



## **Minutes of the Meeting of the Art Exhibition Working Party**

held on Monday 23<sup>rd</sup> January 2017  
in the Maitland Council Office  
commencing at 10.00am

(Subject to confirmation)

---

### **ITEM 1 OPEN**

1.1 Welcome by Chairperson David Harding declared the meeting open at 10.09am and thanked everyone for attending.

1.2 Present - Cr Alan Headon, Cr Darren Braund, Pam Headon, Bobbi Pertini, Lesley-Anne Swaans and Richard Cane.  
In Attendance: David Harding, Rachel Rich (minute secretary)

1.3 Apologies/leave of absence – Cr Tania Stock, Carina Congdon, Mary Herrmann, Leanne Cane, Anne Eyles, Jane Greenslade.

1.4 Minutes of previous meeting –

**Cr Headon moved**

**Pam Headon seconded**

That the Minutes of the Art Exhibition Working Party meeting held on 9<sup>th</sup> November 2016 as circulated be confirmed.

**CARRIED**

1.5 Conflict of Interest - The Chairperson reminded members of their obligations in relation to Conflict of Interest provisions.

### **ITEM 2 BUSINESS ARISING**

2.1 Call for nominations for 2018 Art Exhibitions

There are no nominations at this point. Bobbi identified that there are no Terms of Reference (TOR) for the Working Party. David will write the TOR to be put forward at next meeting.

- 2.2 Appointment of Chairperson: Due to lack of attendance at this meeting, the appointment of a Chairperson was postponed until the next meeting in February. David has offered to stand in for the interim until a Chairperson has been appointed.

**Cr Headon moved Cr Braund seconded**

That David Harding stand in as interim Chairperson until the appointment of a Chairperson has been completed.

**CARRIED**

- 2.3 Booking of the venue needs to be coordinated – Ardrossan Town Hall: Rachel will liaise with Ardrossan Progress to organise the booking for Saturday before Easter 2018 until Tuesday after Easter 2018. Letters will also need to go out to all regular users of the Hall to advise that they will need to source other venue options for that period of time.

**Action:** Rachel to coordinate Hall booking and identify regular Hall users and send aforementioned letter.

- 2.4 Letters to go out to following organisation:

- Wheare Transport - to request assistance in support for transport of art works.
- Garden Club – to request assistance for setting up hall for exhibition.

**10.23am - Richard Cane arrived at meeting.**

- 2.5 Sponsorship – list of previous sponsors to go out to committee members. Lesley has started to make progress with identifying possible sponsors and sourcing contact for various art groups, i.e. Country Arts and Cultural Development, Carclew and possibly linking the Exhibition to the Adelaide Fringe programme.

- 2.6 Sponsorship requests were sent out to all Progress Associations with responses due back by 31<sup>st</sup> January 2017. To date we have received three (3) sponsors:

- Ardrossan Progress Association
- Yorketown Progress Association
- Stansbury Progress Association

- 2.7 Review of Council Policy is yet to be done, but can coincide with the writing of the Terms of Reference.

- 2.5 The current committee identified the following people as new members of the committee:

Bobbi Pertini – Committee member  
Lesley-Anne Swaans – Committee member

**Cr Headon moved Pam Headon seconded**

**CARRIED**

### **ITEM 3 CORRESPONDENCE IN:**

- 3.1 Sponsorship from Yorketown Progress Association - \$200.00

### **ITEM 4 2018 EXHIBITION**

- 4.1 Program or advertisement to advertise all sponsors for maximum coverage leading up to and including Easter weekend.

- 4.2 Suggestion to approach wineries and perhaps have them offer tastings over weekend.

- 4.3 Website needs to be reviewed and updated to be more user friendly.

