



Minutes of the Meeting of the Art Exhibition Working Party

held on Thursday 15th February 2018
in the Maitland Council Office
commencing at 2.00pm

(Subject to confirmation)

ITEM 1 OPEN

- 1.1 Welcome by Chairperson Cr Alan Headon declared the meeting open at 2.01pm and thanked everyone for attending.
- 1.2 Present – Cr Alan Headon, Pam Headon, Bobbi Pertini, Carina Congdon, Jennifer Robyn, Richard Cane, David Harding and Rachel Rich (minute taker).
- 1.3 Apologies/leave of absence – Cr Tania Stock, Cr Darren Braund, Lesley-Anne Swaans and Leanne Cane.
- 1.4 Minutes of previous meeting –

Carina Congdon moved Pam Headon seconded

That the Minutes of the Art Exhibition Working Party (AEWP) meeting held on 1st February 2018, 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 Scott Glazbrook – Mad Panic Promotions – wanting confirmation on lighting requirements for YP Art Exhibition.
Discussion ensued around what the requirements are for lighting including the overhead lights which were purchased after the last exhibition.
 - Email from Jan Purvis via Ian Archibald regarding restricted opening hours at Yorketown photography exhibition.
Discussion ensued about the opening hours. Carina will respond to Jan's query and explain that this is the first year and Progress are volunteering their hours.

- Email from Wendy Story following up on advertising locally. Bobbi responded to Wendy with the details of the exhibitions and suggestions of photos to advertise. David queried if the VIC website has the advertising for the art exhibition.
- Email from Merv Simmonds regarding judging of Yorketown photography exhibition and interest in attending photography workshop. Carina has responded to Merv.
- Email from Peter Dobre querying accommodation for Yorketown photography exhibition. Carina has responded to Peter to confirm that he is booked.
- Email from Andrea Przygonski via Alan Headon stating availability to judge fine art exhibition and requesting confirmation of reimbursement for travel, accommodation and meals. Rachel will respond with details of reimbursement.
- Email from Scott Glazbrook – Mad Panic Promotions – quote for lighting requirements for YP Art Exhibition.

Bobbi Pertini moved Richard Cane seconded

To query the quote for \$1800 from Mad Panic, because of already installed overhead lights and go ahead with booking for 2018 Exhibition.

CARRIED

ITEM 3 CORRESPONDENCE OUT

3.1 Confirmed outgoing correspondence from the following:

- Email to Scott Glazbrook – Mad Panic Promotions – requesting quote for lighting.
- Email to Merv Simmonds with details regarding judging of Yorketown photography exhibition and Yorketown photography workshop.
- Email to Peter Dobre confirming accommodation has been booked.
- Email to Ian Archibald with statement of supplier and details of photography workshop.
- Email out to all YP schools as a reminder of the closing date for entries.

ITEM 4 BUSINESS ARISING

4.1 Invitations for opening night:

Discussion around emailing versus postage of invitation. Invitation to be formatted into a DL size for ease of postage. Add to invitation “entry by presentation of invitation only”
Ongoing discussion ensued around the catalogue/program for the exhibition.

4.2 Running sheet for opening night and roster for weekend:

Adrossan Progress have agreed to provide 2 volunteers, however more volunteers are still required.

Pam and Alan will be at exhibition for the whole weekend and have organised lunch relief. Leanne and Richard are available over the weekend.

Edithburgh Progress – Jenny has delegated someone to manage the volunteers over the weekend. Jenny provided list of artists to add to invitation list.

Jenny noted Bunnings have temporary fencing for \$53ea.

4.3 Advertising:

Preliminary write up will go into YPCT on Tuesday 20th February 2018. Press Release for the photography workshop to also go into YPCT.

Cr Headon suggested that the art community, prefer the written media. They prefer to see advertisements in magazines and papers that are directed at artists, rather than the electronic/social media platforms.

Ongoing Facebook and website updates regularly.

4.4 Review of Action List:

- Judges have been sourced to cover all exhibitions.
- Photography workshop – Flyer has been done. A registration form needs to be presented and added to the website.
- Bar on opening night – Ardrossan Community Club have provided 4 members to run the bar on opening night.
- Signage – Extra signage for other exhibitions. Suggestion by Cr Headon to approach Warooka Signs for new signage.
- Participating artists, this has not been followed up to date.

ITEM 5 NEW BUSINESS

5.1 Entries received to date:

- 25 paintings, 6 sculptures and 3 photos. No school entries to date.

5.2 Lighting for exhibition:

- Was discussed at incoming correspondence.

5.3 Allocated day for art drop offs coincides with upcoming State Election:

- Election date is 17th March 2018 so this is not an issue as drop off is 24th March.

