



RECORD OF MEETING

Committee Meeting
Thursday, 17 July 2008
Private Residence
9.55am – 12.20pm

Attendance: Gen Baker, Carmen Stewart, Lynda Kuntjy, Olga Mawhinney, Leslee Rowlands

Apologies: Trish Cestrilli, Janet Hummerston, Anita Ganz

1. First Love

- Mail out of donated canvases and entry forms posted to preferred addresses.
- President viewed Cullity Gallery to better understand what the venue has to offer and requests that a committee member go with her one week before the exhibition to go through the set up procedure.
- Due to limited funds, good quality cask wine to be purchased for the opening night unless some member is able to access donated quality bottled wine. De Bortoli Cabernet Merlot casks were purchased last year.
- Internet access and a couple of laptops could be requested for the opening night to show members new website.
- First Love is historically a bi-annual event therefore consideration needs to be given to maintaining a place at the gallery for the alternate years.
- Tiamo's restaurant/café in Nedlands booked for 12.30 lunch for committee meeting on Saturday, 9 August 2008.
- Entry form data to be saved as a mail merge to go onto sticky labels.
- Two members will be unavailable for the Saturday morning set-up due to other exhibition commitments (Angelico).
- Visitor's book (record of sales book) required for duration of exhibition and on-going usage.
- Carmen Stewart kindly donated a hard cover book if another more suitable book is not found. Suggested that it be suitable for insertions (expandable) and be of a substantial size and aesthetically appealing and kept as an ongoing historical record and catalogue.
- Discussion about sales procedure - credit card swipe machine, direct debit and receipt book, knowledge and expertise of Thelma Cluning (responsible for this last year) needs to be sought.
- Suggestions for the charity to which a donation will be made – Princess Margaret Hospital for Children, Royal Blind Society.

Action: Lynda to arrange to collect a swipe access card for the weekend of set-up the exhibition. Print labels.

Action: Leslee to seek assistance from Sean Wain with cutting foam core board for the labels.

Action: Olga to collate data for labels up until Saturday 9th then Leslee will enter any last minute details and forward to Lynda for printing.

2. Association Overview

- Existing copy requires refining role statements e.g. the Webmaster (Pauline O'Brien) does the duties as described by Membership.
- Sponsorship/Partnerships need clarification as to who should be responsible; a process needs to be put in place e.g. at present requests for sponsorship are made formally in writing, then a phone call is made to arrange a meeting to promote the needs of the Association and the benefits to the sponsor.
- As projects in the Association are developed the order of procedure will become clarified. This needs to be captured and communicated in preparation for the AGM and handovers.
- Process diagrams or checklists need to be established for projects and roles.
- Technically, a committee member should be present at sub committee meetings to keep the Committee informed of progress and deliberations.

3. Website, tagline & header

- Initially the tagline was to be used on website. Slogans and catch phrases can be used on stationary and other merchandise such as stickers, bookmarks and magnets and other Art Education Association promotional material.
- Preference - 'Creatively connecting' and 'Art: Learn, Live, Love'
- A visual header (motif) needed for these – suggestions are most welcome.

4. Role statements

- Committee reminded to work on these.
- By AGM time there should be a clear idea of roles for a smooth handover.

Action: Olga to email a gentle reminder

5. Process diagrams

- This is related to the role statement and enables incoming committee members to better understand the process involved in organising various Art Ed. Projects – a flow chart and time line for each activity, to be used as a checklist to streamline projects.

Action: Lynda is currently working on First Love. Other members to outline establish process diagrams or timelines for the projects worked on.

6. Member discounts

- Carmen suggested that the TAFE students who designed our membership form be given a yearly membership to our association as a thank you.
- Discussion regarding membership signatory – at present it is in keeping with the constitution. Members debated the merit of co-signing membership forms.
- The President is keen to know the profile of members to better understand the skills base within the Association.
- Discussion as to how best to indicate the student status on the membership card – colour coded, 'S' stamped onto the card or simply student printed onto the existing format.

Motion: (Carmen Stewart) Set student membership price at \$30 pa. (\$15 discount)
(seconded – Gen Baker) The constitution indicates students must be studying full time.

7. Sub committee updates

- Gen Baker is selling Arts Still Alive - Tarden \$44, Broome \$22
- The draft copy of the journal is looking very impressive; noted that the post office box address at the front of the journal needs to be the Art Ed address.

- In future, a levy for members advertising space - \$100 = half page, \$200 = full page (advertising on the website is free).

8. Wild and Wacky ArtEd ideas

- Dr Sketchy – life drawing night full of fun and frivolity at the Norfolk Basement South Terrace & Norfolk Street, Fremantle on Monday, 21 July 2008.
- Riso machine – ArtEd could possibly purchase and use for printing T shirts or putting the Riso on loan to members?
- Partnership with Boffins – art nights when artists give a talk/presentation and Boffins provide discount books.

9. The Art Ed constitution

- Changes need to be done as a special resolution with $\frac{3}{4}$ of the membership in attendance, followed by a letter to the Commissioner to verify that the changes have been voted on and passed.
- Proxy forms needed.
- The matter to be prepared for the next AGM.

10. Other business

- Membership to Craft House at Menora is only \$50 pa and enables members to hire the venue @\$6 per hour, more expensive after 6pm.
- Gen Baker to run a workshop on transfer techniques (onto a variety of surfaces) 1st Sept 2008.

Meeting closed at 12.20