



NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council's

ART EXHIBITION WORKING PARTY

will be held on Tuesday 11 February 2020

Maitland – Council Offices

commencing at 9:30am

Richard Cane
CHAIRPERSON

A G E N D A

ITEM 1 YORKE PENINSULA COUNCIL – ART EXHIBITION WORKING PARTY

- 1.1 Welcome by Chairperson - meeting declared open.
- 1.2 Present
- 1.3 Apologies/leave of absence
- 1.4 Minutes of previous meeting – for confirmation.
Art Exhibition Working Party meeting held on 14 January 2020.
- 1.5 Conflict of Interest

CONFLICT OF INTEREST

Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefits in items listed for consideration on the Agenda. Members must declare any interest and provide full and accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

ITEM 2 BUSINESS ARISING: (Attachment 1.)

- 2.1 Jack Fran (Weaners Flat) Mural
- 2.2 Raffle Books

ITEM 3 2020 EXHIBITION:

- 3.1 Update on progress to date – next steps
 - Perpetual Working Party Action List – Attachment 1.
 - Caterers and Photographers – suggestions Attachment 2.
 - Exhibition Action Plan – for feedback and comments – Attachment 3.
 - Progress Associations, exhibition roles, involvement & volunteer recruitment
 - Place to fill in names at ● and at #1, #2 etc of known staff and volunteers
- 3.2 Indigenous Art opportunity
- 3.3 Website Update – February 2020 Newsletter emailed 04/02/2020

ITEM 4 GENERAL BUSINESS:

- 4.1 4.2 Working Party – Roles and responsibilities
 - current Terms of Reference included

ITEM 5 NEXT MEETING:

- 5.1 Tuesday 10 March 2020, 9:30am – Minlaton, Council Offices

ITEM 6 MEETING CLOSE:



TERMS OF REFERENCE

Yorke Peninsula Art Exhibition Working Party

1. Establishment

The Yorke Peninsula Council (Council) established the Yorke Peninsula (YP) Art Exhibition Working Party to coordinate the biennial Art Exhibition. The YP Art Exhibition Working Party shall be known herein, as the Working Party.

2. Purpose

The Working Party will organise, coordinate and carry out the Art Exhibition on behalf of Council and is responsible to the Director Corporate and Community Services (CCS) in line with providing recommendations to Council on matters relating to the exhibition.

The underlying goals of the Working Party are to:

- Attract artists from our local area and across the state;
- Showcase the work of both emerging and established artists;
- Present exhibitors' works in the best possible light;
- Maximise the potential for exhibiting artists to sell their work;
- Maximise the fundraising potential of the Exhibition;
- Deliver value to sponsors and supporters;
- Encourage and provide opportunity to local and up-and-coming artists; and
- Exhibit as wide a range of artists as possible.

3. Membership

3.1 Membership of the Working Party may include:-

- Progress Association Representation;
- Elected Members; and
- Council staff.

3.2 The Working Party shall appoint a Chairperson and Deputy Chairperson.

3.3 All Working Party members are appointed for a four year term.

4. Quorum

A quorum for a meeting of the Working Party shall be half the membership plus one. Meetings are to be rescheduled where there is no quorum.

5. Frequency of Meetings

The Working Party shall meet generally each month, on a time, day and frequency that is acceptable by the members.

6. Notice of Meetings

Confirmation of meeting dates and times will appear as per the minutes. The rescheduling of meetings will be facilitated by Secretariat whereby all members will be notified.

7. Minutes of Meetings

Corporate and Community Services Department must keep, or arrange to be kept, minutes of every meeting of the Working Party. The minutes of the proceedings and meetings of the

Working Party must include:

- a) the names of Progress Association Representatives, Elected Members and Council staff in attendance;
- b) in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting
- c) its motion or amendments, and the names of the mover and seconder;
- d) whether a motion or amendment is carried or lost;
- e) any disclosure of conflict of interest made by a member;

Minutes of the meeting will be placed on the next immediate Council Agenda for motions and any recommendations from The Working Party for consideration and resolution.

8. Meeting Procedures

Meetings will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- *Council's Code of Conduct: Elected Members and Council Employees*
- *Local Government (Accountability and Governance) Act 2015*
- *PO015 Access to Council and Committee Meetings and Documents Code of Practice*

9. Reporting Responsibilities

The Working Party reports directly to the Director CCS who will oversee the Exhibition for Council and facilitate specialist services as required. The Working Party shall, through the Director CCS, make recommendations to the Council which are deemed appropriate on any area within its Terms of Reference where in its view, action or improvement is needed.

