



Minutes of the Meeting of the Art Exhibition Working Party

held on Wednesday 9th December 2015
in the Maitland Council Office
commencing at 10.00am

(Subject to confirmation)

ITEM 1 OPEN

- 1.1 Welcome by Chairperson Anne Eyles declared the meeting open 10.05pm
- 1.2 Present - Anne Eyles, Irene Hughes–Jones, Cr Alan Headon, Cr John Rich,
In Attendance: David Harding, Rachel Rich (minute secretary)
- 1.3 Apologies - Brenda Bowman
- 1.4 Minutes of previous meeting –

Cr Rich moved

Cr Headon seconded

That the Minutes of the Art Exhibition Working Party meeting held on 11th November 2015 as circulated be confirmed.

CARRIED

- 1.5 Conflict of Interest - The Chairperson reminded members of their obligations in relation to Conflict of Interest provisions.

ITEM 2 BUSINESS ARISING.

2.1 Advertising:

Port Pirie are going to distribute leaflets in their local area, once advertising has been agreed upon

Artist Almanac, Anne following up

Australia Wide Artist Pallet; Anne following up

Draft letter viewed to go to Progress associations. Rachel will put onto letterhead and provide to Anne.

Anne will catch up with Brooke Leibelt re advertising after Walk the Yorke launch
YPCT on track for follow-up after Christmas
SA motor will also be happy to advertise, Anne will continue to follow up
CEO has approved advertising on website and email. We require advertising content from working party.

Action: David to send Anne previous advertising from 2014 for review.

2.2 Sponsorship:

Nothing heard back from ANZ Bank for sponsorship, unlikely to offer sponsorship of \$1,000.

Action: David will follow up again.

Sponsorship is around \$6000 at this time (\$10,000 was budgeted)

Discussion on prizes and lowering prize costs to accommodate shortfall

David reviewed budget and advised possible expenditure forecast

Rachel to get more sponsorship forms for Alan Headon to secure more sponsorship

Port Pirie looking into more judges, Anne will follow up.

2.3 SA Life Magazine:

Brenda Bowman wants to talk to Jo Barrie who no longer works for YP Tourism as discussed in email sent to David. Anne to make contact with Brenda.

2.4 Demonstrating Artists:

Anne looking to secure more demonstrating artists. Letter reviewed at meeting and will be updated and passed on to Anne for distribution.

Reference Brenda Bowmans email, this may be Roger Saunders last exhibition due to ill health.

2.5 Judges:

Anne making contact with Artists Almanac and Australia Wide Artist pallet to secure judges

2.6. Previous advertisers

Previous advertisers will be approached

Invitation only for attendance at opening night

Suggestions for updating opening night invitation and to highlight major sponsors

Need list of identified invitees

2.8. Review of screens

Alan will confirm that all screens are available and in good working order within the next week.

2.9 Review of date and day of next meeting.

20th Jan 2016.

2.10 School entry forms:

A new entry form to accommodate open entry for school students whom reside in the area, but attend schools outside the area is yet to be drafted. School has now finished for the year.

A form will be drafted in the meantime and will be addressed again in the New Year when school resumes.

2.11 Email from Rachel:

Anne to provide Rachel her letter for progress so it may be put on letterhead ready for distribution

2.12 Letter to Bruce for approval

Anne will have discussion with Bruce as he has made contact with her via phone. A letter will not be sent at this time.

ITEM 3 FINANCE

3.1 Banked money for raffle \$180.00

3.2 Nil expenditure

3.3 Clarification of the process for collecting sponsorship – to be invoiced by Council staff in early Feb 2016.

ITEM 4 NEW BUSINESS

4.1 Entries online:

Agreed that forms to be updated from last year and used on website for 2016

Anne to speak to Stewart in regards to what details are required on the forms

4.2 Email re Bar Service

Reference Brenda Bowmans email:

David has confirmed that a liquor licence is required and that Responsible Service of Alcohol (RSA) qualified person is also required at the function. Staff with RSA qualification will be approached, however, they are not obligated to attend. We still need to confirm if Ashleigh Bowman will be involved.

4.3 Selling of raffle tickets:

Anne requested more people to offer selling raffle tickets. Books were handed to David Harding and Cr Alan Headon

Irene asked about requirements for selling tickets in the Main Street.

Action: David will follow up with Development and advise Irene of outcome.

ITEM 5 NEXT MEETING

Wednesday 20th January 2016 at 2:00pm in the Maitland Council Office.

ITEM 6 CLOSE.

The meeting closed at 11.45 am

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Chairperson - Anne Eyles