



## **Minutes of the Meeting of the Art Exhibition Working Party**

held on Wednesday 9<sup>th</sup> March 2016  
in the Maitland Council Office  
commencing at 2.00pm

(Subject to confirmation)

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### **ITEM 1 OPEN**

- 1.1 Welcome by Chairperson Anne Eyles declared the meeting open at 2.09pm and thanked everyone for attending.
- 1.2 Present - Anne Eyles, Irene Hughes–Jones, Brenda Bowman and Cr John Rich  
In Attendance: David Harding, Rachel Rich (minute secretary)
- 1.3 Apologies – Nil
- 1.4 Absent – Cr Alan Headon
- 1.5 Minutes of previous meeting –

**Brenda Bowman moved**                      **Cr John Rich seconded**

That the Minutes of the Art Exhibition Working Party meeting held on 10<sup>th</sup> February 2016 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:**

It was noted that an article did not go into the SA Life magazine for March edition.

**Action:** Anne to follow up with Brooke Leibelt.

An ad will run for 2 consecutive weeks in the Yorke Peninsula Country Times. Jenny Oldland is the point of contact for this.

## 2.2 Road signs:

Road signs have been put up. Wakefield Council has given approval for the erection of sign in at Port Wakefield.

**Action:** David to follow up with Phil Hermann about when this sign will be put up.

Assets & Infrastructure have charged Art Exhibition Working Party for erection of signs.

## 2.3 Demonstrating Artists:

Peter Aitchison and Roger Saunders will be present as Demonstrating Artists. Roger Saunders has made contact with Anne to say he is able to do Sunday classes only (due to ill health).

Anne has been unable to get in contact with Sam Carter. Brenda will get in contact with Sam Carter and confirm whether he can demonstrate on any day.

Anne sent emails, however, did not get any responses for potential demonstrating artists.

## 2.4 Sponsorship:

Anne has been in touch with picturesque in Kadina. It was identified that no previous prize winners have redeemed their prizes. Picturesque will give an in kind sponsorship to the value \$300.

Discussion around what is the best way to advise the winning school students of how to redeem their prize.

## 2.5 Liquor Licence:

Completed and received. Rachel will organise for it to be laminated for display on opening night.

## 2.6 Volunteers for exhibition:

Peter Aitchison is available to volunteer. David will available for Saturday only for set up, but will be unavailable on Easter Sunday/Monday. Cr John Rich not available on Easter Sunday. Brenda has 3 volunteers from Tidy Towns who will also be available.

Discussions around concerns about security as other community members have keys to the Town Hall.

*2.44pm David Harding left the meeting.*

## 2.7 Judges:

Janette Ireland is waiting on reply from potential second judge, Judy Parham.

## 2.8 Opening night invitations:

Opening night invitations have been sent out. RSVP's are currently being received. Anne has received 68 yes and 42 no.

*2.48pm David Harding re-entered the meeting.*

## **2.9 Catering:**

Brenda has priced platters through Ardrossan Foodland. 10 Platters @ \$25 will be ordered for opening night.

**Action:** Purchase order to be prepared and given to Brenda to collect food & drinks prior to exhibition.

Discussion around having some small tables to accommodate the food and drink on opening night. 5 tables identified; 2 from Brenda, 2 from Irene and 1 available in the hall.

Cups, serviettes will be picked up by Bobbi Pertini in Adelaide.

John Rich will pick up champagne and deliver it to Brenda next week.

## **2.10 Entertainment:**

Lee Polkinghorne will play the piano on opening night.

## **2.11 Bar opening night:**

Ardrossan Community Club will be running bar on opening night.

## **2.12 Ticket sales:**

2 raffle books remaining.

John Rich handed over \$20 for the sale of 1 book.

*David Harding left the meeting 3.01pm*

## **2.13 MC opening night:**

Brenda Bowman will be MC on opening night and Margie Gaisford will stand in for Brenda on the sales desk.

*David Harding returned to the meeting 3.05pm*

## **2.14 Update of Wheare Transport move on website:**

Emails have been sent to all artists involved and a notice has been put on the website advising of the move.

## **2.15 Erection of road signs:**

Complete as per 2.2.

## **2.16 Mayors Sponsorship:**

Mayor Ray and Mayoress Claudia Agnew have offered sponsorship of \$1,000.

**2.17** Number of catalogues:

500 catalogues will be printed, with a contingency in place in case they run short over the weekend.

**2.18** Wireless EFTPOS:

A wireless EFTPOS machine has been organised for the exhibition. A set of basic instructions has been requested.

Brenda has requested a receipt book for the exhibition.

**Action:** a cash pick up along with EFTPOS pick up to be organised for the Tuesday after Easter.

**ITEM 3 FINANCE**

**3.1** Banked money for raffle: \$20.00

**3.2** Expenditure: TBA

**ITEM 4 NEW BUSINESS**

**4.1** Running sheet for opening night:

Discussions around the format and requirements for opening night.

Steven Griffiths will present the open awards, John Sandercock will present the School awards and Mayor Ray Agnew will present the local awards at opening night.

Discussions around the school awards and vouchers.

Steven Griffith nominated to draw the raffle on opening night. Tickets are to be ready for the draw on opening night.

David will bring certificates and cheques to opening night.

**ITEM 5 NEXT MEETING**

Wednesday 27<sup>th</sup> April 2016, 2.00pm

**ITEM 6 CLOSE**

The meeting closed at 3.44pm

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**Chairperson - Anne Eyles**