



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

held on Tuesday 11 February 2020 in the  
Maitland Council Office  
commencing at 9:30am

(Subject to confirmation)

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### 1 **OPEN**

#### 1.1 **Welcome by Chairperson**

Richard Cane declared the meeting open at 9:42am and thanked everyone for attending.

#### 1.2 **Present** – Mayor Darren Braund, Cr Roger Johns, Richard Cane (Chair), Taylor Gray (Vice Chair), Leanne Cane, Carolyn Ramsey (Minute Secretary), Jennifer Robyn and Stuart Palecek

#### 1.3 **Apologies/leave of absence** – Cr Tania Stock, Suz'Anne Warren, David Harding, Amanda Loechel, Lesley- Anne Swaans

- Carolyn advised the meeting that she had been told that Lesley Anne Swaans had resigned from the Yorketown Progress Association.

#### 1.4 **Minutes of previous meeting**

**Taylor Gray moved**

**Stuart Palecek seconded**

That the Minutes of the Art Exhibition Working Party (AEWP) meeting held on 14 January 2020 be confirmed as a true record.

**CARRIED**

### 2 **BUSINESS ARISING**

#### 2.1 **Jack Fran – Weaners Flat Mural ArtWork**

Carolyn has met the artist, Jack Fran and they attended the Yorketown Progress meeting on the evening of 4 February and held a community meeting at 9.30am on Wednesday 5 February that was attended by 13 Students from Yorketown Area

School and members of the community. Total 22 people.

Both the Progress and community meetings went very well. We outlined the project and the \$4k funding by Council and general approach to be taken by the artist. Jack spoke about his experience and outlined how he worked on regional community Murals of this type.

The attendees were asked to tell us about what they would and wouldn't like to see the Mural contain and concepts they would like to be represented. These included, icons of the area ie Salt Lakes and local people and characters, their sense of pride in the area, love of sports and birds as well as a place where five (5) roads converge sunsets and wind and windmills.

Cr Johns reiterated the general messages reported back from the Community to the meeting – local characters (Soxy), local young people, include all generations and local grain produce.

**ACTION:** Carolyn to send out to WP Members, the notes from the two community Mural meetings.

**4.1 Raffle Books** – all Working Party members were encouraged to take Raffle Books with them, and give them to their Progress Associations or for distribution to local businesses.

**ACTION:** WP Members to ensure ticket sellers all have signed Authority Certificates when selling Art Raffle books on behalf of the event / Council.

**4.2 Exhibition Sales** – Councils Cash Handling Policy requires that anybody handling cash (including using the EFTPOS Machine and Art Raffle monies) on behalf of Council needs to be an 'Authorised Person'.

Chloe Brown (Accountant, Yorke Peninsula Council) attended meeting from 10:05am to 10:11am and outlined the following key points we need to cover and plan for:

- a minimum two people (at least one trained as a Responsible Person) are required at each site where Cash and EFTPOS sales are being handled for security and processing;
- Council has a manual process (form) for card sales if there is no one present to undertake an electronic, EFTPOS sale;
- each site needs secure folders or tins for cash, all sale forms and copies of receipts;
- training in Cash Handling and Inducted as a Council Volunteer is required for anyone processing sales over Easter for the exhibition, on behalf of Council.

**ACTION:** Progress Associations / Edithburgh Art or Institute Group to nominate a minimum two people to attend Council Volunteer Induction and Cash Handling Training by 24 February. One of whom to be onsite / contactable to process the sale of artworks.

**ACTION:** Carolyn to arrange Volunteer Induction and Cash Handling Training for as soon as practical.

### **3 2020 EXHIBITION**

Carolyn gave a quick update as to:

- **GFG Alliance Sponsorship:** Still waiting to hear from GFG Alliance about our Exhibition Grant (Sponsorship) sought from GFG Alliance of \$ 5,785 . She was told they were now meeting in February 2020 and we would be notified after that.

**ACTION:** Carolyn to follow-up and report back at the March meeting,

- **Lanyards, aprons and street signage:** road signs will be ordered from Bray Signs and Carolyn is seeking another quote for the lanyards and aprons from an Adelaide company she has worked with before.

