Paper 2015-9. MRAGM Membership Program. J. Noble tabled a business paper recommending that MRAG expends up to \$1,939.52 on behalf of MRAGMC to administer the MRAGM Membership Program. It was moved that the recommendation be approved. MOVED: J. Henry, SECONDED: G. Parker.
- II. Business Paper 2015-10. Annual General Meeting. J. Noble tabled a business paper recommending that MRAG expends up to \$485.00 on behalf of MRAGMC to meet the costs of the newspaper notices/notice of meeting. It was moved that the recommendation be approved. MOVED: G. Parker, SECONDED: C. Kingsmill.

Catering for the AGM will be done by the committee, with committee members bringing a plate.

- III. Business Paper 2015-11. MRAGM Christmas Party. J. Noble tabled a business paper recommending that MRAGMC approve the expenditure of \$3,200 to cover the cost of the Maitland Regional Art Gallery Members Christmas Party. It was moved that the recommendation be approved. MOVED: J. Henry, SECONDED: C. Kingsmill.
- IV. Business Paper 2015-12. Bus Tours. J. Noble tabled a business paper recommending that the sum of \$3,582.00 be approved to cover the cost of emails, bus hire, flyers and artwork for fundraising tours during 2015-16 financial

year. Bus hire costs may need to be adjusted given any changes to bus hire fees. It was moved that the recommendation be approved. MOVED: L. Baker, SECONDED: J. Henry.

- V. Business Paper 2015-13. Newsletter-ARTEL. J.Noble tabled a business paper recommending that MRAG expends \$3,500.00 to cover costs of printing 2 only editions of the newsletter ARTEL (i.e. Summer and Autumn editions with funds for the Winter edition to be paid by April 2016.) Printing costs, format and size of the publication be monitored and reviewed as necessary. It was moved that the recommendation be approved. MOVED: A. Smart, SECONDED: C. Kingsmill.
- VI. Business Paper 2015-14. Free Art January. This business paper will be presented at the next meeting. B. Uren gave the committee a brief on the proposal which will be recommending MRAGM financial support of approximately \$6,300.00 for the fun park component of the program. MRAG have applied for Grants and are canvassing local businesses for financial support for the event.

In summary B. Uren suggested tutor fees be journaled out of MRAGM general expense account as a Grant as opposed to individual invoices needing to be administered by the Treasurer. Acquittal will be at the end of each project. To be discussed further at the next meeting.

Item 5: **Membership Report:**

The Membership Report for August 2015 and 2014/2015 summary was tabled. There are 729 financial members, 491 expired members, 22 new members and 30 membership renewals for August 2015.

The committee will look into ways of improving membership after studying the membership statistics over the next few months. B. Uren will be working with staff to rationalise the members database, members of the committee will be happy to help the staff go through the system, B. Uren will let committee members know if their help is needed.

Item 6: **Progress Reports:**

6.1 Legal Structure/Constitution: Deferred to next meeting.

6.2 Standing Orders First Draft Feedback. The committee discussed the draft and will review the document which needs to be finalised by the middle of 2016. There are 4 major papers to be written before Council elections in September 2016, each paper needs to gel together and be consistent. J. Noble will meet with B. Uren and appropriate staff to discuss the draft and to receive feedback and advice.

6.3 Events: Event Co-ordinator 2016. C. Kingsmill asked the committee to consider establishing a new position on the committee of Event Co-ordinator. This position would be separate to the Newsletter Secretary and be responsible for fundraising events reporting back to the committee at each meeting. The committee discussed the merits of the proposal and agreed with the concept of a dedicated Event Co-ordinator. The roles and responsibilities need to be defined and introduction of such a position needs go to a vote at the AGM . The make-up of the committee is set by the current constitution a new position can only be established by amending the constitution.

#### 6.4 Fundraising Tours

I. Sculpture by the Sea. C. Kingsmill updated the committee on the tour organisation. WhoPrinting will be delivering 200 flyers (total cost of \$130.00) to MRAG next week and information about the tour was placed on Facebook today.

