

## Maitland Regional Art Gallery Members Committee

### MINUTES

**Date:** Thursday 11 August **Time:** 5pm **Location:** MRAG

**Present:** Jan Noble, Sui-Linn White, Sue Groom, Alasdair Smart, Brigitte Uren

**Apologies:** Lizzie McLaughlin, Andrea Pugh, Loretta Baker, Catherine Kingsmill

Item 1: **Minutes of the previous meeting 14 July 2015.**

Item 2: **Business Arising**

See Progress Reports & General Business

- 4.1 Treasurer's Report – the amount of \$10.96 for the member renewal campaign monitor is in US Dollars - Sue to amend.
- 6.3 Newsletter Secretary's Report - The payment of \$50 for a student contribution to ARTEL cannot be paid from Petty Cash without a receipt. Jan Noble donated \$50 instead so using Petty Cash is not necessary.

Motion: The minutes of the meeting 14.7.16 be accepted as a true and accurate record.

Moved: S-L. White

Seconded: B. Uren

Item 3: **Correspondence**

**In:**

Jenny Aitchison MP – Acceptance of the initiation to attend the September Committee meeting.

Lynn Morton (Manager Community and Recreation Services Maitland City Council) – re acknowledgement of documents for approval for incorporation of MRAGM

Mark Ackland (Compliance Accountant Maitland City Council) – re Lodgement of Financial Records for Year-End Audit by 22.8.16

**Out:**

Jan Noble - Reply and welcome to Jenny Aitchison MP to the September Committee Meeting.

Jan Noble – Lynn Morton re documents attached for approval for MRAGM incorporation.

Moved: A. Smart

Seconded: S-L. White

Item 4: **Financial Report**

4.1 Treasurer's Report

Presented by A. Smart – Reconciliation of Profit and Loss and Receipts & Payments as at June 2016 including comparison between Profit and Loss as prepared by treasurer and Receipts and Payments as per Civil (MCC); Final Statement of Receipts and Payments for June 2015; Draft Statement of Receipts and Payments for July 2016.

End of Year figures show members position is \$82,531.00, however, it was noted that these figures do not include \$6300 expense from Free Art January 2016.

Motion deferred to accept final statement for June 2016 until next meeting to allow figures to be checked.

Motion: That Draft Statement of Receipts and Payments for July 2016 be accepted.

Moved: A. Smart

Seconded: B. Uren

#### 4.2 Business Papers

i. Giving Tree Donation 2016 – 06 – Presented by J. Noble.

\$6000 has previously been allocated by MRAGMC to contribute towards seating for the garden upgrade and can launch the Giving Tree fundraising campaign. This amount is to stay in MRAGM account until needed by art gallery.

Action: A. Smart to identify on statements that the funds have been committed.

ii Archibald, Wynne and Sulman Prizes Coach Tour 2016 – 07

Prepared by Andrea Pugh, Presented by J. Noble.

Preparation for the trip is well under way. Committee endorsed the Event Budget of \$2109 for promotion and management of the tour.

Motion: That Business Paper - Archibald, Wynne and Sulman Prizes Coach Tour 2016 – 07 be accepted.

Moved: A. Smart

Seconded: S-L. White

The Society of the NSW Art Gallery has offered MRAGM a time slot for a private viewing of the Frida Kahlo and Diego Rivera exhibition on the day of the tour. The cost per person is \$5.

It was decided that participants would incur no additional cost for the tour. This offer was made after the initial information about the tour was provided so people already booked for the tour will be contacted and informed.

Motion: That MRAGM pay the cost of \$5 per person for the additional exhibition entry on the day of the tour.

Moved: A. Smart

Seconded: S-L. White

iii Free Art January – Fun Park for 2017 2016 – 08

Presented by B. Uren

Fun Park is a component of the Free Art January program, which was very successful in 2016. The event this year has the potential to include a family movie night fundraiser as well as ideas from the Youth Forum e.g. a Short Film Battle and music performed by local young people.

