

**Maitland Regional Art Gallery Members Committee  
MINUTES**

**Date:** Thursday 8 September 2016      **Time:** 5pm    **Location:** MRAG

**Present:** Jan Noble, Sui-Linn White, Sue Groom, Alasdair Smart, Andrea Pugh, Loretta Baker, Brigitte Uren, Kattie Bugeja, Jenny Aitchison MP, Member for Maitland (Left at 5.20pm).

**Apologies:** Lizzie McLaughlin, Catherine Kingsmill

The meeting began by welcoming Jenny Aitchison Member for Maitland and Patron of MRAGM. Each Committee member briefly outlined their role on the Committee, however, owing to another engagement the Ministers time at the meeting was restricted to 15 minutes, unfortunately limiting discussion on MRAGM Committee activities.

Item 1:            **Minutes of the previous meeting 11 August 2016.**

Motion: The minutes of the meeting 11.8.16 be accepted as a true and accurate record.

Moved: A. Smart

Seconded: B. Uren

Item 2:            **Business Arising**

See Financial Report, Progress Reports & General Business

Item 3:            **Correspondence**

**In:**

- AFFM Guidebook: How to Start, Manage, Market and Maintain a Museum Support Group

**Motion:** To purchase AFFM Guidebook

Moved: S-L White

Seconded: L. Baker

- Letter from Lynn Morton's MCC.

In response to an enquiry regarding progress on Council's preview of the draft Constitution, MOU and Policy & Procedures (Standing Orders) Ms Morton's letter of reply was distributed to members and Loretta Baker, Council representative spoke to the present situation at Council.

The following extracts from Ms Morton's letter address the key points:

- "should the government decision result in a merger the current Committee would continue throughout what is referred to as Phase 1 of the merger – i.e. from proclamation up until the election of the new Council in September 2017. The Committees would need to be 'confirmed' by the Administrator, which really means business as usual for the committees."
- "A decision by the Government does have the potential to indirectly impact on the future operations of MRAGM. Should the Government resolve that Maitland is financially viable and remains a standalone Council, then Council Officers would be prepared to meet and discuss the above documents, however, in the absence of

a decision it is considered prudent to wait until the outcome of the Governments decision is known prior to arranging a meeting.”

Item 4: **Financial Report**

Item arising from previous meeting 11.8.16 re \$6300 expense from Free Art January 2016. A. Smart explained that this amount was included as a ‘vote adjustment’ not a cash transaction and will impact on the final June figures once this adjustment is made.

**Motion:** That the final figures for June presented at the meeting 11 August 2016 be adopted with the proviso that the carry over figure could be \$6300 less.

Moved: A. Smart

Seconded: B. Uren

4.1 Treasurer’s Report

Final Statement of Receipts and Payments for July presented. Figures remain the same as the draft statement as no payments were made.

Draft Statement of Receipts and Payments for August presented. There has been a slight movement in Members’ Fees and an increase in amount for Bus Trip places. There have been no payments but some invoices are pending for September so the carry over figure may alter.

Motion: That the Final Statement of Receipts and Payments for July and Draft Statement of Receipts and Payments for August be accepted.

Moved: A. Smart

Seconded: B. Uren

Item 5: **Membership Report**

5.1 Current Membership & Youth Forum Report

Overall membership numbers are slightly less than for same time last year. S-L. White is planning to do some trend-tracking analysis for membership. There was a request for gallery staff to add a line to the Membership Report table below the Total Current Financial Membership line to enable the previous years monthly totals to be added for comparison and analysis of current membership status.

2 people from the Youth Forum have accepted the gift membership (See Minutes 11.8.16), are keen to continue with their involvement and assist with the film festival in January.

Action: Organise an annual meeting in September for the Youth Forum members and MRAGMC at 5pm prior to usual committee meeting.

Further from the membership review – MRAGMC needs to focus on and encourage corporate/business membership using a coordinated and collaborative approach with the art gallery.

Motion: That the Membership Report be accepted.

Moved: S-L. White

Seconded: A. Pugh

Item 6: **Progress Reports**

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

Chairperson spoke briefly to the 5 protocols now in final stage of preparation before distribution to members.

