

MAITLAND REGIONAL ART GALLERY MEMBERS COMMITTEE

MINUTES

DATE: Thursday 14 December 2017 **Time:** 5pm **Location:** MRAG

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

APOLOGIES: Holly Fisher-Bidwell

ITEM 1: MINUTES OF PREVIOUS MEETING

Motion: The minutes of the previous meeting on 9 November 2017 are accepted as a true and accurate record.

Moved: Olivia Sophia **Seconded:** Andrea Pugh

ITEM 2: BUSINESS ARISING FROM THE MINUTES

Motion: Rescind the decision to support *Business Paper 2017-06 Free Art January - Fun Park* due to missing financial information at the last meeting.

Moved: Sui-Linn White **Seconded:** Alasdair Smart

ITEM 3: CORRESPONDENCE

Out: Thank you letters for recent coach tours to the Tegels and Sculpture by the Sea.

In: Sui-Linn White passed on a contact from the President of the Lake Macquarie Art Gallery Society, who is interested in collaborating on promotion.

ITEM 4: FINANCIAL REPORT

4.1 Treasurer's Report presented by Alasdair Smart

Tabled:

— FINAL Statement of Receipts and Payments for the period 1 July 2017 to 31 October 2017

— DRAFT Statement of Receipts and Payments for the period 1 July 2017 to 30 November 2017.

The Treasurer noted that the Members' position at the end of November is roughly \$71,000 rather than \$74,101 as shown by the MCC's CIVIL accounting software. While this is a good position, outgoings have been higher than income due to lack of fundraisers in 2017, and the Committee has a duty to be fiscally responsible. There are no income generators in the next quarter aside from membership sales.

Motion: The Final Statement of Receipts and Payments for October and the Draft Statement of Receipts and Payments for November be adopted

as a true and accurate record.

Moved: Alasdair White **Seconded:** Sally Denmead

4.2 Business Papers

2017-06 Free Art January-Fun Park (Version 2) presented by Brigette Uren. Requested funds: \$4,320. Discussion points:

- Second version of Business Paper includes a more detailed breakdown of costs.
- Free Art January has already been advertised and can't be canceled at this late stage.
- Discussion of Business Paper *2017-06 (version 1)* at the last meeting had not taken into account the Members' current financial situation where expenditure has been higher than income.
- Importance of being financially responsible so that programs like these can be sustained into the future. More focus on fundraising initiatives is needed.

Motion: Business Paper 2017-06 (v.2) is accepted and approved and the Committee will, in future, assess the viability of funded items against the income and expenditure in order to leave a strong financial legacy.

Moved: Sui-Linn White **Seconded:** Andrea Pugh

2017-11 Campaign Monitor (e-newsletter service) submitted by Kattie Bugeja and presented by Brigette Uren. Requested funds: USD \$71.15 per annum.

- Kattie investigated a number of options for email campaign providers and resolved that Campaign Monitor was the cheapest.
- The requested figure of USD \$71.15 per annum represents 11% of the annual cost of the subscription, as MRAGM emails account for 11% MRAG's total email distribution.

Motion: Business Paper 2017-11 is accepted and approved.

Moved: Andrea Pugh **Seconded:** Brigette Uren

4.3 Business Papers / Acquittals presented by Andrea Pugh

2017-07 MRAGM AGM, Thursday, 19 October 2017

Motion: Business Paper 2017-07 and Acquittal 2017-07 are accepted and approved with one amendment being for an additional cost of \$382.15 for advertising with Fairfax Media, bringing the total cost to \$751.72.

Moved: Andrea Pugh **Seconded:** Olivia Sophia

2017-08 Tegel Coach Tour, Saturday 21 October 2017

This event raised a profit of \$1,564.69, in part due to the Tegel's donation to MRAG which covered cost of the bus hire (\$1,000).

Motion: Business Paper 2017-08 and Acquittal 2017-08 are accepted and approved.

