

**Maitland Regional Art Gallery Members Committee
DRAFT MINUTES**

Date: Thursday 12 September 2017 **Time:** 5pm **Location:** MRAG

On behalf of the committee the Chairperson congratulated Councilor Loretta Baker on her appointment as Mayor of Maitland. Loretta received a resounding round of applause for her achievement.

Present: Jan Noble, Sue Groom, Holly Fisher-Bidwell, Catherine Kingsmill, Loretta Baker, Brigette Uren.

Apologies: Sui-Linn White, Alasdair Smart, Andrea Pugh

Item 1: **Minutes of the previous meeting** 10 August 2017

Item 2: **Business Arising**

See Progress Reports & General Business

1. Anne McLaughlin attended the meeting but was not included as present.
2. Item 6.3 Event's Coordinator's Report –
 - A budget for Member's Christmas Party is not yet finalized – Andrea is working with last year's budget of \$1200 as a guide and will submit final cost with the Business Paper at a later date.
 - Sculpture by the Sea omitted that Andrea is proceeding with the coordination of jobs for this event with Holly's assistance for the items requiring communication with the exhibition managers.

Motions: That the Business Arising be accepted.

Moved: L.Baker

Seconded: H. Fisher-Bidwell

Item 3: **Correspondence**

Out: Email to Mr David Evans re delay in Incorporation discussion with MRAGMC.

In: No Correspondence in

Item 4: **Financial Report**

4.1 Treasurer's Report

Presented by B. Uren

- Statement of Receipts and Payments 1 July 2016 to 30 June 2017 prepared by Maitland City Council for the MRAGM AGM. Unspent funds to be carried over - \$66,412 (Yet to be adopted by Council).
- Final Statement of Receipts and Payments for July 2017 shows the current position as \$4,695.00.
- Draft Statement of Receipts and Payments for August 2017 shows the current position as \$5,096.00. Any outstanding cost would be related to current event planning.

In relation to ARTEL expenses - the printing costs are recorded as general expenses. This can be itemized separately and appear in the treasurer's reports.

Treasurer's detailed statement for the committee to be done quarterly in future to reduce administration time and anomalies due to small amounts. Tote bag sales to be included in this report.

Motions:

That the Statement of Receipts and Payments 1 July 2016 to 30 June 2017 prepared by Maitland City Council be accepted as a true and accurate record.

That final Statement of Receipts and Payments for July 2017 be accepted.

Moved: B. Uren

Seconded: L. Baker

4.2 No Business Papers presented

Item 5:

Membership Report

5.1 Current Membership

- Current membership for the year is 653 compared with 717 for the same time in 2016, however, the actual number of members is greater than this because of categories. Declining membership is due to memberships not being renewed. Number of memberships may also have stabilized as this is a factor common in regional galleries.
- Membership drive will continue at the Olive Tree Market on Saturday 23 September. Andrea is organizing and anyone able to give time on that day is welcome. It was decided not to offer a gift voucher incentive for new memberships on the day.
- Proposed changes to membership categories and fees need to be decided before the AGM so that a proposal can be taken to the meeting for endorsement.

The Chairperson presented background information including revisiting the recommendations from a membership review meeting held in July 2017. The following were supported:

- Categories to be simplified to:
 - Individual** (Couples category to be phased out over a three year period.)
 - Concession** (Excludes Seniors Card. Admin staff to provide definition for the membership form/information)
 - Family** (To include parent/carers and up to 3 children)

- A small fee increase for each category:

Category	1 year	3 years
Individual	\$30	\$75
Concession	\$25	\$60
Family	\$50	\$120

- Business category deferred pending clarification of benefits.
- Fees and changes need to be approved by Council before being implemented i.e. Submitted in November; Approved June/July 2018; Introduced from July 2018.

Item 6:

Progress Reports

6.1 Incorporation – The Chairperson lead the discussion outlining the issue as whether to proceed with MRAGM becoming an incorporated association or to accept the proposal from Mr David Evans, General Manager, Maitland City Council, to continue as an s355 committee of Council (See letter 25.7.17).

Background information from previous committee meetings was also presented.

Main points:

- The General Manager has advised that Council is prepared to address issues of concern for MRAGMC.
- If independent from the Council MRAGM would no longer have the benefits of the administrative support now available. Without this support the workload for committee members would increase greatly e.g. processing applications for membership, membership renewals etc.
- If MRAGM becomes incorporated Maitland City Council could still maintain an s355 committee for the Art Gallery.

The Chairperson would like this matter resolved before the AGM and requested that this be a priority for the October meeting when a vote can be conducted. Any committee member unable to attend the October meeting is asked to please contact Jan to discuss and cast a vote.

6.2 Protocols – Day Coach Tour Guidelines for Event Organiser/s

Written protocol presented by Jan for comment. Protocol accepted with following amendments:

- An action related to non-booked arrivals could be deleted because all participants need to be booked prior to the event.
- A Risk Assessment for each bus trip needs to be added.

6.3 Events Coordinator's Report

Prepared by A. Pugh, presented by H. Fisher-Bidwell.

- **Tegel Coach Trip**
 - 14 tickets sold so far
 - Catering and final program for the day being finalized.
 - A Lionel Lindsay print has been donated and can be used one of the raffle prizes during the trip. \$5 per ticket or 3 for \$10.
- **Sculpture by the Sea Coach Trip**
 - Postcards, A5 ad and social media tile artwork finalised and invoice sent to Brigitte for payment.
 - A5 artwork distributed to Clare Hodgkin for inclusion in ARTEL.
 - Social media tiles for Facebook and Instagram advertising distributed to Brigitte. MRAG will schedule after the Tegel trip.
 - Postcards printed, collected and delivered to Gallery reception. Committee Members also asked to take some and distribute to various outlets frequented.
 - Business Paper being finalized.
 - Confirmed tickets will be sold through Maitland City Council's online ticketing service - MRAG now coordinating.
 - Still require confirmation of Committee member to host return leg of trip as Andrea and Holly unavailable (Jan and Catherine may be available).

- **Ticketing System Surcharge**
Maitland City Council online ticketing system incurs a \$3 surcharge. It was decided that participant could pay this surcharge because it is common practice with online bookings. Future event information to include Booking Fee.
- **AGM and Christmas Party**
 - Catering by Carolyn Scott confirmed - awaiting menu options and quotes.
 - Guest speaker bouquet for AGM and table floral displays for Christmas party scheduled with Suzanne at Morpeth Flower Gallery.
 - Entertainment options for Christmas party being investigated. If anyone has any suggestions, please let Andrea know.

6.4 ARTEL Magazine Secretary's Report

Presented by C. Kingsmill

Spring ARTEL has been printed.

Catherine has organized the following people for the next edition:

For 'Meet' - Anna Buxton Soldal

For 'Member of Interest' – Sarah Syvier

For 'Meet Our Member Artist' – Lucan Grogan

Item 7:

General Business

7.1 AGM Preparation 19.10.17

- Set-up for meeting - Jan & Sue to assist; Catherine to set up equipment for guest speaker; Sue to prepare place labels for table.
- Jan has requested a draft of reports for the AGM to be sent to her as soon as possible.
- A committee member from another s355 committee of Council has requested to attend the MRAGM AGM as an observer. All agreed - that person is most welcome.

Item 8:

Any Other Business

Item 9:

Announcements

Next Ordinary meeting: 12.10.17

Item 10:

Close