10. Decision Making

- 10.1** All decisions of the Working Party shall be made on the basis of a majority decision of the members present.
- 10.2** Each member of the Working Party present at a meeting must, subject to that person having a conflict of interest in the matter, vote on a question arising from a decision at that meeting.
- 10.3** Any member of the Working Party who has a personal interest or a direct or indirect pecuniary interest in any matter before the Working Party (other than an indirect interest which exists in common with a substantial class of persons) may participate in discussions on that matter but must not vote in any deliberations or decisions of the Working Party in relation to that matter.

11. Purchasing/Methods and Limits

Purchasing of goods and or material shall be within budget limitation and authorised by the Director Corporate and Community Services. All purchasing shall be in accordance with Councils P0058 – Purchasing and Procurement Policy.

Endorsed by Council	Next Review	Version	RM8 Ref #	Owner
Minutes 060/2017 (08/03/2017)	June 2019	1.0	17/8640	Director CCS
Minutes 133/2019 (12/06/2019)	March 2021	2.0	17/8640[v2]	Director CCS

ACTIONS –YPAEWP MEETINGS	RESPONSIBLE	DUE DATE	STATUS
ACTION: Leanne to follow up Sunnyhill Distillery	Leanne	Completed	Leanne says they recommend that we follow up Olivia (0418 896 449) at Sunnyhill Distillery.
ACTION: Carolyn to follow up Walford Parsons about the Parson family exhibition at Port Vincent	Carolyn	10/12/2019	follow up Walford in January 2020
ACTION: Renee and Carolyn Ramsey to amend the Working Party Terms of Reference to reflect the above changes for comment, feedback and endorsement by the YP Art Working Party.	Renee & Carolyn	May 2020	post 2020 Exhibition
ACTION: Jennifer to approach Rick Hutchinson and Antoinette McLean to donate an artwork.	Jennifer Robyn	Completed	
ACTION: Local Progress Associations are welcome to approach local businesses to donate to a general raffle that they organise to raise money that assists their local area of Ardrossan, Edithburgh and/or Yorketown.	WP members	14/01/2020	Ongoing
ACTION: Carolyn to follow up Olivia (0418 896 449) at Sunnyhill Distillery. Renee to look at the space next week and take some photos for staff to consider if the size will be an issue for Josh's work.	Carolyn	Ongoing	Olivia spoken to 11/12/2019 and sent the Art Trail registration form. Carolyn to follow-up in January 2020. Carolyn meeting with Olivia at Sunnyhill on Tues 18 February
ACTION: David H will personally speak to Michael Murdock and Fraser Ellis MP	David	14/01/2020	Pending, people away on Christmas leave

Member for Narungga.			
ACTION: Stuart will talk to Ardrossan Foodland, Kevin Holland SIMEC and Rotary Maitland	Stuart	14/01/2020	Ongoing
ACTION: Carolyn and Stuart to meet to discuss ways of personally approaching local businesses.	Carolyn	Completed	
ACTION: Carolyn to explore the impact and benefits of a range of scenarios, including points noted and distribute to Working Party members the letter (inviting Acquisitive Sponsors) for out of session consideration and response.	Carolyn	Suspended	Working PARYTY Agreed on 14/01/2020 to put this initiative on hold till the 2022 Exhibition
ACTION: Carolyn to call Victoria Rolinski as to making an Art Raffle donation as she has in the past.	Carolyn	14/01/2020	Ongoing – have not been able to contact by phone
ACTION: Carolyn to investigate the interest, impact and nature of this type of (<i>Contribution to the Arts</i>) Award and report back to the Working Party.	Carolyn	Suspended	Award Guidelines drafted for discussion Working PARYTY Agreed on 14/01/2020 to put this initiative on hold till the 2022 Exhibition
ACTION: Carolyn to seek a quote from Bray Signs (Maitland) or Bonnie the Embroiderer in Yorketown (Carly Harris) for lanyards and aprons.	Carolyn	Completed	Quotes (inc GST) received from Braysigns <ul style="list-style-type: none"> - 10 X (1200 x 1800) roadside corflute's \$110 ea. - 9 X aprons \$23 ea. - 50 X lanyards \$4.40 ea.
ACTION: Carolyn to provide a similar volunteer role list to the Yorketown and Edithburgh progress Associations to be included ie in local Newsletters as a call-	Carolyn	Completed	Attached to the 11 February Agenda – emailed 05/02/2020

out for volunteers.			
ACTION: Edithburgh and Ardrossan will recruit and organise their own volunteers and expect to be able to undertake the usual Exhibition roles based on their current volunteer pool.	Jennifer R Margie G	14/01/2020	Ongoing
ACTION: Carolyn and Taylor offered to be available to assist Yorketown with their exhibition set-up and staffing over the weekend as required.	Carolyn Taylor	Completed	
ACTION: Carolyn to follow up with Lesley the need for additional hanging hooks – Ardrossan have enough for their needs. Clem’s Shed (Yorketown) coordinators may be in a position to make some for Yorketown	Carolyn	14/01/2020	Pending
ACTION: Carolyn to meet with Chloe Brown (Financial Management) to clarify (and feedback to the Working Party) Councils Public Liability and volunteer insurance position and what the Insurance cover and needs for volunteers working on the 2020 Exhibition are.	Carolyn	Pending	Meeting 06/02/2020
ACTION: Carolyn to meet with Chloe to clarify (and feedback to the Working Party) Council’s position on cash handling and receiving online (electronic) payments and mobile EFTPOS devices.	Carolyn	Pending	Meeting 06/02/2020

