



Minutes of the Meeting of the Art Exhibition Working Party

held on Thursday 1st March 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 2.04pm and thanked everyone for attending.
- 1.2 Present – Cr Alan Headon, Cr Darren Braund (via phone link) Pam Headon, Bobbi Pertini, Carina Congdon, Lesley-Anne Swaans, Jennifer Robyn, Leanne Cane and Rachel Rich (minute taker).
- 1.3 Apologies/leave of absence – Richard Cane.
- 1.4 Minutes of previous meeting –

Bobbi Pertini moved Carina Congdon seconded

That the Minutes of the Art Exhibition Working Party (AEWP) meeting held on 15th 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 Josh from James Well, querying the Art Exhibition Working Party (AEWP) allowing him to enter a painting that exceeds the maximum size. Bobbi has spoken to the artist Josh and advised of the extension for entry and discussed that if display it would not be eligible for judging. AEWP has agreed that larger entries can be displayed in separate area. Bobbi will liaise with Josh.
 - Email from Anrdea Pryzgonski via Alan Headon, confirming availability to judge fine art.
 - Email from Fuji Xerox seeking details for catalogue printing. Fuji representative will advise Bobbi if catalogue can be printed and what the in-kind cost/value.

- Alan was contacted by Ardrossan Information Centre asking if exhibition details were on the Australian Tourism Data Warehouse (ATDW) website. Alan advised Ardrossan Information Centre to promote via ATDW.
- Email from Brenda Bowman to say that art screens have been returned, and to remove her details from SF177. Rachel will update SF177 Art Screen Hire Form.

ITEM 3 CORRESPONDENCE OUT

3.1 Confirmed outgoing correspondence from the following:

- Email to Andrea Przygonski advising reimbursement details.
- Email to Antoinette Mclean regarding judging for sculpture at Edithburgh.

ITEM 4 BUSINESS ARISING

4.1 Invitations for opening night:

Invitations for opening night have been sent out. RSVP's are being received.

4.2 Report to Council for endorsement of sponsorship amount of \$2,000:

CEO has agreed to sign off on \$2,000 therefore a report does not need to go to March Council meeting.

4.3 Advertising update:

Write up in last week's YPCT and a media release for workshop in this week's YPCT. Social media advertising is going well. Photography workshop has been advertised and there are now only 3 places left for photography workshop.

4.4 Letters to go out to all confirmed judges advising details of when judging will occur. Rachel will send out the letters to confirm judging date and time, Tuesday 27th March 2018.

4.5 Review of Action List:

- Have started to receive bios and photos from artists, these will go in the catalogue.
- Workshops can be closed off as the photography workshop is going ahead.
- Participating artists - AEWP agreed to not pursue participating artists for this exhibition.
- Art screens have been returned. Council will need a set of keys to the shed.
- Art Screens for Yorketown Photography Exhibition - Yorketown Progress have sourced 10 screens from Stansbury Progress to utilise. Hart Bros are on standby to provide temp fencing if required.
- Selling of raffle tickets still ongoing.
- Square apps have been ordered for purchasing of art.
- Wine has been sourced.
- Speakers for opening night to be finalised.
- Food for opening night – Alan will provide a quote from Meraki Sole.
- Signs – Darren sent through proofs for signs. Bobbi has ordered 4 signs. 1 for each location and one to identify all areas. Discussion ensued around where they will be placed.
- Freight – CEO of City of Prospect has agreed to be a drop off point for paintings in Adelaide. Bobbi managing.
- Special event permit has been submitted.

- Receipts for artworks and stickers. Confirmed that artists will put their own identifying stickers on the artworks in accordance with the conditions of entry.
- Leanne has been contacted by a woman who has offered her assistance in hanging artworks. Bruce Davey will also assist with hanging.
- Volunteers confirmed for opening night from Ardrossan Progress and Ardrossan Community Club.

ITEM 5 NEW BUSINESS

5.1 Update on entries received to date:

- 95 paintings, 26 sculptures and 14 photos. 1 school identified for entry.

5.2 Lighting for exhibition:

- Rachel spoke to Scott Glazbrook to confirm booking. Bobbi will contact him to confirm times and dates for setting up. Check with Brenda Bowman to identify dates of when lighting is to be set up.

5.3 Confirmation of drop off point in Adelaide for artworks in lieu of Wheares Transport:

- Discussed under Action List – Bobbi managing drop offs to City of Prospect.

5.4 Receipt tickets for paintings when they are delivered and artist's sticker identification:

- Discussed under Action List.

5.5 Eftpos training still to be organised:

- Eftpos machines have been ordered, training date to be advised.

5.6 Contacted by Allyson Parsons Art querying if YP Art Exhibition is still keen to link into art trail for 2018:

- Details for Allyson Parsons Art Exhibition at Port Vincent will be added to the catalogue to link into the art trail.

5.7 Ordering of new signs:

- Bobbi has ordered new signs to incorporate Edithburgh and Yorketown. They will be ready to pick up early next week. Will need to liaise with Stephen Goldsworthy and Phil Herrmann in relation to placement of signage.

5.8 Confirmation from Yorke Valley Hotel:

- In-kind sponsorship of 1 doz white and 1 doz red wine for opening night.

5.9 Participating Artists Update:

- Not going ahead with participating artists due to running photography workshop.

5.10 Art Screens:

- Edithburgh Progress Association have paid deposit for screen hire and screens have been returned.

5.11 Opening times:

- To remain as advertised on website and conditions of entry. Darren will organise resizing of designed signs so they can also be printed on Council printer for signage outside of each exhibition, to attract foot traffic.

ITEM 6 NEXT MEETING

Thursday 15th March 2018, 2.00pm.

ITEM 7 MEETING CLOSE

The meeting closed at 3.20pm

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Chairperson – Alan Headon