



Minutes

Management Committee Meeting
Wednesday 14 October at 4.30pm
Catholic Education Office
50 Ruislip Street, Leederville

1. **Attendance** Lynda Kuntjy, Carmen Stewart, Pauline O'Brien, Yvonne Wiese, Trish Cestrilli, Gen Baker, Rosie O'Keefe, Sarah Hannah
Apologies: Rosie.Edmiston
2. **Acceptance of previous Record of Meeting** Moved Carmen, Seconded Gen
3. **Discussion arising from previous Record of Meeting**
4. **Correspondence In** Peter Lowe –costing for workshops, Statement from Bank of Queensland, True Blue Exhibitions- advertising material, PTCWA Award night 29th Oct- the ArtEd nomination is Gen Baker, our congratulations are extended to Gen.
5. **Finance / Treasurer's Report**
Trish Cestrilli- Current balance is \$8,048.42 we have an outstanding invoice for \$355.00 re: membership cards.
Trish tabled the statement for the investment account which stands at \$7,841.15 CR, interest will be \$96.12. This will be due for reinvestment on the 19th November at 4.60% with the Bank of Queensland
\$30.00 membership fee paid by student Lauren Miles
Need to update Proformas to marry up the invoices before the AGM
Pauline suggested- Need to create a procedure for payment of invoices and refunding of money expended personally on ArtED business eg *might* include
 - i. online payment becomes the standard protocol; need to provide banking acc details NB lose double check of a second signature?
 - ii. Invoices can be scanned and forwarded – originals to be handed over to the Treasurer at the next meeting...
 - iii. Begin process for payment in a timely manner so invoice can be paid promptly
6. **Committee Coordinator Reports (from Coordinators of following responsibilities)**
 - 1) **Communications**
 - i. Publications-Journal, Arts –Yvonne tabled the completed September journal and CD, Von was given the archived copies at a previous meeting but doesn't have any electronic copies of journals. Also tabled were the summaries and quotes for the printing of the next journal. As a result of the quotes Pauline summarised that Worldwide Morley was a good deal with a higher quality paper and under other similar quotes. The quote from Worldwide Morley was accepted.
 - ii. **Motion** was put that ***"we seek annual quote for the journals outlining the set number we want printed, so there is only one quote for the year"***
 - o Design work- Pauline gave the brief to the printers with the information that they would do the design work (layout and typesetting) -2 didn't quote and others gave only estimated time allocations for the work required – dependant on the format the work was provided to them. The decision then came down to Yvonne Wiese and Deepika.
 - o After discussion it was decided to offer the work to Von on the understanding that the templates would be given to ArtEd as part of the completed journal.

The reasoning for accepting Yvonne's quote was that although Deepika's price was less than Von's Von has a track record of previous journals and that there was capacity to produce the work under a tight timeline opposed to the unknown factor of Deepika. Lynda assured the committee that Deepika could produce the required work in the time given and was unwilling to issue the job to a committee member when the other quotes tabled were half the price and significantly cheaper. The President was mindful of how this would be perceived by membership. No other committee member is paid for their time or hours of contribution. Vote taken and all present except the President Lynda, voted for Yvonne as the winning tender. Von 's quote was accepted. Lynda as President does not endorse this position nor the precedent that it sets.

- Von wanted it to be known that on an ethical basis she wouldn't like to hand over the templates as she thought that in commercial business these would be the property of the designer, unless paid for separately. She is willing to go ahead with the work and hand over the templates on completion but it doesn't sit well with her.
- We now need to amend Von's quote to read "to supply templates and 20 pages in indesign source files."
- Pauline suggested that in future the committee must be in agreement and very clear as to the parameters that comprise the quote for both printing and design *before* the tender is let.

Timeline for the November journal

22/10/2009	23/10/2009	26/10/2009	27/28/10/2009	28/10/2009	28/10/2009-11/11/2009	11/11/2009	16/11/2009
Journal committee meeting re final submissions layout	Send to Sarah for external proof reading	Sarah sends back to sub comm for editing	Edit completed - to Artwork by designer	Back to sub committee for proofing round	Designer	Back to the management committee volunteers	To Printer Posting date 30 th Nov (earlier if possible)

A reminder that all money transactions need to be finalised and the invoices need to be given to Trish.

2) Events

- Christmas Wind-up** – Carmen
Carmen will finalise the catering with Raktacin, venue is booked.
- Flyer for Christmas Windup- done
- Invites for Christmas Windup- consider this an opportunity to invite other organisations, associations as part of the need, to build stronger affiliations in 2010.- invite letter printed to be sent to Kevin Jackson and his representatives.
- First love** – Sarah
Communication is happening between Thelma John - Central TAFE, there is a possibility of a revamp of "First Love" running a partnership between TAFE lecturers and Art teachers - still early stages with feedback and negotiation necessary. Also a possibility of using the Rockingham Council venue, excellent new facilities, there would be no fee but commission would be sought. An alcohol license for the premises on opening night would be needed. The venue needs to be finalised soon if we are to be able to have the dates we want, at present thinking of an August show.

3) Professional Learning

- Term 4 PD- Pauline and Lynda have mapped PD for Term 4 and Semester One is evolving
- 2010 PD calendar – no time to table and discuss

4) AGM

- Forward planning- Lynda and Rosie to begin arrangements

5) Membership

- Registrar – Genevie
- Cards and renewal package- New cards are now available these will be sent out with an accompanying letter. Thank you to Lynda for organising the design and printing of the new membership cards.
\$45.00-early membership
\$50.00-after the due date-
Gen will include subscription page in the journal

6) General Business for discussion

AEA Affiliation –Pauline no time to discuss

7) Meeting closed at 6.35pm

8) **Next meeting** to be decided