



Minutes of the Meeting of the Art Committee

held on Wednesday 14th October 2015
in the Maitland Council Office
commencing at 2.00pm

(Subject to confirmation)

ITEM 1 OPEN

- 1.1 Welcome by Chairperson Anne Eyles declared the meeting open 2.06pm and thanked everyone for attending.
- 1.2 Present Anne Eyles, Irene Hughes–Jones, Brenda Bowman, Cr Alan Headon, Cr John Rich, David Harding and Bobbi Pertini (Note Taker).
- 1.3 Apologies Bruce Davey and Wendy Story.
- 1.4 Minutes of previous meeting **Brenda Bowman moved and Cr Alan Headon seconded**

That the Minutes of the Art Committee meeting held on 9th September 2015 as circulated be confirmed.

CARRIED

The committee agreed that the Terms of Reference be updated to ensure that anyone who doesn't attend three consecutive meetings (without reasonable reason) are no longer a member of the committee.

- 1.5 Conflict of Interest - The Chairman reminded the Committee that Bruce is uncomfortable with the 'Conflict of Interest' item appearing on each meeting agenda. Is there any reason for this to continue now that we are no longer a Section 41 Committee?

David advised that if you declare a conflict of interest, then it is recorded by the Committee. When Council ratifies the decision, it is no longer an issue. If you are an artist in the exhibition and the Committee is considering the prize money, the artist

may be part of the debate, but not vote on the final decision (as long as the Committee is comfortable). This would be recorded in the minutes and any recommendation. Council would ratify this decision and there would be no more conflict of interest.

Brenda highlighted that the Access Advisory Panel does not include this item on their meeting agendas.

David related this issue to Governance and it is there to protect the members of the Committee. At no time is it to stop anyone from contributing and being a member of the Committee.

Brenda acknowledged that it can be very off putting to any artist who want to enter the competition and this event is really focussed at the local artist level. Without artists on this Committee, we would lose all of our relevance. Brenda and Bruce have had discussions on this matter and she would be unsure if he would continue as a Committee member if the item stays. He is a valuable contributor that the Committee does not want to lose.

David advised the Committee that if this item is removed, then it will remove the protection for all of the members. Bruce is a very valuable member, but my advice is that the item should remain. Governance Officer can talk about this as she is the expert in this area. No way in any working party.

The Committee invited Mary Herrmann, Governance Officer into the meeting to discuss 'Conflict of Interest'.

Mary highlighted that Council and any Working Party need to abide by the legislation that is applicable. Council has put this item onto all of their minutes and this should be occurring for all Committees as well. It is a legislative requirement and the Local Government Association has recommended that it be included on all minutes. Members may not think about a conflict, but by placing it on the Agenda, it is putting the obligation on the members to disclose. This is all about perception and the onus is on the decision maker. If you are entering the competition and are a committee member, you should declare the perceived conflict. Any decisions around judges and prize money, it could be perceived that an artist/member of the committee may have a conflict, so they may not participate in the decision making process. They can be consulted as an artist and give expert advice, but by declaring the conflict they won't have a voting right. Some members may not declare but the Committee has reminded everyone by having it in the agenda.

David suggested that Mary speak with Bruce to explain the process to him as we are extremely grateful and comfortable with his input. The Committee would love him to continue and this is focussed on protecting him. It is all about following due process and due diligence.

Brenda Bowman moved and Irene Hughes-Jones seconded.

CARRIED

ITEM 2 BUSINESS ARISING.

2.1 Website

Anne to follow up with IT. Believe this bill may have been mischarged.

2.2 Sponsorship

Anne advised the group that she has obtained an in kind sponsorship from the Yorke Valley Hotel of \$250 which will be towards alcohol. David we will need to get finance to journal this into the accounts to show this is a sponsorship.

Action: Anne to obtain a letter from Yorke Valley to record this as sponsorship.

Anne advised that at this stage, we have received \$7,000 in cash and in-kind sponsorship. \$160 cash was given to David for banking.

A number of raffle books have been prepared and sales have started. Victoria Rolinski has donated a painting to the value of \$800.

- Books 1 – 7 has been sold.
- Cr Alan Headon was given book 10 to sell.
- Cr John Rich was given book 11 to sell.
- Book 15 has been sold.
- Brenda Bowman was given book 8 to sell.
- Bobbi Pertini will coordinate books 9, 12, 13, 14, 16, 17, 18, 19 and 20 – to be sold.