Moved: Andrea Pugh **Seconded:** Brigette Uren

2017-09 Sculpture by the Sea Coach Tour, Saturday 4 November 2017

The Event Co-ordinator noted that this event ran at a loss of \$370.00 due to low attendance. It is not recommend that the Sculpture by the Sea Coach Tour is offered next year.

Motion: Business Paper 2017-09 and Acquittal 2017-09 are accepted and approved.

Moved: Andrea Pugh

Seconded: Brigette Uren

2017-10 MRAGM Christmas Party, Friday 1 December 2017

The 2017 Christmas party was extremely well attended. The cost of the event was offset in part by artwork raffled and the flower auction. Next year we should focus on a revenue neutral outcome for the event.

Motion: Business Paper 2017-10 and Acquittal 2017-10 are accepted and approved with one amendment to the visitor numbers bringing the total number of guests to 178. The Events Co-ordinator and the Committee thank the Gallery staff for their kind support and assistance provided which is greatly appreciated.

Moved: Andrea Pugh

Seconded: Sui-Linn White

ITEM 5: MEMBERSHIP REPORT

5.1 Current Membership presented by Leeroy Chapman

As of 30 November there are 749 financial members including 31 new members in November. This is the strongest position MRAG memberships have been in for 18 months. Renewals are consistent and expired memberships have decreased. High attendance at the Christmas party may point to a desire for more special members events. Feedback from the Christmas party highlighted an appreciation of MRAG's relaxed, non-elite atmosphere and accessibility.

Motion: The Membership Report for November is accepted.

Moved: Leeroy Chapman

Seconded: Alasdair Smart

ITEM 6: PROGRESS REPORTS

6.1 Incorporation – summary for new members

The Chairperson presented a summary of the Committee's investigation into alternative organisational structures and its bid for incorporation and independence from Maitland City Council. The decision was recently made by the Committee to remain an S355 Committee under Maitland City Council.

Action: the Chairperson will circulate the MRAGM Constitution, Maitland City Council's Code of Conduct and a summary of MRAGM's investigation into incorporation.

Action for 2018: Review and clarify past proceedings relating to incorporation and confirm the Members' direction for the next three years. Update and finalise the Constitution and Memorandum of Understanding with Maitland City Council.

6.2 ARTEL Magazine Secretary's Report presented by Sally Denmead
ARTEL Review:

Action: The Magazine Secretary requested feedback from all Committee members on ARTEL magazine, and has circulated a document with background on the ARTEL review and 5 questions for Committee Members to respond to by **10 January 2018**. (Note: this can be found on the MRAGM Committee's [new google drive](#)).

Tabled: Draft Questionnaire for Members addressing both ARTEL magazine and MRAGM events to be included in next mailout of ARTEL magazine on 26 February 2018.

Action: All committee members to provide feedback to on the draft questionnaire by **3 January 2018**. (Note: this can also be found on the MRAGM Committee's [new google drive](#)).

6.3 Events Coordinator's Report presented by Andrea Pugh
Coach Tour post-event reports will be circulated by the Events Co-ordinator.

Tabled: Draft 2018 Events Calendar. Discussion around fundraising event in May 2018. Suggestions included high tea and choir performance or mixed matinee with several different acts.

It is proposed that the AGM and the Art Sale be held on the same day for ease of organisation and to encourage attendance.

Motion: The Draft Events Calendar is accepted and approved.

Moved: Andrea Pugh **Seconded:** Brigette Uren

Brigette Uren suggested that events are co-managed, to support logistics for the Committee more effectively.

ITEM 7: GENERAL BUSINESS

Tabled: MRAGM Committee Meeting Dates for 2018.

Motion: The Committee will maintain a presence at all Olive Tree Markets held at MRAG in 2018.

Moved: Sui-Linn White **Seconded:** Olivia Sophia

Action for 2018: All Committee members to take note of members who might be prepared to assist at events or Olive Tree Markets.

Item 8: ANY OTHER BUSINESS

Discussion around establishing an online file sharing system for the Committee such as Dropbox and setting up an email address. Secretary to investigate and create.

ITEM 9: Announcements

Next Ordinary meeting: 8 February 2018

ITEM 10: Close