

## Maitland Regional Art Gallery Members' Committee

Minutes of Meeting held at the Gallery on: Thursday 13<sup>th</sup> August 2015

**Meeting Commenced:** 5:03pm

**Present:** Dr Jan Noble (Chair), Clr Loretta Baker, Brigitte Uren, Lizzie McLaughlin (partial; left meeting 6:15pm), Catherine Kingsmill, Gail Johnston

**Apologies:** Alasdair Smart, Gena Parker, Judy Henry

Item 1: **Minutes of the previous meeting held Thursday 9<sup>th</sup> July 2015:**

It was moved that the minutes of the meeting be accepted as a true and accurate record subject to the following amendments being noted:

- K. Bugeja spelt incorrectly, page 1 & 2.
- Item 4.3 Business Papers; sub section i. B. Uren's understanding of the committee's discussion was that Just Party was acquitted at previous meeting, noting that there was still one outstanding invoice which has since been received. J. Noble deferred conversation until Item 4.3 as per the agenda.
- Item 4.3 Business Papers, sub section iii. B. Uren asks the committee to clarify that one committee representative (J. Henry, C. Kingsmill or L. McLaughlin) is to attend auction for the purchase of works, not all three. Grammatical change needed; 'and' to be change to 'or'.
- L. McLaughlin spelt incorrectly, page 2.
- Item 6.3 Fundraising Tours, sub section i. B. Uren asks the committee to clarify that future trip advertisements be included in Artel *only*, no individual flyer to be printed.
- Item 6.5 Print Sale Progress. B. Uren asks the committee to clarify that the requirements of 2 casual staff for 2 days should be 2 casual staff for 3 days; J. Noble defers discussion to Item 4.3, sub section i. as per the agenda.

MOVED: C. Kingsmill, SECONDED: L. Baker

**Extraordinary meeting held Thursday 6<sup>th</sup> July 2015:**

It was moved that the minutes of the meeting be accepted as a true and accurate record.

MOVED: L. McLaughlin, SECONDED: G. Johnston

**Finance meeting held Tuesday 14<sup>th</sup> July 2015:**

It was acknowledged that G. Parker kindly took minutes verbatim.

Brigitte requested that the minutes are updated to reflect the positions held by relevant staff on the day to prevent potential confusion long term, namely Joe on the day of the meeting as Cultural Director Emeritus, references made historically reflect his position as Cultural Director, and that Brigitte is noted as the Deputy Director not the Cultural Director.

J. Noble and G. Parker will go through minutes and ensure correct titles are included in brackets after names.

As the meeting was not a formal MRAGMC meeting the minutes do not need to be moved.

Item 2: **Business Arising:**

**Finance meeting held Tuesday 14<sup>th</sup> July 2015:**

- J. Noble notes the transfer of \$4,929.92 that was incorrectly moved from MRAG accounts to MRAGMC accounts, monies have been returned to MRAG as of 14/07/15.
- J. Noble notes the amount of \$6,000.00 raised during a high tea event in 2010 will remain in the MRAGMC accounts. Monies were designated for garden seating (extended now as the Labrynth project) and as such these monies will be held in trust by MRAGMC until the labyrinth project requires funding.

Item 3: **Correspondence:**

**OUT:**

- Letter to B. Mortomore, Executive Manager Planning, Environment and Lifestyle to acknowledge receipt of letter titled: Request to form an Incorporated Association dated 8 July 2015.

- Thank you card for L. Blainey, designer of the 2015 Archibald flyer, dated 30 July 2015.

Item 4: **Financial Report:**

4.1 Treasurer's Report

- A. Smart has expressed to J. Noble that the committee are welcome to discuss the Statement of Receipts and Payments for the period 1 July 2015 to 31<sup>st</sup> July 2015 in his absence. With the acceptance of the report tabled at the next meeting in (August 2015).
- B. Uren reports to membership income.
- B. Uren reports to outgoing expenses.
- B. Uren explains that a definitive position for the member's accounts cannot be achieved until Council ratifies carry overs at the September finance meeting, as such these funds will not be identified in the MRAGMC accounts until approximately October. The estimated carry over is c. \$58,000.00.
- B. Uren relay's conversation with Finance; 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 to the committee in line with the current MRAGMC meeting in the second week of the month.
- B. Uren presents two solutions to the committee:
  - a) meeting is moved to later in the month to accommodate Finance timeframe
  - b) monthly statements to be ratified at later meeting i.e. July figures to be ratified during September committee meeting
- J. Noble questions discrepancy between previous carry-overs of c. \$66,000 to c. \$58,000, B. Uren explains the discrepancy of c. \$8,000.00 is the difference between income and expenses from the previous financial year, due in part to the reduction in membership fees received as the membership term moved from a calendar to fiscal year format.
- Committee decide to acknowledge receipt of Treasurer's Report and accept that it will be ratified at next meeting.
- B. Uren acknowledges the support of the full gallery team to tidy MRAGMC accounts, MRAGMC acknowledges appreciation of support.