#### 6.2 Events Coordinator's Report

Presented by A. Pugh

27 people have booked for the Archibald Coach Trip but still hoping for more.

Ideas to further promote the trip:

- Advertise on social media

Motion: That an advertisement for the Coach Trip be added to the art gallery Facebook page for 30 days at a cost of \$30.

Moved: A. Pugh

Seconded: S-L. White

**Action: K. Bugeja to place advertisement on Facebook.**

- Committee Members attending the MRAG opening event on Saturday 10 September.
- One gallery staff member to be invited to attend the trip.

Motion: That MRAGM cover the cost of one ticket for a gallery staff member to attend the Archibald Coach Trip.

Moved: L. Baker

Seconded: S. L. White

#### 6.3 Newsletter Secretary's Report

No report available.

The ARTEL Spring 2016 Magazine is ready for distribution.

The Chairperson raised the issue with the Cultural Director of a change to the final proof of the ARTEL article MEET - Vicki Woods, sponsor of the Brenda Coulten Memorial Travelling Scholarship after it had been signed off by the Magazine Secretary, Catherine Kingsmill.

Ms Woods specifically requested the article state LARGS as the place of residence. This was changed to Newcastle without reference to the author of the article, Catherine Kingsmill.

The Cultural Director was instructed to investigate the incident and report at the next meeting. An apology to Ms Woods is warranted.

#### 6.4 Seating and Labyrinth – Progress Report

B. Uren and K. Bugeja are trying to encourage contributions to the 'Giving Tree' fundraiser including a mail-out to local businesses.

6.5 Print Sale update (N.B. Change of name as printed in ARTEL – now called 'Director's Choice Art Sale')

**Action: Everyone is to let Cheryl Farrell know your availability for the roster to assist with the Art Sale.**

Item 7:

#### **General Business**

##### 7.1 Preparation for AGM 20.10.16

The draft AGM Protocol 1 can be used to prepare for the AGM.

Advertisement for Maitland Mercury has been organized by J. Noble & B. Uren.

Invitation to members was included in Spring ARTEL.

Actions:

- Room for meeting to be decided. Art gallery staff to set up room with committee members assistance.
- S. Groom to prepare place card-like labels for committee members (on committee table as per AGM Protocol), invited guests, guest speaker, Mayor of Maitland Mr Peter Blackmore and Mrs Blackmore and MCC Administrator (seated in front row).
- A. Pugh to finalise quotes for catering and liaise with art gallery staff re drinks.
- J. Noble to prepare Business Paper for AGM
- S. Groom to distribute minutes for previous meeting.
- J. Noble & S. Groom to prepare & send invitations to Jenny Aitchison MP, the Mayor and Administrator.
- Nomination forms for committee positions to be available at the Art Gallery front desk and need to be handed in 7 days prior to the AGM.
- K. Bugeja to email members to promote AGM and include on Facebook

Motion: Budget of \$300 to be allocated for AGM catering expenses.

Moved: L. Baker

Seconded: S-L. White

## 7.2 MRAGM Christmas Party

The draft Events Management Protocol 2 can be used to prepare for the MRAGM Christmas Party

Business Paper to be prepared by A. Pugh in consultation with J. Noble.

### Discussion points/ Actions

- Need to communicate clearly that the event is a **member's only** event.
- Catering budget needs to be decided and based on last year's event.
- MRAGMC need to liaise with B. Uren about what the art gallery staff will need to do for the event.
- MRAGMC Events Coordinator will need to liaise with B. Uren & K. Bugeja regarding the music arrangements for the event.

Motion: Guests of members can attend the Christmas Party for the cost of an annual membership - \$25.

Moved: S.L White

Seconded: A. Pugh

## Item 8:

### **Any Other Business**

8.1 A. Pugh raised a number of interesting fundraising and promotional ideas which she will present at the next meeting.

8.2 L. Baker announced that this is her last meeting as MCC representative. She may continue in an advisory role with the council administrator but this remains to be decided.

The committee acknowledged Loretta's exemplary contribution to the members' committee as well as her passionate commitment to the art gallery. We are very grateful for the on-going support she has offered.

## Item 9:

### **Announcements - Next Meeting 13.10.16**

## Item 10:

### **Close 7pm**