Motion: That the MRAGM Committee support the activity Fun Park as part of Free Art January to an upper limit of \$7560.00 which will cover the expenses for the art tutors.

Moved: B. Uren

Seconded: A. Smart

Item 5:

### **Membership Report**

#### 5.1 Current Membership Report

Presented by S-L White

Points highlighted for discussion:

- There has been a decline in membership renewals.
- Encouraging families to renew membership is challenging if they no longer participate in workshops.
- Engaging the business community and encouraging membership with benefits. Actions to take include surveying businesses; reviewing the ARTEL distribution list; creating Business membership category for \$45.

It was discussed that timing may not be good for contacting local businesses due to current economic difficulties so best left for a more opportune time.

5.2 Membership review update – Report from meeting Youth Forum 18 July 2016.

Discussion based on the importance of listening to these young people, considering them as an ‘advisory group’ and follow up their suggestions (See Business Paper Free Art January 2017).

Motion: To offer Gift Membership to the 6 people who participated in the Youth Forum.

Moved: S-L White

Seconded: S. Groom

Item 6:

### **Progress Reports**

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

- J. Noble delivered documents to MCC on 21.07.16
- Work completed since last meeting:
  - MOU adjustments re MRAGMC
  - Assistance given to MRAG staff with membership renewals
  - Protocol for AGM
  - Protocol for Raffles
  - List of Committee Supporters.
- Still to be finalized/updated:
  - Management of members database after incorporation
  - Financial Management after incorporation
  - Risk Assessment for events
  - Donations at present can only be receipted by MCC until MRAGM is incorporated
  - VIP List

6.2 Events Coordinator’s Report

Information provided by A. Pugh

- See Business Paper - Archibald, Wynne and Sulman Prizes Coach Tour 2016 – 07.
- AGM 20.10.16  
 Guest Speaker confirmed, Carolyn McKay  
 Catering – quotes being sought. Clarification needed as to whether Seraphine Café has been approached for catering.  
**Action: J. Noble to follow up.**  
 Drinks to be supplied by MRAG/MRAGM  
 Jan has completed an AGM protocol. Jan and Sue to meet to prepare announcements, voting papers etc for the meeting.
- MRAGM Christmas Party Friday 18 November 5pm – 8pm  
 Catering – quotes being sought  
 Entertainment – DJ Nigel & face painting/entertainment for children.

## Communications – Advertisement in Spring ARTEL

Still to be confirmed:

- \* Coordination of invitations between MRAG & MRAGMC
- \* Management of RSVP for catering
- \* 'Theme' for party?

Business Papers will be prepared as soon as final quotes are available

### 6.3 Newsletter Secretary's Report

No report available

### 6.4 New/interested MRAGMC support group?

J. Noble called for names of members who might be interested to be part of the MRAGMC Support group.

**Action: All to send names to Jan.**

### 6.5 Print / Art Sale update from Cheryl Farrell

Additional artworks have been sourced from Australian Galleries Sydney for inclusion in the annual Print/Art Sale so that various mediums will be available. Commission on sales to be split 50/50 with MRAGM and Australian Galleries.

Confirmation of other works to be included:

- Prints from Dealer Janie Miller (300 prints)
- Newcastle Printmaker's Workshop (50 artworks)
- Mai Wel Artists (5 – 10 paintings)

There was acknowledgement that good progress was being made to organize the Print/Art Sale.

**Action: Committee Members to review the timeline and roster for Print/Art Sale preparation. Volunteers are required from Monday 26 September. Sue to circulate time-line available in Business Paper 2016:04 Print Sale for Committee Members to consider their availability.**

Item 7:

#### **General Business**

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

7.2 Upcoming program at MRAG  
Brochures provided by Brigette for all to distribute.  
Next opening is 10 September

7.5 Visit from Member for Maitland and Patron Jenny Aitchison 8.9.16  
Each committee member to verbally present a brief outline of their role on the committee.

Item 8:

**Any Other Business** - None

Item 9:

**Announcements** - Next Meeting 8.9.16

Item 10:

**Close 6.40pm**