



NOTICE OF MEETING

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

ART EXHIBITION WORKING PARTY

will be held on Thursday 15th February 2018

in the Maitland Office Meeting Room

commencing at 2.00pm

Alan Headon
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 1st February 2018.
- 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 CORRESPONDENCE IN

- Email from Scott Glazbrook – Mad Panic Promotions – wanting confirmation on lighting requirements for YP Art Exhibition.
- Email from Jan Purvis via Ian Archibald regarding restricted opening hours at Yorketown photography exhibition.
- Email from Wendy Story following up on advertising locally.
- Email from Merv Simmonds regarding judging of Yorketown photography exhibition and interest in attending photography workshop.
- Email from Peter Dobre querying accommodation for Yorketown photography exhibition.
- Email from Andrea Przygonski via Alan Headon stating availability to judge fine art exhibition and requesting confirmation of reimbursement for travel, accommodation and meals.
- Email from Scott Glazbrook – Mad Panic Promotions – quote for lighting requirements for YP Art Exhibition.

ITEM 3 CORRESPONDENCE OUT

- Email to Scott Glazbrook – Mad Panic Promotions – requesting quote for lighting.
- Email to Merv Simmonds with details regarding judging of Yorketown photography exhibition and Yorketown photography workshop.
- Email to Peter Dobre confirming accommodation has been booked.
- Email to Ian Archibald with statement of supplier and details of photography workshop.

ITEM 4 BUSINESS ARISING

- 4.1 Invitations for opening night.
- 4.2 Running sheet for opening night and roster for weekend.
- 4.3 Advertising.
- 4.4 Review of Action List.

ITEM 5 NEW BUSINESS

- 5.1 Entries received to date.
- 5.2 Lighting for exhibition.
- 5.3 Allocated day for art drop offs coincides with upcoming State Election.
- 5.4 Receipt tickets for paintings when they are delivered.

ITEM 6 NEXT MEETING

Thursday 1st March 2018 at 2.00pm.

ITEM 7 MEETING CLOSE



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
<p>Judges – need to write out to three (one local judge). Generally we will cover costs including travel and accommodation.</p> <p>Write out confirmation letters to judged – detailing acceptance of offer and costs covered, date of judging.</p>	<p>Pam and Alan</p> <p>Carina and Bobbi</p>	30/12/2017	<p>May need up to 6 judges to cover all areas,</p> <p>Fine Art – Jeanette Ireland and Bobbi has another possible??.</p> <p>Sculpture – Carina Congdon can represent the Working Party and one other.</p> <p>Photography - Peter Dobre will be a judge and Merv Simmons from Copper Coast Photography Club.</p>	<p>Confirmed</p> <p>Confirmed</p>
<p>Artist Workshops. Workshops to be held at each exhibit location to promote community involvement. Link in to grant funding.</p> <p>Photography Workshop – finalise costs, product flyer, advertise and fill spots. Coordinate bus, food, etc.</p>	All	27/2/2017	One sourced for Yorketown.	
Bar for the opening night. Need to write to ACC to see if they can do again?	Rachel	15/02/2018	Completed. ACC will provide 4 persons to work bar on opening night.	13/02/2018
Ideas of linking events/ Art Trail		30/01/2018		
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	30/02/2018		
Other advertising mediums??	All	Ongoing	Facebook & Instagram	
SA Life March Edition – What’s on section	Carina		Bobbi forwarded all information. Photographs to be sent in.	
Social Photographer for opening night	Carina	15/02/2018	Carina has suggested her daughter may be interested in taking photos on opening night	
Photographer – of exhibitions		24/03/2018	A photographer for the exhibitions still needs to be sourced.	
Lighting – Ardrossan Town Hall		15/02/2018	Someone needs to speak with Mad Panic regarding lighting requirements.	



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Screens – Yorketown Hall	Lesley	1/03/2018	To source black material, hooks and temporary fencing	
Selling of Raffle Tickets	All	24/03/2018	March long weekend stalls?	
Contact Schools – refresh School Comp. and include in advertising on social media				
Flyers – to be distributed to Progress Associations.	Bobbi	01/02/18		
EFTPOS – Progress's to advise who needs training. Ipad and Square app (point of sale)	Ardrossan, Edithburgh and Yorketown Progress			
Finance – set up Square apps	Bobbi and Chloe			
YP Country Times – advertise workshop	Rach	09/02/2018	Once details of workshop finalised, to be placed via Jenny. Have sent most of the details to Jenny Oldland. Awaiting decision on photos.	
Maitland Exhibition				
Alcohol for opening night	David/Rach	23/03/2018	Contact local wineries to see if they can contribute and speak with Andrew/David	
Invitations – get list together	Rach	15/02/2018	List has been compiled and added to as entries come in. Invitation has been drafted.	
Speakers at Opening Night				
Food – opening night	Alan	1/03/2018	Alan has spoken with Meraki Sole café and they are happy to provide finger food for opening night. Alan to check with David for what monies are available.	
Signs for street in Ardrossan – need to coordinate they go up – need DPTI approval	Rach	01/03/2018	Rachel has sent email to Phil Herrmann to get approval for sign at Federation Corner. CMT have approved A&I to help put out the rest of the signs.	
Signs for Exhibition	Alan		Do we require more signage to promote exhibitions south of Ardrossan?	



