



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

held on Wednesday 7<sup>th</sup> December 2017  
in the Maitland Council Office  
commencing at 2.00pm

(Subject to confirmation)

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### **ITEM 1 OPEN**

- 1.1 Welcome by Chairperson Cr Alan Headon declared the meeting open at 2.02pm and thanked everyone for attending.
- 1.2 Present – Cr Alan Headon, Cr Darren Braund, Pam Headon, Carina Congdon, Jenny Robyn & Leanne Cane.  
In Attendance: Rachel Rich (minute secretary).
- 1.3 Apologies/leave of absence – Cr Tania Stock, Bobbi Pertini, Lesley-Anne Swaans, & Richard Cane.
- 1.4 Minutes of previous meeting –

**Carina Congdon moved      Cr Darren Braund seconded**

That the Minutes of the Art Exhibition Working Party meeting held on 28<sup>th</sup> September 2017, as circulated be confirmed as a true record.

**CARRIED**

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

### **ITEM 2 CORRESPONDENCE IN**

- 2.1 Confirmed incoming correspondence from the following:
  - Email from Anne Eyles regarding her resignation.
  - Email from Brenda Bowman – concerns around art screen hire/transportation.
  - Email from Darren Braund regarding website.
  - Email from Tania Stock regarding Maitland Nurungga Art Show.
  - Email from Mad Panic Promotions regarding lighting for exhibition at Ardrossan.
  - Cr Headon received a \$50 gift voucher from Port Art supplies, which can be used towards the school entry prizes.

- Email from Wendy Story regarding Australian Tourism Data Warehouse (ATDW) and advertising.

### **ITEM 3 CORRESPONDENCE OUT**

3.1 Letter of appreciation/certificate to Anne Eyles.

### **ITEM 4 BUSINESS ARISING**

4.1 Sponsorship Update:

- Cr Headon advised that Port Clinton Sports and Community Club agreed at their last meeting to sponsorship of \$250.

4.2 Poster Competition Winner and Exhibition Launch debrief:

- Launch and reveal of competition winner went well. Winner Zoe Holmes took her winning poster into her school for her morning talk.

4.3 Forms and Website Update:

- Carina advised of the recent updates to the website. The school entry forms have now been added and can be accessed. Discussion ensued around the concerns that Cr Braund had brought up in his email around how the website could be managed.
- Members of the public have approached Cr Headon saying that they are unable to get to the art exhibition website via the Council website. After discussion it was agreed that the council website link probably points to the old YP Art Exhibition website.

**Action:** to redirect the link from the Council website to the new YP Art Exhibition website.

- Cr Braund further discussed his concerns about how to promote the sculpture and photography exhibitions via the YP Art Exhibition. A suggestion to have a quick link to the entry forms from the front page of website, so they are easier to access.
- A question was raised - do we have a marketing budget? A suggestion by Cr Braund to maybe invest in Facebook marketing. Suggestion taken on notice as the procurement Policy needs to be adhered to.
- It was agreed that a Social Media Strategy would be discussed in the New Year.

**Action:** to follow up in the New Year with Wendy Story to consider Australian Tourism Data Warehouse (ATDW) website idea.

- Jenny Robyn advised that Roger Griffiths, who helped with the promotion of 'Day at the burgh' has been in contact with her and is looking to promote the sculpture event for Edithburgh. How do we move forward with this, but also include the other events happening at the time. Discussion ensued around this topic and Jenny will take suggestions back to Roger.

4.4 Forward Planning for event and review of Action List:

- Maitland Council Office Reception area is now promoting Victoria Rolinski's painting along with raffle tickets. This will be rotated with Terry Braund's painting and will include time at the other office receptions areas.
- Bobbi and Carina are meeting with potential judges from Copper Coast photography club next week.

- Prizes for the Exhibition are now listed on the website.
- Artist's workshops and artists in residence are yet to be confirmed. Suggested that members think about this over Christmas break. Artists will need to be secured and locked in, early in the New Year.
- Yorketown Progress will host some workshops with Pete Dobre. Unfortunately we were not successful in gaining an Art Grant. Therefore, these workshops will be paid by participants and cost is yet to be decided.
- Jenny raised a question about whether she could go ahead and apply for grants for promoting various artistic workshops leading up to the exhibition in the 2020. Cr Braund then suggested the concept that might change the way the exhibition is promoted and presented if other workshops are promoted in-between exhibitions.
- Discussions with accountant Chloe Brown regarding point of sale issues. Chloe will organise some cash handling training and the use of a square device for credit card payments.
- Carina will contact SA Life in the New Year to ensure we still have a spot to promote the Exhibition.

#### **4.5 Raffle Tickets ready to be sold:**

Raffle tickets will be handed out to committee members to be sold. These will be registered with Carina so they can be tracked. A certificate of Authority will also be handed over, if the tickets are going to be sold in a business.

### **ITEM 5 NEW BUSINESS**

- 5.1** Ardrossan Community Club members have agreed to work the bar for the opening night, to cover the need of having a Responsible Service of Alcohol (RSA) representative.
- 5.2** Letter to Port Art Supplies to thank for the voucher that was supplied.

### **ITEM 6 NEXT MEETING**

Thursday 11<sup>th</sup> January 2018, 2.00pm.

### **ITEM 7 MEETING CLOSE**

The meeting closed at 3.01pm

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**Chairperson – Alan Headon**