4.2 Administration of Members Program

- B. Uren tables indicative expenses of the administration, promotion and event management of the MRAGM program. B. Uren talks to content.
- Committee decide to print one card per membership i.e. one card per couple and one card per family, if the member would like additional cards these can be secured at request and at cost (\$3.00/card as is currently charged)

MOVED: L. Baker SECONDED: C. Kingsmill

- Committee decide to keep double sided print.
- B. Uren request permission to purchase additional printer ink for the membership cards at MRAGM's expense. J. Noble gives permission for current request to purchase printer ink with future purchases to be included in a business paper.
- B. Uren reports to Artel printing expenses.
- B. Uren reports to Events expenses.
- J. Noble acknowledges summary and will review in detail, the committee will then determine what business papers are to compiled and presented for ratification for example;
  - administration business paper
  - events business paper
- L. McLaughlin notes that staff time required to create and present MRAGMC reports is not included in indicative expenses.
- J. Noble will prepare business papers accordingly and present at next meeting.
- G. Johnston thanks B. Uren for preparing such a detailed report.

4.3 Just Party; clarification of figures

- Ratification of final summary to be held over until next meeting so that G. Parker can acknowledge receipt of final invoice.
- B. Uren confirms that all invoices are now paid, presents final and complete breakdown of expenses to the committee and is noted.

#### 4.4 Business Papers

##### i. Print Sale; 2015–8.

- C. Farrell, Collections Management Curator, presents Business Paper 2015-8 to committee.
- C. Farrell seeks clarification that previous expense approval of \$5,000.00 is to include buyer's premium, GST and freight, the committee agrees.
- C. Farrell presents Appendix a: timeline
- C. Farrell seeks clarification that casual staff requirements are 2 staff for up to 3 days to install Print Sale.

MOVED: G. Johnston, SECONDED: L. Baker

- C. Farrell provides detail for proposals 1-4.
- L. McLaughlin clarifies that casual support would not be brought in to supplement 'Sales Support' volunteers as listed in Members roster.
- J. Noble asks committee members to review volunteer roster and fill requirements where possible.
- It is confirmed that all volunteers will be accepted, no previous experience is required. New volunteers will need to undergo MCC volunteer induction, C. Farrell and K. Bugeja to action where required.
- It was RESOLVED that the Committee accept Requested Proposals 1-4

MOVED: G. Johnston, SECONDED: L. Baker

- It was RESOLVED that Business Paper 2015-8 be accepted as model for future Print Sale events removing need for Business Paper to be presented each year.

MOVED: C. Kingsmill, SECONDED: G. Johnston

- B. Uren queries catering for the opening event (Thursday 5<sup>th</sup> November); in the past MRAG has organised and paid for catering, J. Noble is happy for MRAG to order catering and MRAGMC will cover costs.

##### ii. J. Eisenberg

- L. McLaughlin raises discussion regarding potential for perceived conflict of interest to include J. Eisenberg's artworks in the Print Sale and recounts recent discussion with Joe J. Eisenberg; L. McLaughlin invited J. Eisenberg to attend meeting to discuss the issue with the committee, J. Eisenberg chose not to attend. L. McLaughlin suggests that a gesture should be extended to J. Eisenberg by the committee to ensure that the decision is received in good faith; J. Noble will make contact with J. Eisenberg, noting that he has been invited to support Cheryl procuring artwork and during sale period.
- Committee agrees that it is important to acknowledge J. Eisenberg as the initiator of the Print Sale, J. Noble will speak to this at the Print Sale opening, acknowledging J. Eisenberg as source of expertise for buyers on the night

#### Item 5: **Membership Report:**

##### 5.1 Year Format

- B. Uren tables July 2015 membership report and 2014/2015 summary.
- J. Noble speaks to format change to facilitate ease of reference for MRAGMC. Summary of July 2015 figures below; please see report for full detail.