ACTION: Carolyn to clarify and define what the 'arts' in the Award relates to and simplify the criteria for the application to encourage people to make a nomination.	Carolyn	Pending	
ACTION: Carolyn to ask David Harding if this 'Council' Award (judged by the Working Party) needs to go to Council for approval.	Carolyn	Completed	The decision is that of the Working Party An Information Report to Council is required outlining the Award and the WP decision
ACTION: Carolyn to confirm with Emma Hackett if this is possible, what needs to occur and if there are any implications of setting up the new, shorter URL with automatic redirection (links) to the existing and longer URL sites.	Carolyn	Completed	Emailed Emma who says a creating and linking to the URL YPArt is straight forward and at a min cost. She will quote and will get back to regarding the job and new, linking URL as YPArt.com.au
ACTION: once complete, all print material and other references to be updated from this point on to YP Art.	Carolyn	Ongoing	
ACTION: Carolyn to ensure all diary dates for 2020 meetings start at 9.30 am as today's meeting said 9.00am in online calendars.	Carolyn	Completed	
ACTION: Carolyn to email Art Raffle book flyer to Progress Associations to print as A3 for their Notice Boards.	Carolyn	Completed	

YPWP SUGGESTIONS	COMPANY	ACTION	QUOTE
Catering			
Sarah Oster 33coffeehouse@gmail.com 8837 4068	The Coffee House, Ardrossan		
Lisa Cooney (Goldy's wife) annettelodge@hotmail.com 0402 676 245	Ardrossan Angels, charity fundraiser		
Martha Marks Maitland/Athurton W&CH Auxiliary	Martha's Kitchen, Maitland		
Caroline Bonnett contact@mbcfoods.com.au 0408 082 542	MBC Catering, Marion Bay		
Ardrossan Bowling Club ardbowls@internode.on.net 8837 3096			
Ardrossan Golf Club ardgolf@bigpond.com 8837 3096			
Photographer			
Sue Hancock		Quote Requested 28/01/2020	Declined
Vicki Freer	0407 713 255		
Kelly Dyett		CI - Not approached	
Cr Adam Meyer		CI - Not Approached	
Kathy Gould	HIP Photography		
Kelly Hicks	Kelly Hicks Photos, Ardrossan	Quote Requested 28/01/2020	

2020 YP ART EXHIBITION VOLUNTEERS AND TASK CALENDAR

Attachment 3.

COMPLETED	TO COMPLETE	ARTWORK DELIVERIES	SCHOOL DELIVERIES	OPENING NIGHT
ARDROSSAN	YORKETOWN	EDITHBURGH		

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Book Ardrossan, Yorketown and Edithburg Halls / Venues	31 October year prior	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Ardrossan, Yorketown and Edithburg Progress Assoc to cross check and notify regular users of the Hall of unavailability during Exhibition times and dates 	
Raffle Books	30 November year prior	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Secure art work donations Design and Print Distribute to Progress Association Local businesses, VIC's Staff and YP Art WP Members 	
Design and Print Catalogue	1 April	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> YP Art WP and Ardrossan, Yorketown and Edithburg to cross check 	
Invitation List edits for Exhibition opening event	Tuesday 10 March	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Sponsors Award givers 	<ul style="list-style-type: none"> EA's David Harding Lesley A Swaans Mayor
FB and Council promotion		<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Scheduled posts 	<ul style="list-style-type: none"> Taylor Gray
Invitations out	Friday 13	<ul style="list-style-type: none"> Rachel Rain 	<ul style="list-style-type: none"> 	

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
	March			
Street Signage installed on public Roads	Friday 13 March	<ul style="list-style-type: none"> Carolyn Ramsey and Goldy 	<ul style="list-style-type: none"> Send list of locations the week prior Send signage (ready to install) 	<ul style="list-style-type: none"> Mel Wattke 0428 859 347
Online Payment Portal		<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Obtain devices Training and notes 	<ul style="list-style-type: none"> Chloe
Prepare 'Exhibition Boxes' for each site and deliver	Tuesday 31 March	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> boxes with all Exhibition (stationary) needs assembled volunteer sign-in sheets procedures – cheat sheets local hall/institute layout of screens and plinths local tourist information Q&A installation hardware exhibition Information signage Art Raffle books and cash box People's Choice voting slips ballot box programs for sale visitor book attendance (tick) sheet sweets / mints Progress Assoc donation box emergency / exhibition contact list 	
Pre Event Briefing / Training	6.30pm on	<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> Volunteers - compulsory attendance 	<ul style="list-style-type: none"> Margie Gaisford

