

**Maitland Regional Art Gallery Members Committee
MINUTES**

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

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

Apologies: Sui-Linn White, Brigette Uren, Catherine Kingsmill

Item 1: **Minutes of the previous meeting:** 8 December 2016.

Item 2: **Business Arising**

Minutes reported membership numbers as 'stable'. However, numbers are actually lower than the same time last year.

Motion: The minutes of the meeting 8.12.16 be accepted as a true and accurate record with noted issue related to membership numbers.

Moved: A. Smart

Seconded: L. Baker

Item 3: **Correspondence**

Out:

Lizzie McLaughlin – Formal acceptance of Lizzie's offer to act as consultant to MRAGMC on legal matters.

In:

Email from Lizzie acknowledging receipt of letter re consultation on legal matters.

Attendance reply and Proxy Form for General Assembly of the WFFM on 17 – 21 May 2017.

Action: Sue to reply to WFFM

Item 4: **Financial Report**

4.1 Treasurer's Report

The following documents were presented:

- Final Statement of Receipts and Payments for November & December
- Draft Statement of Receipts and Payments for January 2017
- Draft Statement of Receipts and Payments for the period 1 July to 31 January 2017
- Draft Profit & Loss and Receipts & Payments as at January 2017 (As prepared by Treasurer)

Comments: The Profit and Loss Statement (as prepared by Treasurer) shows that MRAGM will break even for year to date profit. A. Smart highlighted that the Art/Print Sale will not take place this year so it will be important to consider additional revenue raising event/s throughout the year to provide continued support to Free Art Sunday/January.

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

Moved: A. Smart

Seconded: L. Baker

4.2 Business Papers

- Acquittal for 2016-04 Director's Choice – MRAGM Art Sale 2016
Total Profit \$12,338
- MRAGM Annual General Meeting 2016 – 09 (held over from December meeting). Presented by A. Pugh with all details now included.
- MRAGM Christmas Party 2016 – 10 (held over from December meeting). Presented by A. Pugh with all details now included.

J. Noble acknowledged the assistance provided by Kattie Bugeja related to the preparations & implementation of the Member's Christmas Party.

- J Noble distributed a summary of Business Papers presented in 2016. This summary should provide an archival record and more clarity for the process. The summary will be distributed with the minutes to keep everyone up to date. A 2017 Summary of Business Papers will be established as soon as required.

Jan reminded everyone of the acquittal process and use of the appropriate Acquittal Report Form.

Item 5: **Membership Report**

5.1 Current Membership

Total current financial members – 735, which is 13 members less than January 2016. 13 new memberships for January.

In relation to the Youth Forum, K. Bugeja noted that there were no participants from this group in the Animation Workshop in January at the Art Gallery.

It was decided in S-L White's absence, to defer discussion related to goal setting and strategic planning about membership until next meeting.

L. Baker added that it could be possible to use Maitland Council's planning initiative (e.g. Levee development, Heritage Walk) to link to the Art Gallery and therefore encourage membership.

Item 6: **Progress Reports**

6.1 Incorporation still on hold pending MCC amalgamation decision, which is expected in the near future. In the interim, the committee could write to the General Manager, David Evans, to seek advice as to how to progress MRAGM proposal to be incorporated.

6.2 Draft protocols – Still to be completed.

6.3 Events Coordinator's Report

Presented by A. Pugh & H. Fisher-Bidwell

- Draft Events Calendar 2017 distributed – all dates to be confirmed
The following events put forward for consideration:
 - Archibald, Wynne & Sulman Prize bus trip – to include Brett Whitey Gallery and/or White Rabbit Gallery.
 - Sculpture by the Sea bus trip with possible guided tour provided by Site Director/Curator.
 - 'Art Trail' – Visits to artists' studios.

Action: Andrea & Holly to provide outline for Art Trail proposal.

- 'Food Event' with Underground Epicureans as part of Hunter Wine & Food Festival –

Action: Options to be further discussed with B. Uren and proposal/s to be presented at future meetings.

- Tour to Max and Nola Tegel's property including viewing of art collection and gardens.

Action: More information to be gathered for decision making e.g. numbers sufficient to cover costs of bus hire, promotions etc.

- MRAGM Promotional Events

Draft Calendar included the following possible events to use as a membership drive:

- Maitland Taste Festival - 11 & 12 March
- Steamfest - 8 & 9 April
- Maitland Aroma Festival – 12 & 13 August
- Olive Tree Markets – 22.4.17 & 22.7.17

- MRAGM Promotional Materials

Andrea presented the following items to use as MRAGM promotion:

- Promotional Post Card

Discussion concluded that the existing Art Gallery Post Card could be used for promotional events and the Membership Form could be professionally printed.

Action: Andrea to investigate cost of printing of Membership Form

- Tote Bag – with design to be printed on both sides (Example provided).

It was decided to order better quality bag & to use as a fundraiser rather than incentive gift.

Andrea asked for ideas for printing design – just MRAGM logo or more detail?

Action: Everyone to send ideas for design to Andrea.

- Flags (Examples provided)

To be used at MRAGM promotional events.

Action: Andrea to order 2 Red & White 4300mm 'Bali' flags at a cost of \$350 plus 2 appropriate metal plates to anchor flags.

Action: Andrea & Holly to meet with Kattie to discuss marketing of events for the year.

6.4 ARTEL Magazine Secretary's Report

Not available

6.5 Print/Art Sale Report

Presented by Cheryl Farrell

A detailed written report was distributed. The success of the Art Sale was successful and exceeded all expectations in number of items sold, turnover and profit (\$12,338). The increase in sales could be attributed to:

- Greater diversity of artwork.

- Engaging Mai Wel artists to contribute.
- Ongoing streamlining of procedures.
- Refinement of exhibition presentation.
- Increased social media promotion.
- Increase word of mouth promotion.
- The enhanced ambience of the opening event – including music.
- Separate postage of event invitation closer to actual date.

The Art Sale will continue as a bi-annual event with the next event scheduled for 20 October – 4 November 2018.

J. Noble acknowledged Cheryl's contribution to making the Print Sale such a successful event.

6.7 Free Art January report – deferred to March meeting.

Item 7:

General Business

2018 bi-centenary of European settlement in Maitland.

An invitation to a community meeting to form a 'Bicentenary Committee' was distributed. The Committee will organize commemorative events for this occasion.

J. Noble encouraged committee members to consider how MRAGM might respond to the bicentenary.

Item 8:

No other business

Item 9:

Announcements

Next Ordinary meeting 9.3.17

Item 10:

Meeting closed at 7.05pm