

Maitland Regional Art Gallery Members' Committee

Minutes of Meeting held at the Gallery on

Thursday 9 July 2015

MEETING STARTED: 5:09pm

Present: Dr Jan Noble (Chair), Judy Henry, Clr Loretta Baker, Brigette Uren, Catherine Kingsmill, Lizzie McLaughlin, Joe Eisenberg and Gena Parker.

Apologies: Gail Johnston, Nicola Bolton and Helen Macks.

Item 1: Minutes of the Previous Meeting held 11 June 2015:

Correction: Item 4: Financial Report, should read two separate systems not three. MOVED: J. Henry, SECONDED: L. Baker.

Item 2: Business Arising: Nil.

Item 3: Correspondence: IN: Letter from J. Aitchison, MP accepting the position of Patron for the MRAGM Committee. Letter included a \$200 personal cheque donation to the committee, dated 27 June 2015. The cheque was given to B. Uren to place into the members account, G. Parker to forward the receipt with a Thank You letter to Ms Aitchison.

Letter from B. Mortomore, Group Manager Planning Environment and Lifestyle, Maitland City Council titled Request to Form an Incorporated Association dated 8 July 2015.

OUT: Letter to J. Eisenberg re: Congratulations on award of Cultural Director Emeritus dated 9 July 2015.

EMAIL: B. Uren and J. Noble dated 25 June and 1 July 2015 re: Sponsor 'Cleverpatch', "interest in a position on the members committee"; 26 June and 1 July 2015 re: Business Papers.

Item 4: Financial Report

4.1 Treasurer's Report: The Treasurer tabled the Statement of Receipts and Payments for the period 1 July 2014 to 30 June 2015. The report was received and noted with follow up to occur at the next meeting.

The committee found some anomalies in the statement which need to be addressed. It was agreed that more detail needs to be included in the monthly statement. A. Smart and B. Uren will meet before the next meeting to examine the breakdown of receipts, the anomalies and discuss the process whereby the Treasurer will have access to the monthly statement prior to the meetings.

4.2 Meeting re: Accounts /Council. K. Budeja briefed the committee on the meeting and presented a report titled Member Income May 2015.

There are four main income areas for the members; membership, bus trips, workshops and functions. Accounts for FY 2015 were examined, reconciling receipts received as well as accounts in Civil. Reasons for

the discrepancies are of a technical nature, due to the incompatibility of 2 systems (MYOB and Civil) and human error in data entry.

The three main areas where discrepancies were found are; in the processing of memberships with discount purchases at the shop, data entry mistakes and default discrepancies during print sales.

Discrepancies so far found included FY's 10/11 - \$860, 11/12 - \$440, 13/14 - \$1000, 14/15 - \$5000 and recently \$384 (membership/discounts) these discrepancies have been rectified with the adjustments being returned to the members account.

The committee discussed the process for registering new members. It was agreed that although not ideal, the process should be two separate transactions; one membership and a separate transaction for discount purchases at the shop.

To correct these problems in the future the gallery will carry out monthly reconciliations of the members income. The committee thanked K. Budeja and congratulated her on presenting a thorough and detailed report.

4.3 Business Papers:

- I. Business Paper Administration. Just Party Acquittal was deferred pending review and correction in the breakdown in costs, which will include corrected administration costs. B. Uren will action.
- II. Business Paper 2015-6 Identity Card Printer. B. Uren tabled the acquittal for the replacement purchase of the identity card printer, the Fargo C50, at a cost of \$1450.35. Acquittal for purchase of machine. MOVED: L. Baker, SECONDED: L. McLaughlin.
- iii. Business Paper 2015-7 Director's Choice-MRAGM Print Sale. B. Uren tabled a business paper requesting MRAGMC approve expenditure to an upper limit of \$5000 to purchase artworks at auction for the 2015 print sale and that MRAGMC nominate members to attend auction or online auction purchase decisions. It was moved that up to \$5000 will be expended on the purchase of art works at auction for the 2015 print sale. MOVED: L. McLaughlin, SECONDED: L. Baker.