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
	Tuesday 31 March in Minlaton Council Offices	•	<ul style="list-style-type: none"> • sign volunteer agreements • lanyards / aprons given out (serving staff) • cash handling training (if Vols don't attend this Briefing they cannot process sales) <ul style="list-style-type: none"> • 'End of Day' cash and sales reconciliation and security • venue exhibition boxes ready (for the 3 sites) • processes and procedures explained <ul style="list-style-type: none"> • ie one person at the Welcome table AT ALL TIMES • how to Receipt art works delivered • how to Receipt sales • artwork pick-ups, sold and unsold works • food and drink inside • tips on how to host – meet and greet guests and VIP's • dealing with difficult customers <ul style="list-style-type: none"> ○ how to deal with people insisting on taking the artwork they have purchased • dealing with children 'not under control' ie kids drawing corner on YPartX branded paper? • what to do if something breaks? • Q&A 	<ul style="list-style-type: none"> • Jennifer Robyn • Amanda Loechel • Lesley A Swaans •

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> • emergency / exhibition contact list 	
Confirm local Photographer	31 March	<ul style="list-style-type: none"> • Carolyn Ramsey 	<ul style="list-style-type: none"> • Event photographer – write a photo brief / list of image requirements (xxxx/xxxx) • YP Art WP members asked for suggestions • VIP names for photos 	
Confirm Opening Event Country Times Photo and Article	11 March	<ul style="list-style-type: none"> • Carolyn Ramsey 	<ul style="list-style-type: none"> • Sonny Coombes 	
Ensure Venues are clean and ready		<ul style="list-style-type: none"> • Ardrossan • Edithburgh • Yorketown 	<ul style="list-style-type: none"> • cleaning and sweeping (brooms) • amenity stocks ie toilet paper • bins – general and recycling 	
Art Screen floor plan and layout	Monday 30 March	<ul style="list-style-type: none"> • Ardrossan • Edithburgh • Yorketown 		<ul style="list-style-type: none"> • Stuart Palecek • Jennifer Robyn • Lesley A Swaans
Art Screens Delivered	Thursday 3 April	<ul style="list-style-type: none"> • Ardrossan • Yorketown 	<ul style="list-style-type: none"> • Ardrossan art screen from Art Shed – Tidy Towns • Hire Screens for Yorketown from Anthony Hart (in 2018, 10 for 64 works) 	<ul style="list-style-type: none"> • Tidy Towns • Lesley-Anne Swaans
Plinths delivered	Thursday 3 April	<ul style="list-style-type: none"> • Edithburgh 	<ul style="list-style-type: none"> • Check condition of plinths and paint if required 	<ul style="list-style-type: none"> • Jennifer Robyn • Terry Braund
Set up Art Screens and Plinths	Friday 3 April	<ul style="list-style-type: none"> • Ardrossan • Edithburgh • Yorketown 	<ul style="list-style-type: none"> • Progress Assoc • volunteers • as per floor plan 	#1 Tidy Towns #2 #3 #4
Artists deliver artworks to venues	Sat 4 April 9.00am -	<ul style="list-style-type: none"> • Ardrossan • Edithburgh 	<ul style="list-style-type: none"> • prefer artists have to drop off their own work 	#1 #2

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
	4.00pm	<ul style="list-style-type: none"> Yorketown 	<ul style="list-style-type: none"> Check all artwork hanging systems as to suitability and security If hanging systems ok/pass, Receipt each work of art delivered and give receipt to artist enter receipt number next to artists name on spreadsheet keep duplicate copy for Council records cross check / reconcile art work delivered to master spreadsheet one Council staff person at each site to assist and add some authority to process and field questions a reminder sign that artists exhibit at their own risk 	#3 #4
School Student artworks delivered to Ardrossan (unless otherwise arranged in advance)	Sat 24 March 9.00am - 4.00pm	<ul style="list-style-type: none"> Carolyn Ramsey Ardrossan Council Offices (if required) see school spreadsheet 19/46294 	<ul style="list-style-type: none"> Teachers drop work off to Ardrossan Check all artwork hanging systems as to suitability and security If hanging systems ok/pass, sign-off the <u>list of works</u> that must accompany the school students exhibition make a copy and give to teacher one copy for Council records cross check / reconcile art work delivered to master spreadsheet 	#1 #2 #3 #4
Layout artworks received placed in		<ul style="list-style-type: none"> Ardrossan – Stuart 	<ul style="list-style-type: none"> enter location of artist work to master 	#1

