

Maitland Regional Art Gallery Members Committee
MINUTES

Date: Thursday 9 November 2017 **Time:** 5pm **Location:** MRAG

Present: Sui-Linn White, Brigette Uren, Andrea Pugh, Ben Whiting, Olivia Sophia, Sally Denmead, Leeroy Chapman

Apologies: Holly Fisher-Bidwell, Alasdair Smart
Moved: Olivia Sophia **Seconded:** Andrea Pugh

Item 1: **Minutes of the previous meeting** 12 October 2017

Minutes of the AGM 19 October 2017

- **Motion:** The minutes of the previous meeting and the minutes of the AGM be accepted as a true and accurate record.
- **Moved:** Brigette Uren **Seconded:** Andrea Pugh

Item 2: **Business Arising from Minutes**

- Business from the minutes primarily relates to MRAGM events, covered at the Event Coordinator's report.

Item 3: **Correspondence**

- **OUT:** Formal thank you letters to be sent from the MRAGM Chairperson to Sculpture by the Sea Director David Handley & team as well as the Tegels, following successful MRAGM Bus trips.
- **Action:** Secretary to draft, Chairperson to sign.
- **IN:** No correspondence in.

Item 4: **Financial Report**

- **4.1 Treasurer's Report** Prepared by Alasdair Smart and presented by Brigette Uren.
- 2 Reports Submitted: FINAL Statement of Receipts and Payments for the period 1 July 2017 to 30 September 2017 and
- DRAFT Statement of Receipts and Payments for the period 1 July 2017 to 31 October 2017, showing the current position as \$6,105.00. Brigette Uren read statement from Alasdair Smart quoting the actual surplus as \$4050, due to some paid items not yet appearing in the MCC's CIVIL accounting software, including advertising for MRAGM Bus Trips, catering and social media, wine costs for AGM and Free Art October. It was noted that the Treasurer would like to see more fundraisers.

- **Motion:** That the Final Statement of Receipts and Payments for September and the Draft for October be adopted as a true and accurate record.
- **Moved:** Brigette Uren **Seconded:** Ben Whiting

4.2 Business Papers: Business Paper 2017-06 presented by Brigette Uren:

2017-06 Free Art January - *Fun Park*. Total cost requested \$4,320.00

Discussion points:

- Funding request is for Art Tutor fees. Request is less than last year by almost half, due to Tutor availability. *Fun Park* will be available for 2 weeks instead of 4 weeks. It is proposed that Free Art January will continue as a month-long event, but there will be more activities for tweens and teens.
- It was discussed that the breakdown of expenditure be included in future Business Papers.
- It was noted that *Fun Park* is a good opportunity for a concurrent membership drive.
- **Motion:** that Business Paper 2017-06 be accepted and the financial request granted.
- **Moved:** Brigette Uren **Seconded:** Andrea Pugh
- Event Coordinator flagged that 3 Business Papers will be tabled at the next ordinary meeting for: the AGM, the Tegel Bus Trip and the Sculpture by the Sea Bus Trip. Discussion noted that where possible Business Papers are to be submitted before the events.
- **Action:** Event Coordinator to prepare Business Papers for AGM, Tegel Bus Trip and Sculpture by the Sea Bus Trip
- As there will not be another ordinary meeting before the MRAGM Christmas Party it was agreed that a budget of \$3,500.00 be allocated to the event.
- **Motion:** Budget allocated to the 2017 MRAGM Christmas Party is \$3,500.00
- **Moved:** Andrea Pugh **Seconded:** Ben Whiting

Item 5: Membership Report

- **5.1 Current Membership**
- As of 31 October we have 705 Financial Members, including 12 new memberships in October.
- Memberships are slightly declining compared to last year. The Renewals are following a consistent path, but declining.
- Discussion highlighted the need to attract new members and retain current members.
- **Motion:** Membership Report is accepted

- **Moved:** Sui-Linn White **Seconded:** Leeroy Chapman

Item 6: Progress Reports

- **6.1 Incorporation – summary for new members**
- **6.2 Draft Protocols**
- **Motion:** Defer discussion of Incorporation and draft protocols to the next meeting due to time constraints.
- **Moved:** Sui-Linn White **Seconded:** Olivia Sophia

6.3 Events Coordinator's Report

- MRAGM Bus Trip to the Tegel residence was highly successful. 29 guests and \$1380 in sales generated, resulting in roughly \$1000 profit. Brilliant feedback received. Members enjoyed lunch under the trees, the outstanding art collection, and being able to wander at their own pace.
- MRAGM Bus Trip to Sculpture by the Sea. Only 17 registrations with 12 on the day resulted in the event running at a loss of approximately \$400-\$500. The trip was successful despite the weather, however it is unlikely that the Sculpture by the Sea Bus Trip will be offered again.
- **Action:** Post-Event reports for both trips to be emailed to Committee members and tabled at next meeting.
- Xmas Party. Draft invitation tabled by Brigette Uren. Friday 1 December, Kid's Christmas Party Sunday 3 December. Confirmed entertainment by the Ducats. Cocktail tables ordered, with only delivery cost to be charged, theatrical and dramatic lighting proposed. Committee members to be at the Gallery by 5pm to ensure swift set up between 5pm Gallery close and 5:30pm event start. Leeroy, Holly and Brigette have RSAs and can serve at the bar.
- **Action:** Andrea to communicate with Committee Members to delegate jobs for set up and pack down.
- **Motion:** Event Coordinator's Report is accepted
- **Moved:** Andrea Pugh **Seconded:** Sally Denmead
- **Motion:** Brigette Uren moves a vote of thanks to Andrea for the huge amount of work and behind the scenes effort in organising the MRAGM Bus Trips, which has resulted in such exceptionally positive feedback.
- **Moved:** Brigette Uren **Seconded:** Sui-Linn White

6.4 ARTEL Magazine Secretary's Report.

- Presented by Sally Denmead.
- The Summer issue will be sent to print early next week, 13 Nov.
- Two format changes in this issue: 1) the cover includes content testers 2) a list of new members will appear in each issue.