5.4 Receipt tickets for paintings when they are delivered:

- Rachel has updated and saved the required receipts. All will have a prefixed letter to identify each exhibition.

5.5 Pick-up drop off point

Richard Cane moved Bobbi Pertini seconded

To approach Davies Transport to utilise their Adelaide depot as a drop off point for Adelaide artists.

CARRIED

ITEM 6 NEXT MEETING

Thursday 1st March 2018, 2.00pm.

ITEM 7 MEETING CLOSE

The meeting closed at 3.44pm

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Chairperson – Alan Headon



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
<p>Judges – need to write out to three (one local judge). Generally we will cover costs including travel and accommodation.</p> <p>Write out confirmation letters to judged – detailing acceptance of offer and costs covered, date of judging.</p>	<p>Pam and Alan</p> <p>Carina and Bobbi</p>	30/12/2017	<p>May need up to 6 judges to cover all areas,</p> <p>Fine Art – Jeanette Ireland and Bobbi has another possible??.</p> <p>Sculpture – Carina Congdon can represent the Working Party and one other.</p> <p>Photography - Peter Dobre will be a judge and Merv Simmons from Copper Coast Photography Club.</p>	<p>Confirmed</p> <p>Confirmed</p>
<p>Artist Workshops. Workshops to be held at each exhibit location to promote community involvement. Link in to grant funding.</p> <p>Photography Workshop – finalise costs, product flyer, advertise and fill spots. Coordinate bus, food, etc.</p>	All	27/2/2017	One sourced for Yorketown.	
Ideas of linking events/ Art Trail		30/01/2018		
Participating Artists – Artists in residence. This could include demonstrations, cartoon character drawings, school holiday activities (i.e. art classes for kids for a fee – aerosol art classes, drawing, painting classes). All to consider possibilities.	All	30/02/2018		
Other advertising mediums??	All	Ongoing	Facebook & Instagram	
SA Life March Edition – What’s on section	Carina		Bobbi forwarded all information. Photographs to be sent in.	
Social Photographer for opening night	Carina	15/02/2018	Carina has suggested her daughter may be interested in taking photos on opening night	
Photographer – of exhibitions		24/03/2018	A photographer for the exhibitions still needs to be sourced.	
Screens – Edithburgh – Have they been returned?				
Screens – Yorketown Hall	Lesley	1/03/2018	To source black material, hooks and temporary fencing	
Selling of Raffle Tickets	All	24/03/2018	March long weekend stalls?	



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
Contact Schools – refresh School Comp. and include in advertising on social media				
Flyers – to be distributed to Progress Associations.	Bobbi	01/02/18		
EFTPOS – Progress's to advise who needs training. Ipad and Square app (point of sale)	Ardrossan, Edithburgh and Yorketown Progress			
Finance – set up Square apps	Bobbi and Chloe			
YP Country Times – advertise workshop	Bobbi/Rach	26/02/2018	Carolyn has done a press release. Need to approach YPCT to add a separate article to gain traction.	
Alcohol for opening night	David/Rach	23/03/2018	Rachel has approached Pernod Ricard and they have donated 5 doz. Spoke with Yorke Valley Hotel and they will get back to Rachel/Bobbi to advise of in kind sponsorship.	
Invitations – get list together	Rach	20/02/2018	List has been compiled and added to as entries come in. Invitation will go to print this week and be mailed out.	
Speakers at Opening Night		23/03/2018	Still need speakers for opening night. Alan Headon will be MC.	
Food – opening night	Alan	1/03/2018	Alan has spoken with Meraki Sole café and they are happy to provide finger food for opening night. Alan to check with David for what monies are available.	
Signs for street in Ardrossan – need to coordinate they go up – need DPTI approval	Rach	01/03/2018	Rachel has sent email to Phil Herrmann to get approval for sign at Federation Corner. CMT have approved A&I to help put out the rest of the signs.	
Signs for Exhibition	Alan		Do we require more signage to promote exhibitions south of Ardrossan?	