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
approx. location / position to Art Screens or plinths		<ul style="list-style-type: none"> • Palecek? • Edithburgh - Jennifer Robyn • Yorketown - Lesley Anne Swaans 	<ul style="list-style-type: none"> • spreadsheet • cross-check details on spreadsheet 	#2
Hang / install works of art 9.00am – 4.00pm TBC	Monday 6 April Tuesday 7 April	<ul style="list-style-type: none"> • Ardrossan – Stuart Palecek? • Edithburgh - Jennifer Robyn • Yorketown - Lesley Anne Swaans 	<ul style="list-style-type: none"> • enter location of artist work to master spreadsheet ie screen A, # 7 ?? 	#1 #2 #3 #4 Taylor Gray (YT)
Number and artist tags on works of art	Tuesday 7 April	<ul style="list-style-type: none"> • Ardrossan – Stuart Palecek? • Edithburgh - Jennifer Robyn • Yorketown - Lesley Anne Swaans 	<ul style="list-style-type: none"> • cross check name and location of artists work to master spreadsheet • create artist, art work tags to match spreadsheet 	#1 #2
Judging	From Tuesday 7 to Wednesday 8 April	<ul style="list-style-type: none"> • Ardrossan <ul style="list-style-type: none"> ○ Andrea Przygonski ○ Sandra Starkey ○ Simon • Edithburgh <ul style="list-style-type: none"> ○ Sandra Burt ○ Edward James • Yorketown <ul style="list-style-type: none"> ○ Pete Dobre ○ Merv Simmons 	<ul style="list-style-type: none"> • Prepare two judges packs for each category <ul style="list-style-type: none"> ○ fine art/painting ○ photography ○ sculpture • ensure exhibition space is safe/clear and ready for judging • have one person accompany the Judges at each site to <u>answer questions only</u>, ensure they have what they need (pens, judging slips, water etc.) 	<ul style="list-style-type: none"> • Margie Gaisford • Jennifer Robyn • Lesley Anne Swaans

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> Judges decisions are Final 	
OPENING EVENT @ ARDROSSAN				
Check Lighting		<ul style="list-style-type: none"> Margie Gaisford 		
Stage and hall furniture set-up	Wednesday 9 April	<ul style="list-style-type: none"> Margie Gaisford 	<ul style="list-style-type: none"> create a flexible and welcoming environment for the art exhibition to be enjoyed Welcome (invites, sales, information and Raffle Books) tables Seating (minimum) podium, screen and microphones 	#1 #2
Stage and hall decorations	Thursday 9 April	<ul style="list-style-type: none"> Maureen Knowles 	<ul style="list-style-type: none"> Create a creative and attractive environment for the art exhibition – in both halls and entrance foyer and on the podium 	#1 Garden Club members #2
Opening Night run sheet		<ul style="list-style-type: none"> Carolyn Ramsey 	<ul style="list-style-type: none"> MC Notes for Amber Joy Poulton Speech Notes <ul style="list-style-type: none"> Mayor David Braund YPWP Chair, Richard Cane 	
Opening Night - YP Art Exhibition Working Party Team (event hosts)	Thursday 9 April	<ul style="list-style-type: none"> Richard Cane 	<ul style="list-style-type: none"> WP Team event hosting duties <ul style="list-style-type: none"> meet and greet guests Geoff Lock care for VIP's ie introductions 	#1 Cr Tania Stock #2 Cr Roger Johns #3 Carolyn Ramsey #4 Lesley Anne Swanns

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> welcome Sponsors welcome artists Introductions to VIP's keep an eye on the artwork – ie no touching ensure people are enjoying our hospitality (food and drinks) keep an eye on event tidiness know emergency evacuation exits and procedures encourage guests to use our event hashtag when posting about it on their social media channels or sharing photos and videos from the event @YPArtExhibition #ypartx (have printed cards to hand out) sincerely thank people for coming when they leave 	#5 Richard Cane #6 Leanne Cane #7 Jennifer Robyn #8 Amanda Loechel #9 Suz'Anne Warren #10 Margie Gaisford #11 Stuart Palecek
Prepare display spaces for winning entries from Edithburgh (2) and Yorketown (2)	Wednesday 9 April	<ul style="list-style-type: none"> Margie Gaisford 	<ul style="list-style-type: none"> Large black fabric to cover judged, winning art works from Edithburgh and Yorketown till they are announced Rope off the screens / space in front of the Stage to make sure there is no peeking 	
Opening Night food coordination	Thursday 9 April	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Local café/caterer suggestions Caterer confirmed is _____ 	#1 #2

