



Minutes

Management Committee Meeting
Tuesday 17th November at 4.00pm
4.30pm start
Catholic Education Office
50 Ruislip Street Leederville

1. **Attendance** : Lynda Kuntjy, Pauline O'Brien, Rosie Edmiston, Yvonne Wiese, Carmen Stewart , Gen Baker, Rosie O'Keefe
2. **Apologies** : Sarah Hannah, Trish Cestrilli
3. **Acceptance of previous Record of Meeting** Accepted Pauline O'Brien seconded Carmen Stewart
4. **Discussion arising from previous Record of Meeting**
5. **Correspondence**
In: CAR policy information Gen to email to Rosie,
Von tabled invoice for journal, she will send an electronic copy to Trish.
AGWA invoice for the AGM
Out: Invitation to Kevin Jackson re: End of Year Windup

6. Reports

1) Communications

Publications-Journal

- i Revision of the Presidents report- Alterations to the wording around the general meeting to read "new style of meeting rather than reintroduce"
- ii Acceptance of the 2nd proof reading – Management Committee signed off on the journal. Von will now make the final alterations that were identified during the meeting and send the final draft to the printers.
- iii Revised timeline-
 - World Wide Printing is confident that they will still be able to meet the 25th November deadline, they need five working days to complete the print.
 - Gen will arrange the insert re: ArtEd membership enrolment for the journal, the discrepancy in cost \$55 -\$50 needs to be corrected before insertion. Gen will do a renewal notice and the mail merge
 - Von, Gen and Rosie O'Keefe will liaise to organise the sticky labels/stamps/inserts for the envelopes
 - Payment for the printer is expected prior to delivery, Von will arrange to electronically send the invoice to Trish when it is ready.

7. General Business for discussion

1) Professional Learning Calendar for 2010

Pauline presented a proposed calendar of Professional Learning for semester one 2010, Lynda asked for it to be withdrawn, as there will be a new committee next year and it would not be fair to commit them to all this work. We should wait for the new committee to approach the proposed presenters in 2010; Lynda will advise the presenters already approached that this will be the procedure that ArtEd will follow.

2) Affiliation to AEA

Pauline has had an invitation by the AEA for ArtED to join its organisation. Pauline put the motion that ArtED should affiliate with AEA , the Management Committee was unanimous in agreement to join the AEA for the fee of \$110. Rosie will fill out the form and see Trish to arrange payment. Names of the current executive will be listed on the enrolment form and changed in the new year when the 2010 executive has been selected.

3) First love – booking of a venue

Rosie E has located a possible venue in Wanneroo, it is a new Arts building that is fully manned, submissions for exhibitions are called for once a year in July. Rosie E will follow up on the relevant information and email it to Rosie O'Keefe.

4) Wind Up – current numbers, etc...

Carmen has the arrangements in hand, the venue/caterers are booked, (she will keep receipts for reimbursement of any monies spent on extra supplies) invitations sent (including to Jacksons) Suggestion that we should target new members to feel welcome to come along and Gen will bring along some enrolment forms.

5) Nominations for 2010 ArtEd positions

Nominations have been coming in for the 2010 management positions, Pauline will send a reminder that nominations need to be finalised one week before the AGM on the 20th February 2010. Need to encourage more members to nominate for the Executive positions, opportunity to canvas at the "Final Windup" in December. Rosie O'K tabled the current list of nominees. The nomination form should have a mission statement and a current photo to be included on the ballot paper. Sue Roach has offered to be returning officer. Scrutineer still to be advised.

6) Feedback from general meeting

Pauline tabled the feedback from the general meeting held at Jane Brook Winery and drew attention to the suggestions made by those present, these suggestions will help tailor our PD for 2010.

7) Vote of thanks

Carmen wished to offer her thanks to those who have been working so hard to produce the journal Rosie seconded this token of appreciation.

8) Next meeting

AGM

Saturday, 20 February 2010

1.00pm-3.00pm

Art Gallery of WA theatrette

refreshments after the AGM at the AGWA Café

See over for To do list of actions

Members Responsible	Action	Due Date	Status
Gen	Email Rosie CAR documentation		
	Arrange for mship insert to Journal /correct \$55 -\$50/renewal notice/mail merge	ASAP	<input checked="" type="checkbox"/>
	Liase with Von and Rosie re sticky labels/stamps/ inserts		<input checked="" type="checkbox"/>
	Bring enrolment forms to the windup		<input checked="" type="checkbox"/>
Von	Email Trish invoice for Journal Design	ASAP	<input checked="" type="checkbox"/>
	Email Trish invoice for the Printer		<input checked="" type="checkbox"/>
	Make final alterations to the journal and send to printer	ASAP	<input checked="" type="checkbox"/>
	Liase with Gen and Rosie re sticky labels/stamps/ inserts		<input checked="" type="checkbox"/>
Rosie O	Contact Trish re invoices for AGWA/AEA meet and collect cheques to be signed by Lynda-arrange electronic payment if possible	ASAP	
	Rosie to fill out the enrolment form for the AEA and see Trish re payment	ASAP	
	Liase with Gen and Von re sticky labels/stamps/ inserts		<input checked="" type="checkbox"/>
Lynda	advise the PD presenters already approached that the procedure that ArtEd will follow in 2010 will be that the new committee will need to be approached		
Rosie E	Follow up with the information about the venue in Wanneroo and email to Rosie O"K		
Carmen	will keep receipts for reimbursement of any monies spent on extra supplies for the windup		<input checked="" type="checkbox"/>
Pauline	will send a reminder that nominations need to be finalised one week before the AGM on the 20th February 2010.		<input checked="" type="checkbox"/>
Rosie O and Lynda	Coordinate the AGM as required The nomination form (supporting statement from a nominee?) should have a mission statement and a current photo to be included on the ballot paper.		