

**Maitland Regional Art Gallery Members Committee  
MINUTES**

**Date:** Thursday 8 December 2016      **Time:** 5pm      **Location:** MRAG

**Present:** Jan Noble, Sui-Linn White, Alasdair Smart, Sue Groom, Andrea Pugh, Holly Fisher-Bidwell, Kattie Bugeja

**Apologies:** Catherine Kingsmill, Brigitte Uren, Loretta Baker

Item 1:      **Minutes of the previous meeting** 10 November 2016.

Motion: The minutes of the meeting 10.11.16 be accepted as a true and accurate record.

Moved: A. Smart

Seconded: A. Pugh

Item 2:      **Business Arising**

A letter to be written to Lizzie McLaughlin to formally accept her offer to act as a consult to MRAGMC on legal matters and in particular in relation to the proposed move to incorporation. (J. Noble & S. Groom to do.)

See Progress Reports & General Business

Item 3:      **Correspondence**

**In:** From Lizzie McLaughlin: Thanking J Noble for letter of thanks, MRAGM Annual Report and offer of assistance with MRAGM'S plans for a new structure in the future.

From Ann Williams: Positive feedback about the Member's Christmas party.

Motion: Correspondence be accepted.

Moved: A. Smart

Seconded: A. Pugh

Item 4:      **Financial Report**

4.1 Treasurer's Report

Final Statement of Receipts and Payments for October presented.

There is a difference in General Expenses from Draft - \$1915.00 to Final - \$3837.00.

Draft Statement of Receipts and Payments for November presented.

Statement includes Functions: \$40,514.00, which is income from Art Sale.

However total cost from this function have not yet been finalized.

General expenses have increased due to payments for Free Art Sunday, Blackbird Bakery & membership card printer consumables.

Invoice from Art Gallery of NSW needs to be followed up.

Motion: That the Final Statement of Receipts and Payments for October and Draft Statement of Receipts and Payments for November be accepted.

Moved: A. Smart

Seconded: A. Pugh

4.2 Business Papers

Presented by K. Bugeja:

Acquittal for 2016 – 11 Purchase of membership card printer consumables.

Motion: Acquittal for Business Paper 2016 – 11 be accepted.

Moved: K. Bugeja

Seconded: A. Pugh

Presented by A. Pugh:  
Business Paper: 2017 – 01 MRAGM Promotional Card (Membership Information Brochure) & Tote  
Andrea is moving ahead with the design and recommendations.  
Held over to February meeting.

Acquittals for the following Business Papers still to be finalized and presented:

2016 – 04 Art Sale

2016 – 09 AGM

2016 – 10 Christmas Party

Summary of discussion about Business Paper procedure:

- A review of acquittals for 2016 is needed to ensure these have all been finalized. Acquittal form also needs to be reviewed.  
**Action: J. Noble to follow up.**
- Some confusion exists re the numbering of Business Papers and Acquittals.  
**Action: Sue to create a table for recording & reviewing Business Papers & acquittals.**
- It would be good to have a copy of all Business Papers at each meeting for reference if needed.  
**Action: Sue to provide.**
- Some events may need 2 Business Papers – one for general expenses e.g. marketing and another for catering.

Item 5:

### **Membership Report**

#### 5.1 Current Membership

Presented by S-L White

Sui-Linn asked if the A3 membership statistics report provided by the art gallery staff could be made available on the second Monday of each month. This could then be distributed to committee with minutes and agenda prior to the meeting on the Thursday of the same week.

Membership is currently stable although there are an increasing number of expired memberships that could be addressed. The number of memberships does not accurately record number of people because some memberships include multiple people e.g. family membership. A membership renewal notice was sent out this month and has resulted in a good response.

Follow ideas suggested for 2017 to increase/renew memberships:

- Promote gift membership at Christmas Party
- Active presence of MRAGMC members at Olive Tree market using promotional materials.
- Online membership facility
- Encourage involvement of Youth Advisory Group
- Increase the awareness of activities funded by the membership fees provided by the art gallery.
- Increase social media presence

Reduced price membership begins in January for persons joining MRAGM during the last six months of the 2016 – 2017 financial year. These 'new' members will be required to pay full membership at the beginning of the 2017 – 2018 financial/membership year.

Motion: Report be accepted.

Moved: S-L White

Seconded: A. Smart

5.2 Printed 'Membership Information' Brochure.

Business Paper to be presented at February meeting.

Item 6:

**Progress Reports**

6.1 Incorporation & 6.2 Draft protocols – nothing further at present.

6.3 Events Coordinator's Report

Presented by A. Pugh

Members Christmas Party was a great success. Thank you to art gallery staff and committee members for their support.

Draft Events Calendar 2017 will be presented at February meeting and circulated prior to the meeting. All ideas for events are welcome via email to Andrea.

6.4 ARTEL Magazine Secretary's Report

Not available

Item 7:

**General Business**

7.1 Draft MRAGMC Plan for 2017 (Comments/Corrections)

Presented by J. Noble.

Good to have a list of initiatives for the coming year to use a guide for the MRAGMC. Further planning and discussion will occur in the New Year for allocation of jobs and timelines.

7.2 Member Survey

Summary of discussion:

- Important to decide what information is needed e.g. members expectations, membership benefits, events etc.
- Important for members to see that information gathered is used, that surveys are easy to complete and they are not surveyed too often.
- A specific survey about events could be useful.

**Actions:**

A. Pugh and Holly Fisher-Bidwell to decide if a survey is required at present.

J. Noble to invite ideas for events in Chair's Report in next ARTEL Magazine.

Item 8:

**No Other Business**

Item 9:

**Announcements**

No general meeting In January.

Next Meeting: 9 February 2016

Item 10:

Close 6.30pm