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Opening Night bar & beverages coordination	Thursday 9 April	<ul style="list-style-type: none"> • <i>John Sandercock TBC</i> • 	<ul style="list-style-type: none"> • Wine supply • Beer supply • Glasses supply • Glass collection • Glass washing • Alcohol supplier confirmed is _____ In 2018 - Pernod Ricard (5doz) Yorke Valley Hotel (1 doz red&white) TBC for 2020 	
Welcome and Sales Table Set Up	Thursday 9 April	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • staff set up for art sales, enquiries etc • Art sales Receipt books (for Ardrossan) • table already set up as per as per above – • 	
Official Opening Night event 7.30 for 8pm start Thursday 9 April	Thursday 9 April	<ul style="list-style-type: none"> • Carolyn Ramsey 	<ul style="list-style-type: none"> • greet and brief MC Amber Joy Poulton • meet and greet VVIPs • meet and greet artists • meet and greet community and staff 	<ul style="list-style-type: none"> #1 Richard Cane (YPWPChair) #2 Mayor David Braund #3 Elected Members
Raffle Book Sellers	Thursday 9 April	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • walk around selling Art Raffle tickets • reconcile and secure Raffle Money and donations 	<ul style="list-style-type: none"> • High School Students? • Staff? #1 #2 #3 #4

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Opening Night Art Sales Team	Thursday 9 April	<ul style="list-style-type: none"> • Margie Gaisford 	<ul style="list-style-type: none"> • Sale procedures <ul style="list-style-type: none"> • ie one person at the Welcome / Sales table AT ALL TIMES • answering enquiries • receipting sales • Red dot- sales • check-off sales to artist on master spreadsheet • artwork pick-up instructions for sold works (<i>slip of paper with instructions given to purchasers</i>) • reconcile and secure sale transactions • secure paperwork, cash and receipts • 	<ul style="list-style-type: none"> •
ARDROSSAN				
Judging	Between Tuesday 7 to Wednesday 8 April	<ul style="list-style-type: none"> • Carolyn Ramsey TBC • Judges <ul style="list-style-type: none"> ○ Andrea Przygonski ○ Sandra Starkey Simon 	<ul style="list-style-type: none"> • Prepare two judges packs for Fine Art / Painting • ensure exhibition space is safe/clear and ready for judging • have one person accompany the Judges at each site to <u>answer questions only</u>, ensure they have what they need (pens, judging slips, water etc.) • 	#1
Clean venue post Opening Launch event	Friday 10 April	<ul style="list-style-type: none"> • Council cleaning contractors 	<ul style="list-style-type: none"> • Book / engage contractors • Check best time - late Thursday or early 	

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> Friday ie 6.00am? TBC 	
Exhibition Friday (9.30am-4.00pm)	Friday 10 April	•	<ul style="list-style-type: none"> 9.00am – 12.30pm Set up for the day in readiness for Opening doors at 9.30am 	#1 #2 #3
Exhibition Friday (9.30am-4.00pm)	Friday 10 April	•	<ul style="list-style-type: none"> 12.15pm – 4.30pm Reconcile and secure sales, raffle money and donations 	#1 #2 #3
Exhibition Saturday (9.30am-4.00pm)	Saturday 11 April	•	<ul style="list-style-type: none"> 9.00am – 12.30pm Set up for the day in readiness for Opening doors at 9.30am 	#1 #2 #3
Exhibition Saturday (9.30am-4.00pm)	Saturday 11 April	•	<ul style="list-style-type: none"> 12.15pm – 4.30pm Reconcile and secure sales, raffle money and donations 	#1 #2 #3
Exhibition Sunday (9.30am-4.00pm)	Sunday 12 April	•	<ul style="list-style-type: none"> 9.00am – 12.30pm Set up for the day in readiness for Opening doors at 9.30am 	#1 #2 #3
Exhibition Sunday (9.30am-4.00pm)	Sunday 12 April	•	<ul style="list-style-type: none"> 12.15pm – 4.30pm Reconcile and secure sales, raffle money and donations 	#1 #2 #3
Exhibition Monday (9.30am-12noon)	Monday 13 April	•	<ul style="list-style-type: none"> 9.00am – 12noon set up for the day in readiness for 	#1 #2

