



**2021 YP ART EXHIBITION WORKING PARTY
MEETING NOTES**

9.30am, Tuesday 23 March 2021 - Minlaton

ITEM 1 YORKE PENINSULA COUNCIL – YP ART EXHIBITION WORKING PARTY

1.1. Welcome by Chairperson

Richard Cane declared the meeting open at 9.30am and thanked everyone attending.

1.2. Present – Richard Cane (Chairperson) Mayor Darren Braund (Zoom), Cr Tania Stock (Zoom), Bobbi Pertini (Zoom), Lesley-Anne Swaans, Jennifer Robyn, Kallie- Anne Eglinton (Zoom), Liz Rawolle, Stuart Palecek and Carolyn Ramsey,

1.3. Apologies / Absent – Cr Roger Johns, Taylor Gray

1.4. Minutes of previous meeting

Motion: That the Minutes of the Art Exhibition Working Party (AEWP) meeting held on 12 January 2021 be ratified as a true record.

Moved: Stuart Palecek

Seconded: Jennifer Robyn

Carried

Motion: That the Minutes of the Art Exhibition Working Party (AEWP) meeting held on 23 February 2021 be ratified as a true record.

Moved: Mayor, Darren Braund

Seconded: Carolyn Ramsey

Carried

ITEM 2 BUSINESS ARISING:

2.1 Outstanding Actions:

2.1.1 Sponsorship

- Patron Prize
 - Potential contributors are yet to be contacted. Richard has one person in mind to approach.

ACTION: Carolyn to find the names and contact details of people who purchased in 2018 and forward to Richard

- Sponsorship Squares

The Catalogue (draft print) was tabled for WP information.

Discussion was about the expectation that the Sponsorship Squares (SS) page is printed as part of

the Catalogue is placed on the inside of the back page of the Catalogue and not on a separate page to be inserted / collected.

ACTION: redesign end pages of the Catalogue (in house/Council staff) to include the Sponsorship Squares page and redesign / move the Map to the back cover.

ACTION: include on SS page 'see in store for 'special offers/deals'

Thankyou to Kallie for her SS input and assistance to this point.

ACTION: Carolyn to email WP the final version of the catalogue – it's a very large file so she will explore a 'drop-box' for information.

2.1.2 'Operations / How To Guide' for receiving, handling, managing and selling Art Works

- Ardrossan (fine art / painting)
- Edithburgh (sculpture)
- Yorketown (photography)

ACTION: Still required by each Exhibition site

ACTION: Stuart to send the documents he has that were created by Brenda Bowman to Carolyn and Richard

2.1.3 Invitations have gone out by email and currently RSVP's are being received. Staff / volunteers are not included in the 200 guest limit as required by Liquor Licensing and COVID Safe Plans.

- Carolyn has received one person so far asking to go on the waiting list
- Our position to opening up the invite to other attendees/invitees to be assessed the day of the RSVP closing date – 22 March 2021.

ITEM 3 2021 EXHIBITION:

3.1 Volunteer Briefing and Finance Training

Jennifer and Darren attended the Volunteer Briefing and Finance Training, on Tuesday 2 March in Maitland.

ACTION: Carolyn to organise another session for Liz, John, Richard (TBC) Kallie (inc Holly Simmons) and Cr Stock – not during school hours and preferably on a Friday.

Training occurs in Maitland due to staff availability.

If artwork sales are required when there is no-one available on site who has been trained, volunteers can call another site and have the sale / payment made over the phone.

3.2 Hall Bookings and Related Business

3.2.1 List of Exhibition sitters (as per Online Registrations) was tabled.

ACTION: Progress Associations to schedule Exhibition sitters to cover all required opening hours and tasks. One, to be a person who has been Inducted as a Council Volunteer and undertaken the Finance / Cash Handling Training.

NOTE: Work Health Safety Guidelines / Risk Assessment requires a minimum of two volunteers to be scheduled at the same time.

3.2.2 Ardrossan Lights Install

ACTION: Richard reported this would be done by 19 March 2021

3.2.3 Art Screens

Hart Brothers Sponsorship will deliver ten (10 art display screens and feet/stands on Wednesday 24 March to Yorketown Town Hall.

ACTION: Carolyn to confirm a time and let Liz know so she can organise people to receive them at

Yorketown.

ACTION: Liz to ask John to prepare 20 pieces of cardboard, cut to size to protect the floor of the Hall from the rough safety screen feet/stands.

