

**Maitland Regional Art Gallery Members Committee
MINUTES**

Date: Thursday 13 July 2017 **Time:** 5pm **Location:** MRAG

Present: Jan Noble, Sui-Linn White, Sue Groom, Andrea Pugh, Holly Fisher-Bidwell, Brigette Uren, Loretta Baker

Apologies: Alasdair Smart, Catherine Kingsmill

Item 1: **Minutes of the previous meeting** 8 June 2017

Item 2: **Business Arising**

Financial Report - Minutes recorded that an amount of \$466.00 owed to Seraphine Café was not an MRAGM cost and needed to be followed up. Minutes should have recorded that this had already been followed up and the amount had been credited to MRAGMC account.

All other items - See Progress Reports & General Business

Motion: Other than the item highlighted from the previous Financial Report, that the minutes of the meeting 8.6.17 be accepted as a true and accurate record.

Moved: A. Pugh Seconded: L. Baker

Item 3: **Correspondence**

Out: Letter to Mr David Evans General Manager Maitland City Council re Incorporation

In: L. Morton re electronic transfer of funds to cover costs of Tote Bags/Flags.

Email from Bruce Kingsford re concession membership fee.

Motion: That the correspondence be accepted.

Moved: L. Baker Seconded: H. Fisher-Bidwell

Item 4: **Financial Report**

4.1 Treasurer's Report

Presented by B. Uren

Final Statement of Receipts and Payments for May 2017 – No changes from draft. Year to date profit \$1,170.00 and actual adjusted profit for year is a loss of \$3275.10.

Draft Statement of Receipts and Payments for June 2017 – Year to date profit \$894.00 and actual adjusted profit for year is a loss of \$444.51.

An amount of \$189.97 was deposited to MRAGMC in error. This has been adjusted so will show in the figures next month.

Estimated carryover for 2016 – 2017 is \$66,471

Motion: Final Statement of Receipts and Payments for May 2017 and Draft Statement of Receipts and Payments for June 2017 – be accepted.

Moved: S-L. White Seconded: H. Fisher-Bidwell

4.2 No Business Papers presented

Item 5:

Membership Report

5.1 Current Membership

10 new memberships for June & a total of 801 current memberships for year. Overall membership still trending down compared to previous years.

5.2 Membership Sub Committee Meeting Report 26.6.17

Presented by S-L. White

Written report presented recommendations from the meeting. A discussion based on these recommendations highlighted the following:

1. Categories and Price Points

- Couple category could be reconsidered and individual only category offered.
- Two new membership forms be created for Business Membership and Family Membership.
- Business Membership \$200 for 3 years. No shop or workshop discount offered with this, however, it needs to be determined what is offered instead.
- A 'Welcome to New Members' section could be added to ARTEL listing new members. This could be included in the Summer ARTEL 17/18, subject to page layout and discussion with Catherine (Newsletter Secretary). A box needs to be included on Membership Form for permission to print names in ARTEL.
- Names of long-term members could be included in ARTEL to acknowledge loyalty.

The chairperson reminded the Committee that any changes to fees and categories will need to be presented at the AGM.

2. Recruitment and Opportunities

- Suggested event to promote partnership & memberships with 'neighbours' of gallery as well as local providers, businesses and community organisations.
- Encourage families participating in Free Art Sunday to offer a 'donation' via new Perspex donation box to be placed at the door of the studio.

3. Marketing and Communication Plan.

- Very necessary for future growth.
- Sui-Linn to think about objectives for Plan.
- Andrea and Holly to discuss content of plan when time permits and report back.

5.3 Olive Tree Membership Promotion 22.7.17

A 'stall' has been organized for the coming Olive Tree Market:

- Andrea is organizing Flags, tote bags for sale, signage, Membership Forms, Tegel Visit information, and printed flyers about MRAG events to be available for the stall.
- Actual position of the stall and whether MRAGMC will have to pay for the space is yet to be determined.
- Andrea and Holly to set up table and items.
- New memberships paid for on the day will enter into a draw for gift vouchers at the Gallery Shop. 1 year membership \$50 voucher; 3 year membership \$150 voucher.
- Everyone is invited to contribute to the promotion on the day.

Item 6:

Progress Reports

6.1 Incorporation – Awaiting response to letter from Mr David Evans (see correspondence).

6.2 Draft protocols – A draft Protocol for Bus Trips has been started and this will be completed as soon as possible.

6.3 Events Coordinator’s Report

Presented by A. Pugh & H. Fisher-Bidwell

Main points:

- Coaches have been booked for Sculptures by the Sea.
A graphic to use in the flyer has been requested from the organizers.
- Hunter Red Project is planning an event in May/June 2018. More information later.
- No further actions regarding fundraising activities during 2018 Bicentenary of Maitland celebrations.

Andrea has submitted the following documents related to the Coach Tour to the Archibald, Wynne & Sulman Prizes on Saturday 24 September, 2016 as a template for coach tour procedures and reports:

- Host Note Sheet
- Coach Tour Event Guide
- Post Event Report.

Some attachments still need to be added. Copies of these reports will be emailed to committee members.

6.4 ARTEL Magazine Secretary’s Report

Presented by B. Uren in C. Kingsmill’s absence.

Brigette and Catherine met recently and the Cultural Director suggested to the Newsletter Secretary that possible changes to the ARTEL be considered including:

- A redesign of the front cover to make it look more like a magazine.
- To reduce ARTEL to 3 issues per year for efficiency.
- To add more value to the magazine by making the content more diverse.

No agreement was reached regarding these items and further discussion about changes to the ARTEL will take place at future meetings.

Item 7:

No General Business

Item 8:

No Other Business

Item 9:

Announcements

Next Ordinary meeting: 10.8.17

Item 10:

Close 7pm