

**Maitland Regional Art Gallery Members Committee
MINUTES**

Date: Thursday 10 August 2017 **Time:** 5pm **Location:** MRAG

Present: Jan Noble, Sue Groom, Alasdair Smart, Holly Fisher-Bidwell,
Andrea Pugh - (Joined via Skype from Item 6)

Apologies: Brigette Uren, Sui-Lnn White, Loretta Baker

Item 1: **Minutes of the previous meeting** 13 July 2017

Item 2: **Business Arising**

Brigette communicated via email several points to add to the minutes (written in **bold**):

- Item 5.2.1 (dot point #4) – It was suggested that the ‘Welcome to new members’ **could be included in the Summer Artel 17/18, subject to page layout and discussion with Catherine (Newsletter Secretary).**

All agreed that this was an appropriate action.

- Item 5.2 general - The comment made about fee changes *The chairperson reminded the committee....at the AGM.* (Please also add very important point) **to be recommended to MCC for adoption at the MCC February 2018 Finance meeting for implementation 01.07.2018**

All agreed that this procedure would be followed.

- Item 6.4
To clarify the discussion Catherine and I had, please reword second sentence to ***The CD suggested to the Newsletter Secretary that possible changes to Artel be considered including:***
The three dot points you noted PLUS
 - **The newsletter secretary would look into quotes for additional pages and alternative paper stocks**

The CD and newsletter secretary agreed that a review of ARTEL is appropriate given falling membership and ARTEL is the only consistent communication tool for the committee with members.

Due to the number of Committee Members who were or were not at the last and/or this meeting it was difficult to clarify points that were mentioned or discussed, so some confusion existed about the extent and accuracy of information known by all members. It was decided to request a written report from Brigette and Catherine regarding the meeting they had about the ARTEL, in order to inform and clarify for the Committee, the proposals put forward by Brigette and subsequent actions decided. These items could then be discussed when all members are present.

Additional items presented:

1. To ensure decisions and recommendations arising from meetings of Committee members held to discuss issues relating to Committee business and/or their areas of responsibility, the Chairperson presented

the following to be added to the MRAGM Policy and Standing Orders Section B, Number 8, Meetings (in the form of an addendum until such time as the policy paper is revised):

There are occasions when it is necessary for two or more committee members to meet to discuss or plan an action, event or committee business.

To avoid lack of clarity or misunderstanding of the proposed outcome of the meeting as reported to the Committee, especially when all members may not be present at the next Committee meeting, a brief written report, preferably about ½ page, should be presented at the following ordinary meeting indicating:

Date:

Present:

Purpose of Meeting/Issues under discussion:

Brief summary of proposed course of action with any recommendations, or alternative views clearly stated:

Signed:

2. To assist the Secretary and to ensure relevant items are clearly heard and discussed according to meeting protocol, the Chairperson made the following statement:

“The secretary’s task is to record key points, issues and decisions made by Committee Members under the direction of the Chairperson.

The Secretary is under no obligation, and should never be expected to follow side conversations/talk and distill from 2 or 3 separate conversations points to be recorded in the minutes.

The only points, decisions or matters to be recorded in the minutes are those that are addressed through the Chair and discussed on a one to one basis through the chair enabling all present to follow the discussion.

Persons objecting to/not supporting the decision have the right to, through the Chairperson, request their dissention be recorded.”

Motions:

That the Business Arising be accepted.

That the amendment to the Standing Orders Section B, Number 8, Meetings, be endorsed.

That the Chairperson’s statement be endorsed.

Moved: A. Smart

Seconded: H. Fisher-Bidwell

See Progress Reports & General Business for other items.

Item 3:

Correspondence

Out: Letter from Mr David Evans re Incorporation forwarded to Lizzie McLaughlin.

In: Letter from Mr David Evans re Incorporation

Email: Draft minutes of AFFM’s 2016 AGM

Email: From Judy McQueeney (Lake Macquarie Gallery Society) with information about bus trip to Sydney's Contemporary Art Fair 8.9.17

Business Arising

Considering the importance of Mr. D. Evans's response regarding MRAGM Incorporation, the Chairperson suggested deferring the discussion to the next meeting when more committee members are able to be present.

See General Business for information regarding Lake Macquarie Gallery Society.

Motion: That Correspondence be accepted.

Moved: S. Groom

Seconded: A. Smart

Item 4:

Financial Report

4.1 Treasurer's Report

Presented by A. Smart.