ACTION: Carolyn to confirm the feet/stand size required and let Liz/john know.

ACTION: Stuart is happy to draw up the layout for a clear floorplan as required for Hall / screen layout – to form part of the 'How To' Guidelines.

3.2.4 Cleaning

Has been organised as:

- Major cleans before and after the Exhibition at the Ardrossan and Yorketown Halls done by using the normal cleaning schedule.
- Wash/polish the Ardrossan floor the day before.
 - if the hall requires extra heavy cleaning (which we doubt) we will be charged at an hourly rate
- Cleaning after the opening night will be \$80.00 and includes toilet cleaning and a general tidy up throughout the Hall. This price does not include washing or polishing the main floor.
- Supplies of toilet paper, hand towels and soap will be left for the volunteers to replace.
 - keys to open the dispensers will be on hand at each site
- Cleaning schedule does not include Edithburgh – needs to be followed up and confirmed
- After hours emergencies, call Cootey at Rapid Detail (include contact details in the Guidelines)

ACTION: Carolyn to follow-up cleaning at Edithburgh

ACTION: Carolyn to provide each site with the A/H contact details for Rapid Detail to attend if there is a larger, unexpected clean / mess needing attention.

3.3 Opening Night

3.3.1 Due to budget restraints Carina reported that Council's People, Culture and Safety Team will undertake the catering using a small plate/cup container serving approach. Aim is to provide two savoury and two sweet options for people to enjoy.

It is expected catering will come in about \$500, about \$2.50 each person.

ACTION: Carolyn, Bobbi and Carina to meet to work out food options.

ACTION: Carolyn to create an Opening Night Task List

ACTION: Carolyn to draft MC Running Sheet / Notes

ACTION: Carolyn to draft Mayors Speech Notes

3.3.2 Numbers as restricted by Covid Regulations and our Liquor License were discussed. It was confirmed that the 200 capacity / maximum numbers attending, applied to guests only and did not include staff and volunteers working on the night.

3.3.3 Oatley Wine Merchants have confirmed as our 2021 Wine Sponsor – thankyou to Kallie for her lead.

3.3.4 Art Category Judges are invited to gift the 2021 YP Art Exhibition Art Prizes, unless otherwise required.

3.3.5 Ardrossan Tidy Towns will be onsite in the Ardrossan Hall on Monday 22 March to start setup of screens.

3.3.6 Edithburgh Markets will be outside on the lawns. Plinths required are being sourced at the moment and will be covered with black cloth for a clean look and consistency. Milk crates are an easy plinth option if required.

3.3.7 Donated art, Raffle Prizes to be collected from each Council Office site and taken to Ardrossan for Opening Night.

ACTION: Staff / WP members to arrange and confirm delivery of Prizes before Opening Night and return a Prize to each site for the Exhibition weekend – sculptural work to Edithburgh and one painting each to Yorketown and Ardrossan.

3.3.8 Cash tins – separate tin for each ‘sale’

- Raffle Tickets
- Donations
- Catalogue sales \$5.00 each

3.4 Photography Workshop

We have 13 registrants, this includes one ‘refresher’ registrant at the special price of \$95

3.5 Promotion

2021 YP Art Exhibition Catalogue was tabled for discussion. The WP wished to have more time to consider it.

Carolyn informed the group that the School Entries have been included for the first time as part of the main Catalogue.

A Publisher file had been sent to the printers, however it was too large for them to open so will need to be compressed as a PDF and resent.

The ‘inclusion’ of the Sponsorship Squares (SS) was discussed and the expectation that the SS form / logos are included as part of the printed Catalogue pages and not a separate insert, ie printed on the inside back cover.

The reconfiguration of the back few pages was discussed, ie remove the location map or make smaller and move to the back cover.

ACTION: Carolyn to work with the Council designer to see what is possible and resend to WP for comment.

ACTION: Carolyn to arrange for a copy to be sent to the WP c/- Drop Box for feedback.

ITEM 4 AOB and GENERAL BUSINESS:

4.1 Future 2021 Meeting Dates (proposed)

- 9.30am, Tuesday 23 March 2021 – Minlaton
- 9.30am, Tuesday 13 April 2021 – Minlaton

ITEM 5 NEXT MEETING:

9.30pm, Tuesday 23 March 2021 – Minlaton and by Zoom

ITEM 6 MEETING CLOSE:

The meeting closed at 10.45 am

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Chairperson – Richard Cane

Vice Chairperson - vacant