	July 2015
New Members*	40
Current financial memberships**	653
Expired members***	505
Membership renewals this month	211

- G. Johnston seeks clarification of 'concession'; student ID or pension number or child under 18.
- K. Bugeja will speak to front of house team to re-iterate concession conditions.
- K. Bugeja requests permission to refund duplicated membership, monies to come from MRAGMC account, permission granted by J. Noble.
- K. Bugeja to detail refund process for duplicate memberships, J. Noble to include in standing orders document.

#### Item 6. **Progress Reports:**

## 6.1 Legal Structure/Constitution.

- No discussion

## 6.2 Workshop – First Draft

- J. Noble presents standing orders draft to committee and speaks to detail.
- J. Noble asks for feedback from the committee in the coming weeks with the aim to bring alterations to the next meeting.

## 6.3 Events.

### i. Fundraising Tours

- C. Kingsmill speaks to Archibald trip scheduled this coming Saturday 15<sup>th</sup> July.
- Currently there are 17 bookings which is a significant shortfall on 2014 numbers, shortfall attributed to assumption that MRAG will be receiving the 2015 exhibition which is not the case.
- AGNSW are charging \$12 head for guided tour
- Trip will break even with any monies made from raffles as profit.

### ii. Proposed Events Record Sheet.

- C. Kingsmill has summary of various fundraising MRAGMC has engaged in the past, will bring report to next meeting for committee to review.
- An update on the fundraising committee is requested, no progress to report, committee to determine if sub-committee is still required.
  - H. Macks has advised that due to family issues she is not able to continue on the subcommittee.
  - J. Noble will contact N. Bolton to follow up continued involvement in the subcommittee.
- B. Uren expresses that she considers a fundraising subcommittee is essential as the detail required to organise fundraising activities cannot be accommodated in the regular MRAGMC meeting.
- Committee discuss need to establish protocol for subcommittee to ensure reporting to MRAGMC i.e. presentation of status update and meeting minutes.

## 6.4 2015 Annual Program

- B. Uren presents upcoming events; September, October and November, speaking to detail.
- B. Uren informs the committee that the Gallery is expecting approx. 3,000 visitors on Saturday September 26<sup>th</sup> and will be altering format of opening to accommodate high visitor numbers. No alcohol will be served due to high number of teenagers present as part of ARTEXPRESS.
- C. Kingsmill raises question if MRAGMC would like to have a physical; presence on Saturday September 26<sup>th</sup> to take advantage of expected crowds, perhaps an info stall or print raffle. It was agreed to have a print raffle \$1-2. Gail suggested a second prize – Brigitte offered shop stock at cost price to the MRAGMC to raffle also. Committee to continue discussion.
- Print sale opens November 5<sup>th</sup> associated events include Menzies valuation day Saturday 7<sup>th</sup> November and Rotary function Friday evening 6<sup>th</sup> November.

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

### 7.1 Preparation of VIP Guests List and Protocol

- Deferred until next meeting.

### 7.2 ARTEL – Advertisements as income

- Deferred until next meeting.
- C. Kingsmill tables annual timeline for Artel production.

MOVED C. Kingsmill, SECONDED: G. Johnston

### 7.3 AGM – Speaker/Xmas Party

- AGM to be held October 15 2015, notification to be included in upcoming Artel.
- MRAGMC ordinary meeting to be moved to the first week of that month, 8th October 2015.
- B. Uren requests proposed date for MRAGM Xmas party, Wednesday 18th November, 5pm - 8pm. C. Kingsmill will include Xmas party date in upcoming Artel. Paella to be served, B. Uren to book Antonio. C. Kingsmill to book Nigel for music, C. Kingsmill will retrieve quote for sausage sizzle and chicken skewers. Vegetarian option discussed, Members to flag vegetarian option at time of booking and committee will accommodate accordingly. Event will be held both inside and outside, Gallery

and shop to remain open, shop discount available for Members.

Item 8: **Any Other Business:**

- G. Johnston passes on query from member of public questioning why MRAG does not charge for admission to special exhibitions. B. Uren explains that council previously had not been presented with (and voted on) a fee for special exhibitions within the context of the Council wide Fees and Charges strategy. The 2015/6 Fees and Charges strategy has now been updated to allow exhibitions of National Significance to attract an entrance fee where the exhibition would incur a fee at the host organisation eg Art Gallery NSW, GOMA etc. Detail can be found on page 49 of the 2015/6 document [https://www.maitland.nsw.gov.au/UserFiles/File/Fees%20and%20ChargesV72015\\_2016.pdf](https://www.maitland.nsw.gov.au/UserFiles/File/Fees%20and%20ChargesV72015_2016.pdf)

Item 9: **Announcements:**

No items raised for discussion.

Item 10: **Meeting closed 7:06pm.**