Alasdair presented a draft Cash Flow Budget for 2017/2018 financial year. The figures in this budget are based on the amounts from 2016/2017 financial year including the same amounts from fundraising activities. This budget shows a loss for the coming year of \$6972.32. More discussion is needed to consider whether the loss is to be accepted or more fundraising needs to occur. The budget will be used as a valuable tool to track progress for the year to come.

Draft (2) Statement of Reconciliation of Profit & Loss and Receipts and Payments for June 2017 – presented as draft because there are still some items to be added through Civil. Also includes a functions income error of \$130.92 to be adjusted.

The Final Statement of Receipts and Payments for 1 July 2016 – 30 June 2017 shows a profit of \$835.00 for the year with the Carry Over position of \$66,503.00.

Draft Statement of Receipts and Payments for July 2017 shows the current position as \$4,896.00.

Motion: That the Final Statement of Receipts and Payments for 1 July 2016 – 30 June 2017 and Draft Statement of Receipts and Payments for July 2017 be adopted.

Moved: A. Smart

Seconded: H. Fisher-Bidwell

4.2 No Business Papers

4.3 There are some donations in the Art Sunday donation box but this has not yet been counted.

Item 5:

Membership Report

5.1 Current Membership - 614

5.2 Olive Tree Membership Promotion 22.7.17 – The promotion was successful resulting in 7 new 1 year memberships and 7 new 3 year memberships. There were no site costs incurred for the day because the

table was positioned close to the Gallery. The draw for Gallery Shop vouchers took place.

Thank you to all Committee Members who assisted on the day, especially Andrea for organising the items for the table and Holly for helping set up.

Item 6:

Progress Reports

6.1 Incorporation – Deferred until next meeting.

6.2 Draft protocols – Protocol for Bus Trips

Andrea was acknowledged for the good reports completed for the Archibald Coach Trip in 2016. These will be very useful to use as a guide for similar events in the future.

Jan will now complete a brief summary to use as a template for all bus trips that is flexible enough to allow for the slight variations each trip may require. This will be presented next meeting.

Once this last Protocol is complete a copy of all MRAGMC Documents will be made available for committee members.

6.3 Events Coordinator's Report

Presented by A. Pugh & H. Fisher-Bidwell

- MRAGM Christmas Party 1.12.17

The theme for this year will be 'black & white' and will be held in the gallery space with the Lindsay exhibition.

Andrea will proceed with arrangements for the following:

- Carolyn Scott catering
- Morpeth Flower Gallery for table decorations
- A long table to be set for guests
- Invitation for members using a Lindsay Santa Clause

A budget of \$600 was allocated for the party.

- Tegel Bus Trip 21.10.17

6 registrations have been received.

2 email campaigns have been arranged for members and Facebook advertising (cost \$50).

- Sculpture by the Sea Bus Trip

Holly will proceed with the following:

- Carolyn Scott catering
- Order catalogues for the exhibition
- Include Tour Guides in MRAG promotion
- Send artwork drafts for an A5 landscape advertisement to Clare for the ARTEL
- Organise Postcards (1000)
- Get a photo and logo from the organisers of Sculpture by the Sea.
- Prepare a Business Paper for the event

Holly and Andrea will be unable to return on the coach from Sydney so someone else needs be available for the return trip.

Facebook advertising will be arranged – cost \$50.

- Tote bags are now available at the Gallery Shop for \$12.50 each.

6.4 No ARTEL Magazine Secretary's Report

Item 7:

General Business

7.1 Request from Lake Macquarie Art Gallery Society (LMAGS).

There was general agreement to promote the LMAGS bus trip to Sydney's Contemporary Art Fair 8.9.17. LMAGS in return will also promote MRAGM events. Sue to discuss arrangements with Andrea and Brigitte.

7.2 AGM Preparation 19.10.17

- Brigitte, Jan and Sue have prepared documents needed for the AGM.
- Invitations need to be sent to Jenny Aitchison, Peter Blackmoore and David Evans.
- An electronic invitation will be sent to all members.
- Catherine will get flowers to present to guest speaker.
- Andrea will organise catering with Carolyn Scott.
- All Committee members are invited to go out for dinner after the meeting and Jan will pay for guest speaker's meal.

Item 8:

Any Other Business

2018 Free Art January

There will be a change to how this program will operate on January 2018. The activities will be available over a 4-week period with 2 weeks of intensive activities and 2 weeks of self directed activities provided. This change will reduce the funding needed to run the program.

Item 9:

Announcements

Next Ordinary meeting: 14.9.17

Item 10:

Close 6.30pm