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Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			Opening doors at 9.30am <ul style="list-style-type: none"> Reconcile and secure sales, raffle money and donations 	#3
Artists Advised of sales (12noon – 1.00pm). Call all artists who have sold ALL art work advising them they do not need to pick up any work and that their sales income will be processed in the following week TBC	Monday 13 April	•	12.00am – 1.00pm <ul style="list-style-type: none"> Call all artists who have sold ALL art work Reconcile and secure sales, raffle money and donations set up two lines / collection points <ul style="list-style-type: none"> 1 line for sold work collection 1 line for unsold work collection TBC COPY Master Spreadsheet to cross check / reconcile art work being picked up to sold and unsold spreadsheets (1x each line) TBC 	#1 #2 #3 #4
Sold Artwork pickups Monday (1.00pm – 3.00pm) Artists collect their Unsold work	Monday 13 April	•	1.00pm – 3.30pm <ul style="list-style-type: none"> cross check / reconcile art work being picked up to master spreadsheet (sold and unsold work) Reconcile and secure sales, raffle money and donations Return All Raffle Tickets to Carolyn or Ardrossan Exhibition staff (Margie Gaisford) by 4.00pm, Monday 13 April 	#1 #2 #3 #4
Exhibition and venue Pack-up	Tuesday 14 April	• Tidy Towns	10.00am – 3.00pm <ul style="list-style-type: none"> art Screens checked and returned to Art 	#1 #2

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			Shed <ul style="list-style-type: none"> any damage noted and reported back artists collect their unsold work final reconciliation of sales, raffle money and donations bank or secure monies – TBC 	#3 #4
EDITHBURGH				
Judging	Between Tuesday 7 to Wednesday 8 April	<ul style="list-style-type: none"> Jennifer Robyn Judges Sandra Burt Edward James 	<ul style="list-style-type: none"> Prepare two judges packs for sculpture ensure exhibition space is safe/clear and ready for judging have one person accompany the Judges at each site to answer questions only, ensure they have what they need (pens, judging slips, water etc.) 	#1
Winning Sculpture Entries to Ardrossan	Thursday 9 April	<ul style="list-style-type: none"> Jennifer Robyn 	<ul style="list-style-type: none"> if practical (considering size/weight etc) 	#1
Exhibition Friday (10.00am-2.00pm)	Friday 10 April	<ul style="list-style-type: none"> 	9.30am – 11.30pm <ul style="list-style-type: none"> Set up for the day in readiness for Opening doors at 10.00am 	#1 #2 #3
Exhibition Friday (10.00am-2.00pm)	Friday 10 April	<ul style="list-style-type: none"> 	11.15am – 2.30pm <ul style="list-style-type: none"> close doors, pack up and tidy venue (inc straightening artworks) reconcile and secure sales, raffle money and donations 	#1 #2 #3

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Exhibition Saturday (10.00am-2.00pm)	Saturday 11 April	•	9.30am – 11.30pm • Set up for the day in readiness for Opening doors at 10.00am	#1 #2 #3
Exhibition Saturday (10.00am-2.00pm)	Saturday 11 April	•	11.15am – 2.30pm • close doors, pack up and tidy venue (inc straightening artworks) • reconcile and secure sales, raffle money and donations	#1 #2 #3
Exhibition Sunday (10.00am-2.00pm)	Sunday 12 April	•	9.30am – 11.30pm • Set up for the day in readiness for Opening doors at 10.00am	#1 #2 #3
Exhibition Sunday (10.00am-2.00pm)	Sunday 12 April	•	11.15am – 2.30pm • close doors, pack up and tidy venue (inc straightening artworks) • reconcile and secure sales, raffle money and donations	#1 #2 #3
Artists Advised of sales (2.00pm – 3.00pm) Call all artists who have sold ALL art work advising them they do not need to pick up any work and that their sales income will be processed in the following week TBC	Sunday 12 April	•	2.00pm - 3.00pm • Call all artists who have sold ALL art work • Reconcile and secure sales, raffle money and donations • set up two lines / collection points <ul style="list-style-type: none"> • 1 line for sold work collection • 1 line for unsold work collection TBC • COPY Master Spreadsheet to cross check / reconcile art work being picked up to	#1 #2 #3 #4

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> • sold and unsold spreadsheets (1x each line) TBC 	
<p>Sold Artwork pickups Sunday (3.00pm – 5.00pm)</p> <p>Artists collect their Unsold work</p>	Sunday 12 April	•	<p>3.00pm – 5.30pm</p> <ul style="list-style-type: none"> • cross check / reconcile art work being picked up to master spreadsheet (sold and unsold work) • Reconcile and secure sales, raffle money and donations 	#1 #2 #3 #4
Exhibition Monday (Closed)	Monday 13 April	•	Closed	#1 #2 #3
Exhibition Pack-up Plinths checked and returned / ready to return	Tuesday 14 April	•	<p>10.00am – 3.00pm</p> <ul style="list-style-type: none"> • final reconciliation of sales, raffle money and donations • plinths cleaned 	#1 #2 #3 #4
YORKETOWN				
Judging	Between Monday 6 to Wednesday 8 April	<ul style="list-style-type: none"> • Lesley Anne Swaans • Judges <ul style="list-style-type: none"> ○ Pete Dobre ○ Merv Simmons 	<ul style="list-style-type: none"> • Prepare two judges packs for Photography • ensure exhibition space is safe/clear and ready for judging • have one person accompany the Judges at each site to <u>answer questions only</u>, ensure they have what they need (pens, judging slips, water etc.) 	#1