- 4.4 Suggestion to tap into local cafes etc. for sponsorship and possible catering on opening night.
- 4.5 Schools – Bobbi will write to all schools on the Yorke Peninsula to give them plenty of time to be prepared for 2018 entry.
- Action:** Bobbi to prepare correspondence to YP Schools.
- 4.6 Artists in Residence – discussions about how to attract varying artists. Perhaps approach cartoon artists or artists willing to be involved in school holiday activities, leading up to and including Easter weekend.
- 4.7 Discussions around what mediums (painting, sculpture, photography, contemporary & drawings) would be suitable to host with the following Categories: Local, open, schools – junior, middle & senior.
- 4.8 Judges will need to be sourced and followed up with a letter to go out to potential judges.
- Action:** Pam and Alan Headon will look into approaching potential judges.
- 4.9 Awards and prizes, including People’s Choice need to be decided, the 2016 prize pool = \$10,000.
- 4.10 Grants – Australian Council of Arts has a grant that closes Oct 2017 for exhibitions after 1<sup>st</sup> Jan 2018. We may be able to put in an application.
- Action:** Lesley will investigate grants and her contacts in the industry for possible grant funding.
- 4.11 Budget – to be reviewed and compiled. Currently the reserve is approx. \$21k.
- Action:** David to review budget and report at next meeting.
- 4.12 Ardrossan Town Square – There is the potential to make use of the Town Square in Ardrossan for other activities over the Easter Weekend.
- Action:** Richard Cane will review the options.
- 4.13 Bar for opening night. Ardrossan Community Club (ACC) were utilised for 2016 and they did a great job. Suggestion to write a letter to see if they are open to assist for 2018.
- Action:** Draft letter to ACC
- 4.15 Tidy Towns and Garden Club also need to be approached to see if they are also willing to assist leading up to and throughout the Easter weekend.
- 4.16 Raffle – discussion occurred around raffle prizes?
- Action:** Allan Headon will contact Victoria Rolinski and David Harding will talk to Bruce Davey. Cr Braund will also try to source another painting to raffle.

## **ITEM 5 NEW BUSINESS**

5.1 Progress of event checklist and folders for new members.

**Action:** Rachel will organise compilation of 'Art Pack' for all committee members, highlighting key dates, forms, correspondence & tasks etc.

## **ITEM 6 NEXT MEETING**

Tuesday 21<sup>st</sup> February 11:00am

## **ITEM 7 MEETING CLOSE**

The meeting closed at 11:29am

.....  
**Chairperson – David Harding**



## Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Review Terms of Reference	David	21/02/2017		
Book Ardrossan Town Hall	Rachel	21/02/2017		
Write out to regular users of the Hall notifying of unavailability during Exhibition	Rachel	30/03/2017		
Appointment of Chairperson	David	21/02/2017		
Letters to go out to following organisation: <ul style="list-style-type: none"> <li>– Wheare Transport - to request assistance in support for transport of art works.</li> <li>– Garden Club – to request assistance for setting up hall for exhibition.</li> </ul>				
Review of Council Policy	All			
Marketing material to be reviewed – Website design, advertising to include posters				
Where do we advertise – website, Facebook, twitter, TV commercial??	All			
Sponsorship – review list and add possible sponsors. Include wineries, coopers, local businesses etc.	All			
Sponsorship – contact Carclew, Arts and Fringe	Lesley			
Notify Schools on the Yorke Peninsula to give them plenty of notice about the Exhibition and so they can build into their curriculum this year	Bobbi			
Research other Art Exhibitions	Carina			
Participating Artists – Artists in residence. This could include demonstrations, cartoon character drawings, school holiday activities (i.e. art classes for kids for a fee – aerosol art classes, drawing, painting classes). All to consider possibilities.	All			
Judges – need to write out to three (one local judge). Generally we will cover costs including travel and accommodation.	Pam and Alan			
Categories to be determined. Ideas included: <ul style="list-style-type: none"> <li>– Painting</li> <li>– Sculpture</li> <li>– Photography</li> <li>– Drawings</li> </ul>	All			



## Arts Exhibition Working Party

### Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Prizes to be determined for: – Local Artists; – Open Category; – Peoples choice; – Schools o Junior o Middle o Senior Prize pool of \$10,000????	All			
Source Grants and write applications - Australian Council of Arts Grant due 03/10/2017	Lesley and Alan			
Budget list to be compiled (reserve of \$21k)	David			
Town Square – ideas of linking events	Richard			
Bar for the opening night. Need to write to ACC to see if they can do again?				