**ACTION:** Carolyn to report back on Quotes for Lanyards and Aprons

- **Linking URL:** A quote for securing a new linking URL as ie YPart.com.au has been sought from our web designer.

**ACTION:** Carolyn to report back on URL's and cost at the March meeting,

#### **3.1 Update on Progress to date – as per attachments to Agenda.**

- **Perpetual Working Party Action List (Att 1.)** Members and staff reported back on the progress of their allocated Actions and the table is updated for each meeting.
- **Exhibition Action Plan (Att 2.)** - Carolyn outlined the role and intent of the Draft document as the Exhibition 'guidebook' and the need for the Progress Association to allocate names to the roles and positions identified in the document. She has filled in key people where possible, but it's up to the Progress Associations to identify and people the exhibition over the Easter Long Weekend. Members were also asked to identify any roles or tasks they thought were missing from the Exhibition Action Plan.

**ACTION:** Working Party members to get the document to their Progress Association / Exhibition organisers to feedback and fill in the gaps before the end of February.

### **4. GENERAL BUSINESS including ANY OTHER BUSINESS (AOB)**

#### **4.1 MY5CS – Regional Radio Proposal**

MY5CS approached Council to provide Regional Radio advertising for the 2020 YP Art Exhibition as per a proposal dated 21 January 2020 for the fee of \$800 (ex GST). Staff met with MY5CS representatives and believe that this advertising and promotion would again (engaged for 2018 exhibition) be of benefit in promoting the Exhibition to regional areas over Easter, reaching a wider community. Including Hawker, Port August / Whyalla, Peterborough, Barossa Valley and Yorke Peninsula to approximately Maitland.

**MOTION:** That MY5CS Regional Radio be engaged for the 2020 YP Art Exhibition as per their proposal dated 21 January 2020 for the fee of \$800 (ex GST).

**Moved** by Carolyn Ramsey

**Seconded** by Darren Braund

**CARRIED**

- #### **4.2 Angelina Harradine – called Carolyn during the week as she would like to facilitate Indigenous art involvement in the 2020 exhibition through her 'Songlines' exhibition. A meeting is planned for this afternoon. Members discussed that we have tried in the past to include Indigenous artists and for a variety of reasons, we**

have not been able to make this happen.

**4.3 Survey** – the importance of surveying visitors to the exhibition, artists, public and community and progress Associations was discussed and is included in the Event Plan that was distributed.

Using a range of survey tools ie Survey Monkey, also included getting people to answer a few questions as part of the People’s Choice entry forms. Getting peoples immediate response was important and probably the most direct and accurate way to get feedback. Feedback slips / comments box along with attendance counters at the exhibition tables were also supported. Whilst we were all mindful to keep the information quick/brief, the questions / information that we would like to gather included:

- Postcode? XXXX
- How did you hear about us?  
– with tick boxes for

radio	<input type="checkbox"/>	road signage	<input type="checkbox"/>	FB	<input type="checkbox"/>
local press	<input type="checkbox"/>	word of mouth	<input type="checkbox"/>	Councils webpage	<input type="checkbox"/>

- Out of ten, how good is the exhibition? 1 - not good to 10 – very good
- Are you an exhibitor? Yes/No
- Have you attended before? Yes/No
- Will you visit the other exhibitions? Yes/No
- Any other comment??

**4.4 Coffee Van** – it was suggested that Wilfred the Van (coffee and sweets) be invited to trade over Easter at the site of the Mural painting (Weaners Flat) and exhibitions as suitable.

**ACTION:** Carolyn to contact Wilfred the Van and Phil Hermann to seek interest and confirm the Council requirements/permits required.

**4.5 Diary Date** - To ensure that all Elected Members, Senior and key Council staff have the 2020 YP Art Exhibition event in their Easter calendars, Carolyn offered to put the Opening Event date into all their diaries as a ‘meeting Request’

**ACTION:** Carolyn to enter the Opening Night event on 9 April into Elected Members, Senior and key Council staff electronic calendars.

**5. NEXT MEETING**

Tuesday 10 March 2020, 9.30am, Minlaton Council Office.

**6. MEETING CLOSE**

The meeting closed at 10.44am

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**Chairperson** – Richard Cane

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**Vice Chairperson** – Taylor Gray