The committee nominated J. Henry and C. Kingsmill to attend auctions for the purchase of works for the print sale, L. Mc Laughlin volunteered as a stand-by. MOVED: G. Parker, SECONDED: A. Smart.

The source of artworks for the print sale was discussed. The committee agreed not to accept suppliers where connotation of conflict of interest may arise. This topic will be discussed further at the Policy/Standing Orders Workshop in August. L. Baker will contact any suppliers that fall into this category.

4.4 Administration of Member Program Statement. B. Uren distributed copies of the financial details of the costs associated with Members program administration. The committee reviewed the statement. Anomalies with the costs of printing and postage were identified in the statement. B. Uren will investigate and when corrected will email the statement to the committee members prior to the next meeting.

Item 5: **Membership Report:**

The Membership Report was tabled. There are 479 financial members and 352 unpaid memberships as at 9 July 2015, there are 12 new members with total membership being 831. MOVED: L. Baker, SECONDED: A. Smart.

G. Johnston and L. McLaughlin have corrected many of the data errors that were found whilst addressing invitations for Just Party. Membership data will need to be reviewed periodically for correction.

on The committee discussed the correlation between family, single, couple and children memberships. B. Uren will present the guidelines membership categories at the next meeting.

Item 6: **Progress Reports**

6.1 Legal Structure/Constitution: Copies of Mr Mortomore's reply to the letter of 15 April 2015 were distributed to committee members. J. Noble asked the committee to take time to read and formulate their own judgements on the way ahead. J. Noble will write to Mr Mortomore, thanking him for his letter and informing him that discussion and a decision from the committee will follow.

6.2 Events:

- I. Artist Studio Visits - 2016. The committee agreed that perceptions of conflict of interest will be taken into consideration when choosing and organising studios to be visited. J. Henry advised that the visits will be scheduled for early 2016.
- II. Members Christmas Party. Organisation for the 2015 Christmas party will be discussed at the next meeting.

6.3 Fundraising Tours.

- I. C. Kingsmill gave an update on future tours. The 2015 Archibald Prize, Wynne and Sulman Prizes, set

for 15 August 2015 at a cost of \$75 for members and \$85 for non-members is selling well. Advertising for the tour was included in the latest ARTEL attracting ticket sales as well as being cost effective. It was agreed that future trip invites should be incorporated into ARTEL. C. Kingsmill along with C. Farrell have chosen the print, shown at the meeting, to be used as one of the raffle prizes. A gift of a quilted knee rug and wine will also be raffled on the 15 August 2015. C. Kingsmill will forward names of the donors for Thank You letters to be sent.

- II. In future exact figures and financial accounting documentation associated with fundraising tours will be forwarded to the Treasurer for review.

6.4 2015/2016 Annual Program. B. Uren handed out the program of upcoming exhibitions and events and briefed the committee on the program.

6.5 Print Sale Progress. The print sale was discussed and it was agreed that a business paper will be presented at the next meeting outlining expenditure for casual staff and any other requirements from the gallery. Due to time constraints the committee agreed that 2 casual staff will be employed for 2 days to assist with preparation and installation for the print sale. It was moved that 2 staff at the cost of \$250 per person, per day be employed for 2 days to assist with preparation of the print sale. MOVED: C. Kingsmill, SECONDED L. McLaughlin.

Item 7: **General Business**

7.1 Discussion: Conflict of Interest. To be discussed at Policy/Standing Orders Workshop.

7.2 Policy/Standing Orders Workshop. The timing for the workshop has been set for 5pm, Thursday 6 August 2015 at MRAG.

7.3 ARTEL - Inclusion of Advertisements. Held over for next meeting.

7.4 AGM - Speaker. Held over for next meeting.

Item 8: **Any Other Business: NIL**

Item 9: **Announcements:** The next meeting will be at 5pm, Thursday 13 August 2015 at MRAG.

Item 10: **Close: 7:20pm**

Dr Jan Noble
Chairperson

G. Parker
Secretary