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Freight – following withdrawal of Wheare Transport, look into Maitland Freight picking this up????	Alan		Alan feels we have left it too late to approach Maitland Freight	
Garden Club stage decorations Tidy Town – set up screens Progress serve the food			Confirmed	
Volunteers for Exhibition	Rachel	24/03/2018	Rachel will make contact with Bruce Davey to see if he will help with the hanging of artworks at Ardrossan Town Hall. Bruce Davey has confirmed he is available to assist with hanging of artworks.	13/02/2018
Printing of Catalogues – Fuji Xerox	Bobbi	24/03/2018	Bobbi will speak to Ben to see if Fuji Xerox will support in kind sponsorship by way of printing the catalogue.	
Limited Liquor Licence	Rach	09/02/2018	Licence applied and paid for online 05/02/2018	
Special Event Permit	Lesley	24/03/2018	Lesley to add all 3 events on to 1 SEP application	
Display Tags and Red Sold Dots				
Receipts for received art works	Rachel	23/03/2018		
Book Ardrossan Town Hall	Rachel	21/02/2017	Completed	7/02/2017
Review of Council Policy	All		Completed	21/02/2017
Review Terms of Reference	David	21/02/2017	Completed	21/02/2017
Appointment of Chairperson	David	21/02/2017	Completed	21/02/2017
Letters to go out to following organisation: <ul style="list-style-type: none"> Wheare Transport - to request assistance in support for transport of art works. Garden Club – to request assistance for setting up hall for exhibition. 	Bobbi		Completed	30/03/2017
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		Completed	30/03/2017
Invitation to Sponsor – letter to previous sponsors to get involved	Bobbi	30/03/2017	Completed	30/03/2017
Write out to regular users of the Hall notifying of unavailability during Exhibition	Rachel	30/03/2017	Completed	30/03/2017
Budget list to be compiled (reserve of \$21k)	David	30/03/2017	Completed	30/03/2017



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Research other Art Exhibitions	Carina/ Bob/ Lesley	30/04/2017	Underway.	03/05/2017
Categories to be determined. Ideas included: – Painting, Sculpture, Photography and Drawings	All	30/04/2017	To be discussed at April meeting. Selected 'Fine Art' Ardrossan, 'Sculpture; Edithburgh and 'Photography' Yorketown.	03/05/2017
Sponsorship – contact Carclew, Arts and Fringe	Lesley	Ongoing	In progress, Lesley has made contact and is awaiting response. Response distributed to Committee.	15/05/2017
Poster – school and TAFE competition to create promotional poster to include terms and Conditions etc.	Carina	01/09/2017	Underway – draft concept approved, letter to institutes sent out and poster competition out.	24/05/2017
Sponsorship – review list and add possible sponsors. Include wineries, coopers, local businesses etc.	All	28/04/2017	Underway, draft list completed with all Council suppliers listed. Letters have gone out to over 200 potential sponsors.	24/05/2017
Website design to be reviewed	Carina/ Bobbi	28/04/2017	Underway – review of website and content being undertaken.	29/05/2017
Where do we advertise – website, Facebook, twitter	All	Ongoing	Booked SA Life for exhibition. Facebook, website and Instagram completed.	30/05/2017
Meeting with Mandy Brown from CASA to enable approaching indigenous artists		31/08/2017	Email sent 08/08/2017 requesting meeting, but no response received.	Closed out at meeting 06/09/2017
Raffle items – source artwork. SA Lotteries rules have been confirmed and provided to Committee.	Bobbi Pertini		Victoria Rolinski has completed her painting, provided a photo and bio. Terry Braund has completed his painting. Bobbi will catch up with him on Friday 8 th September 2017 to get a photo and bio.	31/12/17
Prizes to be determined for: – Local Artists; – Traditional Artwork; – Open Category; – People's choice; – Schools.	All	28/09/2017	Draft issued 08/09/2017 for confirmation at next meeting.	31/12/17



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Source Grants and write applications - Australian Council of Arts Grant due 03/10/2017	Lesley, Bobbi, Carina and Alan	15/08/2017 & 03/10/2017	Completed – grant funding for photography workshop has been entered. Grant approved.	31/12/17
Raffle tickets to be printed	Bobbi	30/11/2017	Income from raffle to be added to available funds for Exhibition.	31/12/17
Conditions of Entry Forms – Opening times for each area and agreement of schedule	All	06/09/2017	Conditions of Entry and Terms of Entry to be defined on each form. Draft paperwork supplied for review.	31/12/17
Contact with local schools to advise the close date for the poster competition and the launch date for winner announcement	Carina	31/08/2017	Completed.	