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Photography Workshop (9.00am – 5.00pm) <ul style="list-style-type: none"> • 9.00am Registrations for a 9.30 start with morning tea • 9.30 – 12.30; inside session • 12.30 - 1.15; lunch • 1.15 – 4.30pm; make own way to Corny Point for outdoor session (water and fruit available to take for the afternoon) 	Thursday 9 April	<ul style="list-style-type: none"> • Lesley Anne Swaans • Tutors - Pete Dobre and Vicki Freer 	<ul style="list-style-type: none"> • Max 12 participants • Setup room, projector, tea, coffee & water, etc. • Lunch provided 	<ul style="list-style-type: none"> • Yorketown Progress catering TBC
Winning Photography Entries to Ardrossan	Thursday 9 April	<ul style="list-style-type: none"> • Lesley Anne Swaans 		#1 Lesley Anne Swaans
Exhibition Friday (10.00am-2.00pm)	Friday 10 April	<ul style="list-style-type: none"> • 	9.30am – 11.30am <ul style="list-style-type: none"> • Set up for the day in readiness for Opening doors at 10.00am 	#1 #2 #3
Exhibition Friday (10.00am-2.00pm)	Friday 10 April	<ul style="list-style-type: none"> • 	11.15am – 2.30pm <ul style="list-style-type: none"> • close doors, pack up and tidy venue (inc straightening artworks) • reconcile and secure sales, raffle money and donations • 	#1 #2 #3
Exhibition Saturday (10.00am-2.00pm)	Saturday 11 April	<ul style="list-style-type: none"> • 	9.30am – 11.30am <ul style="list-style-type: none"> • Set up for the day in readiness for Opening doors at 10.00am 	#1 #2 #3
Exhibition Saturday (10.00am-2.00pm)	Saturday 11 April	<ul style="list-style-type: none"> • 	11.15am – 2.30pm <ul style="list-style-type: none"> • close doors, pack up and tidy venue (inc straightening artworks) 	#1 #2 #3

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
			<ul style="list-style-type: none"> reconcile and secure sales, raffle money and donations 	
Exhibition Sunday (10.00am-2.00pm)	Sunday 12 April	•	9.30am – 11.30am <ul style="list-style-type: none"> Set up for the day in readiness for Opening doors at 10.00am 	#1 #2 #3
Exhibition Sunday (10.00am-2.00pm)	Sunday 12 April	•	11.15am – 2.30pm <ul style="list-style-type: none"> close doors, pack up and tidy venue (inc straightening artworks) reconcile and secure sales, raffle money and donations 	#1 #2 #3
Artists Advised of sales (2.00pm – 3.00pm) Call all artists who have sold ALL art work advising them they do not need to pick up any work and that their sales income will be processed in the following week TBC	Sunday 12 April	•	2.00pm – 3.00pm <ul style="list-style-type: none"> Call all artists who have sold ALL art work Reconcile and secure sales, raffle money and donations set up two lines / collection points <ul style="list-style-type: none"> 1 line for sold work collection 1 line for unsold work collection TBC COPY Master Spreadsheet to cross check / reconcile art work being picked up to sold and unsold spreadsheets (1x each line) TBC 	#1 #2 #3 #4
Sold Artwork pickups Sunday (3.00pm – 5.00pm)	Sunday 12 April	•	3.00pm – 5.30pm <ul style="list-style-type: none"> cross check / reconcile art work being picked up to master spreadsheet (sold 	#1 #2 #3

Task / Role	Dates	Key / Lead Progress Ass Person	Role Specifics / Details	#Volunteer and/or Staff Name
Artists collect their Unsold work			<ul style="list-style-type: none"> and unsold work) • Reconcile and secure sales, raffle money and donations • Return All Raffle Tickets to Carolyn or Ardrossan Exhibition staff (Margie Gaisford) by 4.00pm, Monday 13 April 	#4
Exhibition Monday (Closed)	Monday 13 April	•	Closed	#1 #2 #3
Exhibition Pack-up	Tuesday 14 April	•	10.00am – 3.00pm Hall cleared Art Screens checked and returned / ready to return	#1 #2 #3 #4
End of Exhibition Debrief and Evaluation	Thursday 16 April	• Carolyn Ramsey	<ul style="list-style-type: none"> • Group Discussion/meetings • Survey Monkey • emails 	<ul style="list-style-type: none"> • Volunteers • Staff • Elected Members • YP Art WP • Artists • Sponsors • Progress Assoc • MC •