II. Archibald Trip. C. Kingsmill briefed the committee on the outcome of the trip. Although the number of people attending the trip was low (17) the tour still made a profit of \$260.00, those who attended the trip enjoyed the day. The low attendance might be attributed to last years Archibald coming to Maitland and people thinking that the exhibition would be coming to Maitland again this year.

6.5 2015/16 Annual Program. B. Uren handed out the September, October, November and December programs. B. Uren asked committee members for assistance with serving refreshments/food and crowd control during the 26 September 2016 exhibitions and events. As many as 2,200 people could attend the opening of ArtExpress, six local artists' exhibitions and Olive Tree Markets on the 26th. Committee members will be needed between 2:45 until 4:00pm, B. Uren to coordinate.

6.6 Just Party Acquittal. G. Parker asked for clarification on Just Party Acquittal and outstanding action from 9 July 2015 meeting. G. Parker will meet with B. Uren to discuss.

#### Item 7: **General Business**

7.1 Memorandum of Understanding. J. Noble tabled a draft ran Memorandum of Understanding for comment and review at the next meeting. J. Noble will talk to B. Uren and staff in regard to the Communication, Information Sharing and Consultation Processes section of the document. It was noted that Page 1. of the draft should be corrected to read; This Memorandum of Understanding sets out the objectives and management criteria for a partnership between the following organisations:

Maitland Regional Art Gallery Members Committee(MRAGMC)

Maitland City Council(MCC)

7.2 AGM - The AGM is set for the 15 October 2015. Committee members were asked to bring a plate. MRAGMC Ordinary Meeting will be held on 8 October 2015.

7.3 ARTEL - Advertisements as Income. Deferred until next meeting.

7.4 Print Sale - Members Assistance Schedule. B. Uren tabled a progress report which included two approval requests not included in the original Business Paper 2015-8. Two auctions have been attended with successful bids, 19 works have been purchased so far with prices ranging from RRP \$77 to \$5,000 with a third auction scheduled for the 25 September 2015.

I. Approval is requested from the committee to include Vera Zulumovski as an individual artist/supplier in the 2015 Print Sale. The committee discussed the request and sought advice from B. Uren and C. Farrell. It was decided that on advice from MRAG staff and after establishing Vera Zulumovski was part of the Newcastle Printmakers Workshop a decision on including Vera Zulumovski should be left to B. Uren and C. Farrell.

II. Approval is requested from the committee to include print dealer Marling Press as another supplier to the 2015 Print Sale. It was moved that Marling Press be included as another supplier to the 2015 Print Sale. Moved: G. Parker, SECONDED L. Baker.

C. Farrell was thanked by the Chairperson for her hardwork and excellent update on the print sale.

G. Parker commented on the cost of freight for the Lawson Auction purchase. Freight costs were nearly half the value of the purchases. The committee agreed that freight costs were high and ways to cut the costs should be looked into for next years sale.

C. Farrell needs the roster by the 25 September 2015, 3 people are needed each day of preparation and committee members are needed for opening night sales.

7.5 VIP Guest List. G. Johnston will start preparing a draft VIP Guest list for MRAGMC functions. C. Kingsmill (on her return) will refine the draft and along with G. Johnston submit a final list for the committee to discuss and approve.

Item 8: **Any Other Business:**

8.1 Christmas Party Raffle. J. Henry will co-ordinate the raffle. Prizes for the raffle are still being finalised but will include a voucher from the MRAG Shop, a glass bowl, handmade rug, food hamper and wine. Tickets will be sold at the party and the Olive Tree Markets.

8.2 Reciprocal Membership Art Gallery of NSW. B. Uren met with Judith White, Head of the Art Gallery of NSW Members Society on 10 September 2015. Judith extended an invitation to

MRAGM to attend their next event, a jazz concert and also discussed with B. Uren the idea of extending reciprocal arrangements between Art Gallery of NSW and MRAG. The committee discussed the proposal and supports the idea in principle.

Item 9: **Announcements:** Menzies Valuation Day - 27 November 2015.

Item 10: **Close: 7:06pm**

Dr Jan Noble  
Chairperson

G. Parker  
Secretary