

## Maitland Regional Art Gallery Members Committee

### MINUTES

**Date:** Thursday 11 February 2016 **Time:** 5pm **Location:** MRAG

**Present:** Jan Noble, Sui-Linn White, Catherine Kingsmill, Andrea Pugh, Alasdair Smart, Loretta Baker, Brigitte Uren, Sue Groom

**Apologies:** Lizzie McLaughlin

J. Noble welcomed Sue Groom as Committee Secretary.

Item 1: **Minutes of the previous meeting 10 December 2015.**

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

Item 4.1 Treasurer's Report

The figure of \$4584 recorded in Final statement 1 July-31 October needs to be adjusted. A. Smart to provide correct figure.

Moved: SL. White      Seconded: A. Smart

Item 2: **Business Arising**

See Progress Reports & General Business

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 November and December.

Motion: Treasurers report be accepted

Moved: A. Smart      Seconded: L. Baker

Draft Statement for January also presented with following explanations:

The income from Print Sale is not in November but appears in January statement. Artel cost is in general expenses.

B. Uren has not yet received invoice for 'The Greats' Coach Tour.

Action: A. Pugh to follow up invoice for coach.

**4.2 Business Papers**

i. Business Paper 2016-01 The Greats Tour Raffle

Presented by J. Noble. Correction needs to be made to the cost of Raffle 1 from \$250.

Action: C. Kingsmill to make the change to cost of Raffle 1.

Motion: That Business Paper 2016-01 The Greats Tour Raffle be accepted.

Moved: L. Baker

Seconded: C. Kingsmill

ii. Business Acquittal Paper 2015 Free Art Sundays.

Presented by B. Uren. The program cost \$8550 in 2015 for tutor fees. Free Art Sundays is the most successful art program run by the gallery with 2119 visitors throughout the year.

Motion: That Business Acquittal Paper 2015 Free Art Sundays be accepted.

Moved: B. Uren                      Seconded: A. Pugh

B. Uren raised an issue that has occurred because attendance at the Free Art Sundays has doubled. Currently there is one tutor per session but this needs to increase to 2 tutors per session to cater for the additional number of participants.

**Actions:**

- B. Uren, A. Smart & SL. White to present a discussion paper to the committee outlining options to enable the needed increase in tutors to support the program.
- Committee members to forward ideas to include in the discussion paper to B. Uren and SL. White.

Item 5:

**Membership Report**

**5.1** Presented by B. Uren. Number of members - January 2016 - 747  
Membership will plateau as year progresses due to half yearly membership.

Motion: Membership Report be accepted

Moved: A. Pugh                      Seconded: L. Baker

SL. White presented a Membership Review discussion paper. The review analysed the current database of members with the aim of providing information to help decide on possible ways to attract new members and offer different types of membership.

Action: Committee members to read report in detail. Ideas to be forwarded to SL. White and further discussion to take place next meeting.

**5.2 MRAGM Survey 2016**

Presented by A. Pugh. Summary of results provided.

Action: Committee asked to read details of survey and to send comments to Andrea. Discussion to be included next meeting.

J. Noble commended and thanked SL. White and A. Pugh for the reports presented and commented on how useful the information collected will be for future decision making related to the membership.

Item 6:

**Progress Reports**

**6.1 Constitution/Legal Structure** (on hold)

**6.2 Events Coordinator's Report**

MRAGM Coach Tour – The Greats Saturday 6 February 2016. Presented by A. Pugh. A detailed written Post Event Report was provided which included guest numbers (45), results from an event survey including favourable and unfavourable feedback, testimonials, budget (TBC) and recommendations for future events.

**Actions:**

- Committee members to read report particularly recommendations and send any feedback to A. Pugh.
- A. Pugh to finalise event budget in consultation with A. Smart.

J. Noble thanked A. Pugh for her organisation of the event.

### 6.3 Newsletter Secretary's Report

Presented by C. Kingsmill.

- i. Discussion sought to establish an appropriate number of copies of the ARTEL newsletter to be printed to avoid waste. Copies will be provided to the following: MRAG members (via email or post), VIPs, libraries in Maitland LGA, Maitland Visitor's Centre for gallery, Media, Community contacts.

Action: C. Kingsmill to check database to ensure that one copy only goes to each member.

Motion: 1000 copies of ARTEL to be ordered for the next edition.

Moved: SL. White      Seconded: L. Baker

- ii. B.Uren highlighted the issue that the cost of postage for ARTEL and other materials sent to members has increased enormously (\$1.90 per newsletter). Discussion followed to consider how this may be reduced or funded. Some points raised:
  - Reduce number of mail-outs by sending general information materials and ARTEL at the same time (8 mail outs per year).
  - Encourage more members to receive digital copy by email.
  - New members electing to have hard copy could pay extra for postage.
  - Sell advertising space to generate revenue.
  - Seek corporate donations

No solutions finalized.

Actions:

- Further discussion to take place next meeting.
- C. Kingsmill & B.Uren to discuss suitable dates for mail-outs.

### 6.4 Free Art January Report

Deferred to next meeting.

Item 7:

#### General Business

##### 7.1 Seating and Labyrinth.

It is unclear what the MRAGMC's responsibility is in regard to this project.

Action: Project to be revisited next meeting.

##### 7.2 Workshop (Standing Orders, MOU etc)

Action: J. Noble to contact L. McLaughlin to set new date for workshop.

##### 7.3 Print Sale

B. Uren asked if Print Sale will continue to be an annual event because planning to 2019 needs to be organised.

Print sale will definitely occur this year. (4 November – 20 November 2016)

Suggestion offered that content of sale could provide a greater variety of art mediums – to be discussed in future.

Motion: That the Print Sale be held as arranged for 2016 then move to a bi-annual event.

Moved: C. Kingsmill      Seconded: L. Baker

#### **7.4 Protocols/Guidelines**

- i.        VIP list update.  
          J. Noble presented Draft VIP list.  
          Action: All to look at for discussion at next meeting.
- ii.       Petty Cash Float.  
          J. Noble presented new form 'Float Request – Banking Record' to be used in future when a float is required and to record cash takings, for example from a raffle.
- iii.      Conflict of interest & Cause-Related Marketing.  
          J. Noble presented guidelines related to these two areas regarding fundraising.  
          Action: Everyone is to read and raise any questions or points for discussion.
- iv.       Business Papers  
          J. Noble presented a list of 2015 and 2016 Business Papers including information for those that have and those that have not yet been acquitted. Also presented were guidelines/forms to be used for Business Paper submissions and Business Paper Acquittal Reports.
- v.        MRAGM Committee Meetings – Guidelines for non-executive member attendance.  
          Action: To be carried over to next meeting.

#### **7.5 Australian Federation of Friends of Museums (AFFM)**

Motion: That MRAGM pay membership of AFFM.

Moved: SL. White      Seconded: L. Baker

#### **7.6 Council's Fees & Charges Strategy**

There will be no increase to membership fees. Any changes to fees need to be presented at the MRAGM AGM and endorsed each November by Council Executive Leadership Team for implementation in July of the following year.

Item 8:        **Any Other Business**

##### **8.1 Local Government Elections**

Will occur in March 2017.

##### **8.2 Disposal of beer left from Christmas Party**

Discussion held to decide what to do with excess.

Item 9:        **Announcements**

**Next Meeting: 10 March 2016**

Item 10:      Meeting Closed at 7.10pm

Chairperson  
Dr J Noble

Secretary  
Sue Groom