



Record of
Management Committee Meeting
Wednesday 26 August
Refreshments from 4.00pm Meeting 4.30 to 6.30 (if needed)
Catholic Education Office
50 Ruislip Street Leederville

NB: This meeting has been called for the specific purpose of editing and approving the current Journal and then using the Publications: Journal Proforma that has been developed so far, to create a timeline for the second Journal.

1. **Attendance: Pauline O'Brien, Yvonne Weisse, Gen Baker, Sarah Hannah**
2. **Apologies: Lynda Kuntjy, Trish Cestrilli, , Rosie Edmiston, Rosie O'Keefe(messages of apology received after the meeting from Olga Mawhinney, Carmen Stewart)**
3. **Acceptance of previous Record of Meeting 6 August 2009**
 - Von asked that her apology be recorded for the 6 Aug meeting as was sent but not received at the meeting.
 - Re To Do List p.1 point 5a: Journal responsibilities need... should read *Proforma for Journal responsibilities needs...*
 - Re To Do List p.1 point 5b: It is essential the journal sub-com maintains... to read Add to the Proforma *The Journal Sub-committee is to maintain regular...*
 - Rosie O'Keefe had asked via email it be noted that she will be running the pastel workshop, not her daughter, tho Gemma may be on hand to help out. Correct date is 22 November (not October)

With above modifications, Minutes moved as being correct Gen Baker, seconded Pauline O'Brien

4. **Business**

1) **Edit / Approval of the September issue of the ArtED Journal**

- ❖ Went through the document page by page - Von and Sarah made a record of various suggestions re markup on Sarah's copy, Von also took Pauline's markup copy to refer to.
 - NB one topic we felt should be recorded was
The Artists Statement as submitted by Lance, was as Lynda had pointed out sourced from Curriculum Council – Von contact them and they said it was 'heavily reliant' on the original text. Gen clarified that Curriculum Council make such documents and information available for teachers and fully expect them to modify/adjust/use to suit their own needs. Whilst you would want to acknowledge the source of your information, so long as you don't try to sell it as your own work (ie as part of a Journal being sold – which ours isn't – it is provided complimentary to our members) there should be no issue. Von still resolved to follow up on the license to use it with Curriculum Council so all bases were covered.
- ❖ ?? The next Journal sub comm. meeting for the final check prior to handing over to Printer was not noted on the calendar.
- ❖ Von expressed her thanks to those who had responded with edit suggestions.
- ❖ ?? Planned date to get the last 2 blurbs checked – ie journal committee and pit firing?
- ❖ **Monday 31 August** - hand over to Printer
- ❖ **Tuesday 15 September** - return of Journals from Printer
- ❖ ASAP Date set for helpers to work on addressing and posting of journals
- ❖ **Friday 18 September** end of Week 9 - September Journal in mailboxes

2) **Timeline for 2nd Journal and possible theme.**

- ❖ **Theme:** Storytelling - Visual arts as a means of telling a story

General discussion re completing the second journal in a short time line.

Von keen to keep things flexible,

Pauline responded whilst the sub comm could be flexible in the times they chose to meet... there needed to be a very definite timeline in place to ensure the next Journal gets out on time – namely end of Week 7 term 4. If there is only enough material at the stated submission cut off date for say 12 pages, then the Journal becomes a 12 page publication.

Whilst as Von explained we are working with busy teachers and artists who are not always good at sticking to times, our members need to know that they will be getting a second journal and that it will be delivered in a timely fashion – if contributors don't get it in on time, it may be usable for the following Journal or in some online format

- ❖ **Timeline** – see attached word doc as the proforma for trying to get a timeline in place. The following decisions were made – **NB: working backwards** from when we would want members to be receiving the November Journals in the mail.
 - **Friday 27 November** – November Journal to be going into members mail boxes.
 - **Wednesday 25 November** – addressing and posting of Journals
 - **Wednesday 11 November** – copy handed over to the Printer (10 working days required)
 - **Tuesday 27 October** – Management Comm Mtg at CEO to approve size, content, layout, costs
 - **By Friday 6 November** – the Journal subcom + interested committee members do the final proof edit – *exact date to be notified by Von.*
 - Time for editor/designer to do final layout and changes ready for Printer.

 - **Saturday 29 August** Yvonne to email yahoo list
 - Indicating September Journal will soon be in members' mail box. Von maybe add that if anyone has changed their preferred mailing address to let you know or their Journal might not get to them! We can check any changes as we generate / stick on address labels.
 - Notifying theme of November Journal
 - asking for anyone to respond to Von if they are interested in
 - being part of the Journal Sub Committee for the rest of the year
 - interested in submitting an article / unit of work / contact with an artist re Storytelling – Visual arts as a means of telling a story

5. Next Management Committee monthly meeting Wednesday 9 September

Meeting closed at 5.50pm

NB: See next page for Timeline dates

Journal 09 November Issue Project Timeline

Yellow highlights the dates that the rest of the stages in the timeline will need to fit in around.

Management Committee Meeting Wednesday 26 August

Decide on Theme – **STORYTELLING** and Posting date of November Journal **25 November**

Wednesday 26 August

Create timeline – only partially done, to be discussed further and confirmed at next Journal sub com meeting

Saturday 29 August

Call to members for submission to November Journal and suggestions for relevant artists

Begin approaching relevant artists for submissions

??? Journal sub comm. to decide on this

Journal sub comm. Planning meeting

page allocation, rough page plan depending on promised articles / units of work

??? Journal sub comm. to decide on date

Deadline for submissions & collation

Receipting, editing, writing,

??? Journal sub comm. to decide on date

Journal sub comm. Planning meeting

collation & page plan depending on actual units of work / articles to hand.

??? – NB needs to be confirmed by Management Comm.

Costing quotes from printers and designers once number of pages is determined NB: Not to exceed 20 pages

??? Journal sub comm. to decide on date

Production Artwork starts Proofing is an ongoing process

??? Journal sub comm. to decide on date

Deadline for artwork, ensure permissions to use images / info are collected

??? Journal sub comm. to decide on date

Journal sub comm. Planning meeting

Review imagery, layout & colour

By Friday 23 October Prior to M/Comm Meeting Tuesday 27 October

Email PDFs to Management Committee

Approval of content / layout proofing round

??? Journal sub comm. to decide on date

Journal sub comm. Proofing

Final proofing round

Tuesday 10 / Wednesday 11 November

Hand-over of PDFs to Printer for printing (needs 10 working days turn around)

Tuesday 24 / Wednesday 25 November

Receipt of copies from Printer

Wednesday 25 November

Addressing and distribution by post to all members.

Post production archiving of Journal, permissions...