

Maitland Regional Art Gallery Members Committee

Minutes

Date: Thursday 14 July **Time:** 5pm **Location:** MRAG

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

Apologies: Alasdair Smart

Item 1: **Minutes of the previous meeting 9 June 2015.**

Motion: The minutes of the meeting 9.6.16 be accepted as a true and accurate record.

Moved: L. Baker

Seconded: A. Pugh

Item 2: **Business Arising**
See Progress Reports & General Business

Item 3: **Correspondence**

In: Letter from Martin & Joan Bonsey re membership renewal.

Out: Invitation to J Atchison to attend meeting.

Motion: That the correspondence be accepted.

Moved: L. Baker

Seconded: L. McLaughlin

Item 4: **Financial Report**

4.1 Treasurer's Report

Presented by B. Uren

Final Statements of Receipts and Payments for May 2016 and a Draft Statement of Receipts and Payments for June 2016.

Report explained that the Free Art Sunday tutors fees were not included. A variation has also occurred because the date range for calculations was different and Free Art January fees have not been included.

Commitments not shown in June figures include printing for Winter ARTEL (\$1250.70); Free Art Sunday tutor fees (\$2340) and the member renewal campaign monitor (\$10.96).

All accounts will be closed on 19.7.16 so no changes can be made for the financial year 2015-2016.

Due to discrepancy in figures the statements for May and June were not accepted.

Action: A. Smart to double check figures for May and June for next meeting.

4.2 Business Papers

i. Funds for seating for MRAG garden upgrade.

\$6000 has previously been allocated by MRAGMC to contribute towards seating for the garden upgrade. (See attached summary of minutes 9.8.10 - 24.2.16) The 'Giving Tree' to record donations for the garden upgrade will

start next month. B. Uren asked if the \$6000 from MRAGM could launch the 'Giving Tree' by having a prominent position on the trunk of the tree.

Motion: That MRAGM give the \$6000 previously raised for outdoor seating to be included as part of the 'Giving Tree' fund raising campaign for the MRAG garden upgrade.

Moved: L. McLaughlin

Seconded: S-L. White

Action: J. Noble to prepare a Business Paper (2016 – 06) for the 'Giving Tree' donation.

ii. Archibald, Wynne and Sulman Prizes Coach Tour

Action: A. Pugh to prepare a Business Paper (2016 – 07) for the Archibald Coach Trip for next meeting.

Item 5:

Membership Report

5.1 Current Membership Report & 5.2 Membership review update – Report from Focus Group 27.6.16

Presented By S-L. White

13 new members in June – Current total membership is 863.

Sui-Linn would like to begin tracking and graphing trends on a monthly basis.

Sui-Linn presented a written report summarizing information from Members Survey and Youth Forum.

Main points highlighted from the report for further discussion and action:

- Membership from Business community
- Difference between membership and sponsors
- Retaining members
- Capturing the teens – 24 years age group and providing appropriate activities
- Members communication strategy
- Members only events
- Currency and management of members data-base
- Comparison with other galleries for benefits of membership

Recommendations from the report will gradually be discussed.

Sui-Linn was acknowledged for the excellent report and valuable information she has collected for the membership review.

Action: Everyone to read report and send comments to Jan & Sui-Linn and/or bring to next meeting.

5.3 Membership renewal letters

S. Groom is assisting art gallery staff with processing membership renewals and applications, which also includes updating the members data-base.

Item 6:

Progress Reports

6.1 Draft Constitution; Draft Policy & Standing Orders/Procedures; Draft MOU

Constitution is finalised. Policy & Standing Orders/Procedures and MOU still remain as Drafts.

MOU items discussed:

- Management of members data-base - options for this following incorporation still to be explored.
- Receipt/management of finances for MRAGM requires further discussion about processes/responsibilities following incorporation.
- The Cultural Director expressed that if membership increases difficulties with time to process membership for art gallery staff could occur.
- The timing of membership renewals in July creates an additional workload for art gallery staff. This year assistance has been offered by a Committee member and may be needed in the future. The MOU needs to reflect that MRAGMC will assist when necessary with membership applications and renewals.

Actions:

1. Alasdair to meet with Brigitte regarding financial management & processes/responsibilities following incorporation.
2. Jan & Sue to make adjustments to MOU to include assistance to be given by MRAGMC for processing Membership Application and Renewals.

Policies and Procedures items discussed:

- In Section 4. Insurance - 4.6 needs to say 'MRAGMC is to check the site and review the proposed activities using MRAGMC Risk Assessment Guidelines as a guide to safe practice for the proposed event.'
- The Cultural Director indicated that Section 5. Fundraising, needs to include information about donations.

Action: Sue to make adjustments to document.

6.2 Events Coordinator's Report

Presented by A. Pugh

- Organisation for Archibald, Wynne and Sulman Prizes Coach Tour 24.9.16 is well under way. All encouraged to promote the event.
- Need to explore social media advertising.

Action: Andrea to discuss and explore social media advertising with Brigitte and report back.

6.3 Newsletter Secretary's Report

- Articles for next edition of ARTEL by 4 August
- Medeline Kelman-Snow is bringing a group of students from University of Newcastle to MRAG in August. One student will be asked to write an article about the visit to be included in the next ARTEL. Catherine requested a \$50 payment for the student. Request granted to be paid from petty cash.
- 10 copies of ARTEL will be sent to Clint Marquet from Hunter Valley Boutique Escapes to distribute to several accommodation venues under his management.
- Title change for ARTEL – discussed

Motion: That the title of the ARTEL Newsletter change to become the ARTEL Magazine. To take effect after the AGM.

Moved: C. Kingsmill

Seconded: L. Baker

Item 7:

General Business

7.1 MRAG performance last financial year – a snapshot
Carried forward to next meeting

7.2 Upcoming program at MRAG Jul-Aug-Sept
Events at MRAG on 23 July - all to promote.

7.3 Name for group of interested members wanting to be part of Committee and Committee activities.
Carried forward to next meeting

7.4 AGM 20.10.16
- Notification in Maitland Mercury,
- Guest speaker?
Carried forward to next meeting

Item 8:

Any Other Business

Item 9:

Announcements

Next Meeting: Thursday 11 August 2016

Item 10:

Meeting Closed: 6.50pm

Janette Noble
11.8.16

Scinaan
11.8.16