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Item	Responsible Officer	Due Date	Progress	Completed Date
Freight – following withdrawal of Wheare Transport, look into Maitland Freight picking this up????	Bobbi		Bobbi has approached City of Prospect as a drop off point for Adelaide Artists.	
Volunteers for Exhibition	Rachel	24/03/2018	Rachel will make contact with Bruce Davey to see if he will help with the hanging of artworks at Ardrossan Town Hall. Bruce Davey has confirmed he is available to assist with hanging of artworks.	13/02/2018
Printing of Catalogues – Fuji Xerox	Bobbi	24/03/2018	Bobbi will speak to Ben to see if Fuji Xerox will support in kind sponsorship by way of printing the catalogue.	
Limited Liquor Licence	Rach	09/02/2018	Licence applied and paid for online 05/02/2018	
Special Event Permit	Lesley	24/03/2018	Lesley to add all 3 events on to 1 SEP application	
Display Tags and Red Sold Dots				
Receipts for received art works	Rachel	23/03/2018	Updating as art entries come in.	
Garden Club stage decorations Tidy Town – set up screens Progress serve the food			Confirmed	
Lighting – Ardrossan Town Hall	Bobbi	15/02/2018	Rachel has emailed Mad Panic to confirm booking for lighting for Ardrossan.	
YP Country Times – advertise Exhibition	Rach	09/02/2018	Completed – Article in YPCT 20/02/2018	20/02/2018
Bar for the opening night. Need to write to ACC to see if they can do again?	Rachel	15/02/2018	Completed. ACC will provide 4 persons to work bar on opening night.	13/02/2018
Maitland Exhibition			Not going ahead this year	
Book Ardrossan Town Hall	Rachel	21/02/2017	Completed	7/02/2017
Review of Council Policy	All		Completed	21/02/2017
Review Terms of Reference	David	21/02/2017	Completed	21/02/2017
Appointment of Chairperson	David	21/02/2017	Completed	21/02/2017
Letters to go out to following organisation: <ul style="list-style-type: none"> Wheare Transport - to request assistance in support for transport of art works. 	Bobbi		Completed	30/03/2017



Arts Exhibition Working Party Action List

Item	Responsible Officer	Due Date	Progress	Completed Date
<ul style="list-style-type: none"> Garden Club – to request assistance for setting up hall for exhibition. 				
Notify Schools on the Yorke Peninsula to give them plenty of notice about the Exhibition and so they can build into their curriculum this year	Bobbi		Completed	30/03/2017
Invitation to Sponsor – letter to previous sponsors to get involved	Bobbi	30/03/2017	Completed	30/03/2017
Write out to regular users of the Hall notifying of unavailability during Exhibition	Rachel	30/03/2017	Completed	30/03/2017
Budget list to be compiled (reserve of \$21k)	David	30/03/2017	Completed	30/03/2017
Research other Art Exhibitions	Carina/ Bob/ Lesley	30/04/2017	Underway.	03/05/2017
Categories to be determined. Ideas included: – Painting, Sculpture, Photography and Drawings	All	30/04/2017	To be discussed at April meeting. Selected 'Fine Art' Ardrossan, 'Sculpture; Edithburgh and 'Photography' Yorketown.	03/05/2017
Sponsorship – contact Carclew, Arts and Fringe	Lesley	Ongoing	In progress, Lesley has made contact and is awaiting response. Response distributed to Committee.	15/05/2017
Poster – school and TAFE competition to create promotional poster to include terms and Conditions etc.	Carina	01/09/2017	Underway – draft concept approved, letter to institutes sent out and poster competition out.	24/05/2017
Sponsorship – review list and add possible sponsors. Include wineries, coopers, local businesses etc.	All	28/04/2017	Underway, draft list completed with all Council suppliers listed. Letters have gone out to over 200 potential sponsors.	24/05/2017
Website design to be reviewed	Carina/ Bobbi	28/04/2017	Underway – review of website and content being undertaken.	29/05/2017
Where do we advertise – website, Facebook, twitter	All	Ongoing	Booked SA Life for exhibition. Facebook, website and Instagram completed.	30/05/2017
Meeting with Mandy Brown from CASA to enable approaching indigenous artists		31/08/2017	Email sent 08/08/2017 requesting meeting, but no response received.	Closed out at meeting 06/09/2017
Raffle items – source artwork. SA Lotteries rules have been confirmed and provided to Committee.	Bobbi Pertini		Victoria Rolinski has completed her painting, provided a photo and bio. Terry Braund has completed his painting. Bobbi will catch up with him on Friday 8 th September 2017 to get a photo and bio.	31/12/17



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Item	Responsible Officer	Due Date	Progress	Completed Date
Prizes to be determined for: – Local Artists; – Traditional Artwork; – Open Category; – People’s choice; – Schools.	All	28/09/2017	Draft issued 08/09/2017 for confirmation at next meeting.	31/12/17
Source Grants and write applications - Australian Council of Arts Grant due 03/10/2017	Lesley, Bobbi, Carina and Alan	15/08/2017 & 03/10/2017	Completed – grant funding for photography workshop has been entered. Grant approved.	31/12/17
Raffle tickets to be printed	Bobbi	30/11/2017	Income from raffle to be added to available funds for Exhibition.	31/12/17
Conditions of Entry Forms – Opening times for each area and agreement of schedule	All	06/09/2017	Conditions of Entry and Terms of Entry to be defined on each form. Draft paperwork supplied for review.	31/12/17
Contact with local schools to advise the close date for the poster competition and the launch date for winner announcement	Carina	31/08/2017	Completed.	