



Yorke Peninsula Council

## **Minutes of the Meeting of the Art Committee**

held on Tuesday the 7<sup>th</sup> of January 2014  
in the Minlaton Meeting Room  
commencing at 2pm

(Subject to confirmation)

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### **ITEM 1 WELCOME**

Cr Bob Nicholls opened the meeting at 2.15pm

### **1.2 PRESENT**

Cr Bob Nicholls, Cr Brenda Bowman, Anne Eyles, Irene Hughes-Jones, Wendy Story, Bronwyn Scholes, Kylie Gray

### **1.3 APOLOGIES**

Sam Carter, Belynda Redding, Bruce Davey, Geoff Lock

### **1.4 MINUTES OF THE PREVIOUS MEETING**

**Cr Brenda Bowman moved**                      **Anne Eyles seconded**

That the minutes of the Art Committee meeting held on 19<sup>th</sup> November 2013 as circulated, be confirmed as a true record.

**CARRIED**

### **1.5 CONFLICT OF INTEREST**

Cr Bob Nicholls reminded the members of their responsibility to declare any conflict of interest.

All individual members need to be aware of their requirements to declare a conflict of interest to the Committee.

Questions and further information on Conflict of Interest should be directed to the appropriately to the Chairperson, Governance Officer or ICAC.

## **ITEM 2 UPDATE**

Final sponsorship figures were provided to the Committee.

It was suggested that a letter be sent to Stansbury Caravan Park regarding their withdrawal from sponsorship. It was further suggested that Cr Veronica Brundell be approached regarding their withdrawal as she is a member of the Committee and may be able to provide further insight into the reasons for the withdrawal.

Finance report was provided to the Committee including budget reviews for March due to the level of sponsorship and expenses.

**Wendy Story moved**

**Irene Hughes-Jones seconded**

That the finance report be received.

**CARRIED**

The draft of the Schools Entry Form and Conditions was provided to the Committee.

**Anne Eyles moved**

**Cr Brenda Bowman seconded**

That the school entry form be accepted and distributed to schools via the website.

**CARRIED**

The demonstrating artist schedule and the response from Roger Saunders were presented to the Committee for discussion.

**Bronwyn Scholes moved**

**Cr Brenda Bowman seconded**

Roger Saunders proposal be accepted for all four days, excluding Sunday afternoon. No set session times, \$10 per student to be donated to Make-a-Wish, with advertising to include appropriate clothing for art work.

**CARRIED**

Committee also agreed that Roger would take the place of one of the demonstrating artists for all sessions excluding Sunday afternoon which already has two artist booked.

## **HELPERS AND VOLUNTEERS**

### **SET-UP**

April 8<sup>th</sup> - Ardrossan Tidy Towns have not responded to the letter sent to them after the last meeting requesting their assistance for set-up. Brenda and Bruce will assist in setting up the screens.

**Action: Brenda to follow up with Tidy Towns for the setting up of the screens.**

### **HANGING**

2pm Thursday 10<sup>th</sup> April – Bob, Brenda, Bronwyn, Anne, Irene, Bruce, plus additional 4-6 people as volunteered.

9.30am Friday 11<sup>th</sup> April – Last day of freight deliveries – Bob, Brenda, Wendy, Anne, Irene, Bruce, plus additional 4-6 people as volunteered.

9am Saturday 12<sup>th</sup> April – Lunch – Last of hanging from personal deliveries – Four volunteers from NYP Art Group where possible and all available committee members.

**Action: Anne to follow up with NYP Art Group their availability**

### **JUDGE**

Details of the judge will be notified to the Committee via email and details will also be posted to the website.

Judging will be conducted on Tuesday the 15<sup>th</sup> of April and the judge is also welcomed at opening night on the 16<sup>th</sup> of April.

Bronwyn and Kylie will accompany judge on the 15<sup>th</sup> April and use this time for set-up. Wendy volunteered to arrange activities for the judge on the Wednesday 16<sup>th</sup> if she wishes to stay for opening night.

**Action: Bronwyn to follow up the accommodation requirements and to book these through Wendy.**

#### **OPENING NIGHT**

**Cr Brenda Bowman moved**

**Wendy Story seconded**

That a letter of invitation to open the exhibition be sent to John Sandercock as President of the Ardrossan Progress Association.

**CARRIED**

**Action: Kylie to draft and send letter to John Sandercock**

Running sheet for opening night was presented to the Committee.

**Cr Brenda Bowman moved**

**Bronwyn Scholes seconded**

That Mr David Cowell is Master of Ceremonies for Opening Night.

**CARRIED**

#### **Items to note for Opening Night:**

- No tea/coffee to be provided
- Water cooler to be arranged with disposable cups
- Alcohol to be ordered to the same volume as 2012
- All beer to be 'light'
- Orange juice to be purchased from Ardrossan Foodland
- Drinks will be chilled in the cool room at Ardrossan Foodland then moved to the hall for the service
- Kylie Gray, Chloe Brown and Belynda Redding hold their RSA (Responsible Service of Alcohol) and will tend the bar for the evening
- Glassware will be cleaned on Tuesday the 15<sup>th</sup> of April (Kylie/Bronwyn)
- Ice is to be purchased from Foodland
- Steel cabinet from Minlaton office to be moved to the Ardrossan shed for the glassware storage
- Cheese platters to be ordered from the Ardrossan Deli – (Brenda)
- Food Service is not required so floaters will be for glassware (Bronwyn/Wendy)
- Cocktail dress code to be removed from the invitation
- Invitations to go out to the artists, sponsors, schools, progress associations, previous purchasers, and other guests as advised.

**Action: Brenda to get back to committee regarding the list provided at previous meeting.**

- Signage for ticket sales on opening night - 'If you wish to purchase tonight, please take a number'
- Print number tickets for sales

#### **EXHIBITION STAFFING SCHEDULE**

Two people required per day per session for Thursday to Sunday.

Monday requires as many volunteers as possible.

Sessions to be 8.30am to 1pm and 12.30pm to 5pm

**Action: Kylie to draft schedule and approach Committee Members for their availability, then staff, then others.**

**SWOOPER FLAGS**

Swooper flags were presented to the Committee.  
Bases to be referred to Nick Hoskin for something sturdy and transferred to shed.

**CATALOGUES**

Kylie advised of her concern for the time required to manually enter all data into the current version of the catalogue as requested by the Committee at the previous meeting. Example of the excel version suggested in December’s meeting was presented.

Committee remained that no changes were to be made to the format of the catalogue.

**Action: Brenda to follow up with daughter regarding catalogue advice**

No action to be taken until decision has been made regarding transfer of data

**ITEM 3 GENERAL BUSINESS**

Signage to be erected one month before the Exhibition and removed Tuesday the 22<sup>nd</sup> of April.

**Action: Kylie to ask Nick Hoskin and Phil Hermann to arrange.**

**Action: Bob to contact James Maitland, Mayor Wakefield Council**

The Committee discussed Conflict of Interest for Artists that are members of the Committee. It was suggested that Artists may sell their work at the Exhibition but not enter for prizes.

**Action: Bronwyn to follow up with Executive Services for advice.**

**ITEM 4 NEXT MEETING**

Tuesday 11<sup>th</sup> of February at 2pm – Minlaton Meeting Room.

**ITEM 5 CLOSURE**

The Meeting Closed at 4.42pm

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**Bob Nicholls**