Anne and Irene are going to organise to have a total of 500 tickets for sale. It is a limited offer @ \$2.00 per tickets.

Action: Anne will send through a photo to Council for distribution with the raffle books.

Anne – we have had an offer of another painting from Bruce. If we sell the 500 for Victoria's painting (valued at \$800), then we can sell another 500 for Bruce's painting.

David to check the licensing requirements.

Alan advised that he is working with the local community club in relation to putting in a donation for the event.

2.3 SA Life Magazine

Brenda advised that Jo Barrie is going to be leaving her position shortly, but she will be meeting with her shortly.

2.4 Demonstrating Artists

Anne advised that Bob Landt and Sam Carter will demonstrate with a few others expressing interest. Bob Landt will not judge, as he will be entering.

Action: Anne to make contact with others to determine interest.

2.5 Judges

Action: Anne to make contact with the Arts Council.

2.6. List of previous advertisers

Still awaiting this list.

Action: Felicity to compile list for the next meeting.

2.7. List for opening night invitations

Action: Brenda to retrieve an old list for the next meeting.

Action: Felicity to retrieve the list of previous buyers, previous exhibitors/artists and opening night invitations from last year (to be printed on labels).

2.8. Review of screens/open entry forms/school entry forms

Brenda manages the hire of screens. Fill in this form as a record of the hire of screens. \$100 bond and \$10 per screen. Anyone that supports the Arts Committee, are not charged for the hire.

Action: Felicity to update the Screen forms as copy provided.

Brenda, Bruce Davey and Progress Association has a key in their office for the Town Hall.

Open Entry Form are still to be updated with the receipt and if they are going to attend on opening night.

Action: Felicity to update the Open Entry Form with the review date.

School Entry Form needs to be updated. Second page, conditions of entry, no 23 the date is incorrect (not Monday 28th March). This needs to be updated. Conditions of Entry No 24, receipt and collection of painting – dates are there as well, but this is too soon. Personal collection of works, it has the date and times, 'at the Ardrossan Town Hall' needs to be included.

Action: Felicity to update Open Entry Form.

Print 450 Open Entry Forms, Conditions of Entry forms, covering letter and the Wheres Transport Label. Anne has already printed the GST forms.

2.9. Review of date and day of next meeting

Cr Rich is happy for the meeting to be coordinated on the same day as the Council meetings. The next three meetings are scheduled 11th November at 2:00pm, 9th December at 10:00am and 20th January at 2:00pm at Maitland.

2.10. Donated painting by Victoria. Signed card

ITEM 3 FINANCE

3.1 David requested an item through the Chair. A two page report with details of the previous year's Art Exhibition expenditure and the current budget paperwork for this year was distributed to the Committee for their consideration. Figures for this year are very close, but I believe there is a \$2,000 error in commission. The expenses includes prizes, piano and lighting, food and alcohol, travel cost for judges, payments to artists (which is variable) and commission to the Art Committee (that is included at the top). There is also advertising, postage, printing supplies, freight and courier (wasn't used last time). There is leeway in this budget, looking at a deficit of \$11,000. The current budget paperwork will be presented to the Committee at each meeting.

Brenda asked about stationary. David advised anything used by Council will not be on-charged and part of sponsorship.

ITEM 4 NEW BUSINESS

4.1 Brenda asked about the website and what is happening. Last time we had a website which was established by Council staff. Artists were able to enter online. David advised it won't lose any functionality and a link should be placed on the Council, Visitor Information Centre and YP Tourism website. Anne has spoken to Stewart from IT

Brenda advised that we need to write a letter out to the regular users of the Town Hall to advise that it is unavailable for the period of the exhibition. One week before and three weeks after. It is all booked already and exhibition will be held at Easter. Opening on the Wednesday night, with public access from Thursday through to Sunday.

Action: Brenda to obtain the list of regular users so the letter can be coordinated.

ITEM 5 NEXT MEETING

Wednesday 11th November 2015 at 2:00pm in the Maitland Council Office.

ITEM 6 CLOSE.

The meeting closed at 3.50pm

.....
Chairperson - Anne Eyles