



## Minutes of Meeting

### Management Committee Meeting

Thursday 7<sup>th</sup> May at 4.00pm  
Catholic Education Office  
50 Ruslip Street Leederville

1. **Attendance** Lynda Kuntjy, Pauline O'Brien, Rosie O'Keefe, Gen Baker, Yvonne Wiese, Carmen Stewart, Rosie Edmiston, Patricia Cestrilli. Apologies Sarah Hannah
2. **Acceptance of previous Record of Meeting** Yvonne moved, Rosie Edmiston seconded
3. **Discussion arising from previous Record of Meeting** Budgeting needs to be a priority the present budget is healthy, will need to carefully consider costs of events eg end of year function.
4. **Correspondence In / Out** Invitation from Curtin University tabled.
5. **Finance / Treasurer's Report**
6. **Committee Coordinator Reports (from Coordinators of these responsibilities)**
  1. **Professional Learning**
    - i. Professional Learning Calendar for 2009 – Need to identify Professional Learning events to be forwarded to the PTCWA to be included in their calendar.  
**General Meeting** Term 3 week 1 Wednesday 22 July at Corpus Christi  
Murdock Drive  
**ACTION** Yvonne to arrange the venue and prepare invite to members email to Pauline and be photographer for the event. Invite Simon Gilbey to present at the general meeting.  
**ACTION** Rosie O'Keefe to contact Simon  
**Raku Wheel Throwing** Sunday 7<sup>th</sup> June Aquinas College making pots in readiness for the **Toodyay Raku Firing Weekend** Saturday 27<sup>th</sup> and 28<sup>th</sup> June. Gen and Carmen to organise. A proforma will need to be designed for the PD as RSVP is necessary for the PD and catering arrangements. (Lamb on the spit, approx \$104, rolls, gravy and wine)  
The PD proforma needs to address charges/fees for members and non members  
**ACTION** Proforma to be designed for PL occasions Trish to make a template and Lynda to edit  
Other ideas for PL in term 4 to be brought to the next meeting. Each member is responsible for bringing at least one idea to the next meeting to ensure forward planning of professional learning calendar of events.
    - ii. **Primary Networks** – Rosie Edmiston
      - Successful PL First day back Term 220 participants were charged \$15 members \$20 non members -7 new members
      - Week 8, Term 2 Jacksons to conduct a painting PL from 4.00pm-6.00pm in each of the 4 regions
      - Aim is for one PL per term in order to keep the network going and increase membership
    - iii. **Secondary networks** – not yet functioning
  2. **Communications**
    - i. **Publications-Journal**, Arts Still Alive – Yvonne  
Communication Committee needs to know how much of the budget is allocated to the publications. Might need some sponsorship –Jacksons, advertising  
Discussed costings of the journals (in 2008 approx \$2000.00 printing + \$200.00 postage.)  
This year possibility of 16 page mini journal featuring 5 rural areas - 2 pages each area.  
Who will do the design work and how much will they be remunerated? .  
Yvonne volunteered her work last year and this provided a saving for the association

**ACTION** Publications committee to come back with costings and quotes from designers for 500 x 16-20 page journal these are to be emailed to Lynda and Pauline for circulation.

- ii. **Webmaster-Website**, Yahoo forum – Pauline  
Going well

### 3. Membership

- i. Registration –need to print up cards to be phased in now.

**ACTION** Lynda will bring information to the next meeting

- ii. Promotions / sponsorship –  
Need to develop guidelines for sponsorship -10% discount to members. The sponsors will need a copy of the card, and a slip outlining sponsors to be included with membership card to members.

**ACTION** Gen to call a meeting of the membership sub committee, Pauline to attend also

### 4. Events

- i. First love – Rosie E and Sarah  
Discussed the advantages/disadvantages of venues and costings. Exhibition to be held every alternate year so 2010 will be the next exhibition. Bookings need to be done now for next year. Some possibilities are: Cullity Gallery, Ellis House Bayswater, TAFE, Moores Building. There were some issues from Cullity Gallery after last year's event:

- 1) late return of security card
- 2) late payment of 10% from sales
- 3) mess Left by ArtEd committee

**ACTION** Trish to investigate and follow up on the commission cheque and a letter of apology to Cullity Gallery.

NOTE IMPORTANCE OF FOLLOW UP

- ii. Partnerships –
- iii. General Meetings - covered in Prof Learning

### 5. General Business for discussion

- I. **M/Committee Responsibilities** – confirming who is responsible for what ie being the link between M/Comm and various sub committees; other responsibilities.

**Constitution rewrite** – Pauline O'Brien

**Professional learning** – ???

- Primary Network – Rosie Edmiston
- Secondary network – Trish Cestrilli
- General meetings - ??? or in Events??

**Communications** – Sarah Hannah

- Publications – Journal – Yvonne Wiese
- Website & Yahoo list – Pauline O'Brien

**Membership** – Gen Baker

**Events** – ???

- First Love – Sarah and Rosie E (prep for 2010)
- General meetings - ??? or in PL??

- II. **Proformas for managing these responsibilities**

**ACTION** – to be presented by coordinators at the next meeting.

- III **Formalising the sub committees** eg PL Pauline

**ACTION** Coordinators to connect with the volunteers who added their names to the relevant lists and set up a sub committee meeting (or email chat) to discuss responsibilities of given sub committees for the rest of the year.

- IV **Establish Committee meeting dates** Pauline

Only the next meeting date was named – need to stick to a date – aim for one a month / two a term minimum

- V **Availability of all sub-committee minutes following meetings** Publication of minutes on the website Pauline Need for formalising minute keeping for website,  
**ACTION** The Coordinator keep a record with a minimum of dot point final notes on discussions / Actions and to circulate by email to All Committee Members. Request if relevant for Pauline to place them on the website.

## VI Constitution - timing

Pauline

- Membership types – institutional / commercial opportunity?

**ACTION:** Pauline to call for a sub committee from general membership to begin draft rewrite by end of Term 2.

NB: Notes below added post close of meeting via postings by email.

## VII Occupation Health and Safety concerns

Rosie O'Keefe

I have a concern about the possible health risks to art teachers being exposed to toxic elements in their classrooms. Maybe a survey or study into the incident rate of cancers among the population of Art teachers compared to other teaching staff over the past twenty years might allay or confirm these concerns. Maybe it is time for another reminder to alert art teachers to the possible dangers with handling art materials.

## VIII Possible Future Professional Learning Opportunities

### a. Rendering with Coptic Markers

Lynda

This is a possible PD opportunity that we could provide this year. I forwarded the committee information in an email - next meeting we can discuss if we would like to add it to the PD calendar.

### b. Subiaco Craft Fair

Lynda

Again, I forwarded this email from Yvonne Hart regarding assistance with setting up a Craft and Design exhibition. Pauline also responded suggesting Sarah Hannah's experience/expertise with setting up Burt St craft fair.

Does anyone know who might be able to assist Yvonne? Please forward this email onto anyone who could help, otherwise we could send it out via YAHOO

### c. Majolica Pottery

Pauline

### d. Potters market (O'Connor)

Pauline

### e. Other?

## IX WACOT = Beginning & Returning Teacher

Mini journals printed were intended to be distributed to the B&R teachers seminar - these will need to be forwarded to WACOT.

Additionally, if anyone is interested attending the seminar as an ArtEd representative please forward your name to Lynda Kuntjy

## X Affiliation to AEA?

Is this something we are interested in, we should find out how much it will cost and go from there.

## XI PCTWA – action connected to the adoption of the Arts into the National Curriculum ie future involvement / planning...

Will forward the latest submission from PTCWA regarding WACOT review as well as the expression of interest currently being called for writers of national curriculum.

**6. Next meeting Tuesday June 9<sup>th</sup> Catholic Education Centre  
50 Ruislip St Leederville  
4.00pm for 4.30pm Start**

PLEASE SEE OVER for the Things To Do List

Things to do List arising from meeting 7 May, 2009

Who	What	When
Rosie	Complete Minutes and forward to all Committee members for comment or modification	ASAP after the Meeting
All members	read and respond to draft minutes	Within 2 days of receiving draft minutes
Lynda	Confirm minutes and fwd to Pauline to put up onto the website	ASAP
Yvonne	General Mtg confirm date & venue and create invite. Fwd to Pauline for website	ASAP
Rosie	General Mtg – contact Simon Gilbey as speaker – confirm to Yvonne	ASAP
Gen & Carmen	Wheel Throwing techniques and Raku Firing details confirmed, flyers created, send to Yahoo & fwd to Pauline for posting info on website.	ASAP
Trish	Create a proforma for organisers of all PL opportunities to use when planning activity, venue, catering, costs... Fwd to Lynda for editing	Prior to 9 June Meeting
All members	Come with new ideas and contacts for future PL opportunities at the next meeting	Prior to Tues 9 June.
Rosie E	Confirming Week 8 painting PL with Jacksons for Week 8	ASAP
Yvonne	Come back with costings and quotes from designers for 500 x 16-20 page Journal	Prior to 9 June meeting
Lynda	Investigate details re costings / suppliers for new membership cards	For 9 June Meeting
Gen	Call Membership Sub Committee Meeting – to discuss sponsorship package	ASAP
Trish	Commission Cheque and letter of apology to Cullity Gallery	ASAP
Rosie E & Sarah	Create / modify a timeline over two years for the 2010 First Love eg: pre booking venue this year.	By July 31 ?
* Responsible for Sub Comm	Create relevant proformas / role definitions for managing these responsibilities	For 9 June Meeting
* Responsible for Sub Comm	Make contact with sub comm. Volunteers formed from the AGM lists – have a meeting or chat amongst emails... re future plans	ASAP – Prior to the 9 June Meeting
* Responsible for Sub Comm	Forward any notes / records of meetings to all other Committee members. If relevant ask Pauline to load onto the webpage.	After meetings
Pauline	Call for members from the general membership via yahoo to be part of the Constitution rewrite sub committee.	Friday 22 may
???	Mini journals delivered to ??? for the B&R Teachers Seminar.	??
???	Anyone interested in attending as an ArtEd rep – inform Lynda	??
Pauline	As PL opportunities and functions are confirmed, Pauline to load details into the Google Calendar and create Posts to upload onto the website.	ASAP after receiving such details

\* NB: ??? Responsible for Sub Committees = Constitution rewrite – Pauline O'Brien; Professional Learning – ???; Primary Network – Rosie Edmiston; Secondary network – Trish Cestrilli; Communications – Sarah Hannah; Publications – Journal – Yvonne Wiese; Website – Pauline O'Brien; Membership – Gen Baker; Events – ???; General Meetings – ???; First Love – Sarah and Rosie E (ie prep for 2010)