



Record of Meeting

Primary Sub Committee Meeting

Saturday 27 March, 2010

Rosie's House Greenwood

AGENDA

1. Meeting opened 10.30am

2. Attendees

Rosie Edmiston, Jeanette Lyons, Pauline O'Brien,

3. Apologies

Michelle Morris, Sarah Hannah, Jeanette Rengel

4. Minutes from last Sub Committee Meeting.

Moved: That the minutes of the last meeting be accepted as true and accurate
– moved Pauline, seconded Jeanette, Motion carried.

5. Business arising from the Minutes - Nil

6. Reports - Nil

7. General Business

1) **New Sub Committee:** Rosie Edmiston (Convenor), Pauline O'Brien, Jeanette Lyons (east / hills), Jeanette Rengel (north), Clarissa Russell (central / north) Michelle Morris (east / hills) Sarah Hannah (south).

2) Network Meetings

a) **Cost: Non members \$5 - Members free**

b) **Term Two** - Jacksons Back to Basics – week 2/3 Yvonne Zago, Kim Suanders & Brett Hanvey. Flyer attached.

Rosie to also send flyer to AISWA - Linda Kuntjy & CEO - Gen Baker.

c) **Term Two** - Show and Tell – Week 8

i) North - St Marks - Jeanette Rengel -

ii) East - Kewdale Primary - Michelle Morris

iii) South - North Parmelia - Cheryl Groves

iv) Central – City Beach – Michelle Morley - **Rosie to contact Michelle.**

v) North East – Morley Primary School - Clarissa Russell - **Rosie to contact Clarissa**

d) **Term Three** – Week 8 - Visiting artists' plus sharing session – Each area coordinator to see if they can link up with a local artist to come and share their experiences.

e) **Term Four** – sharing and forward programming for 2011 and dinner afterwards – week 8

3) **PD** – planned PD to be forwarded to Art Ed PD Convenor – Yvonne Wiese

- a) **IPSHA** – 25th August to 3rd September - week 7 term 3. Wednesday 1st September - Exhibition viewing and sharing (Jeanette).
- b) **Art Blast** – Tuesday 19th October Fremantle Town Hall week 2, Term 4.
- c) **Print Making** – Michelle Morris – to be advised – **Rosie to ring and firm up dates.**

4) Primary Sub Committee Meetings for 2010

- i) Term 2 - Week 10 26th June - Jeanette's 213 Pomeroy Rd, Lesmurdie.
- ii) Term 3 - Week 9 Sat 18 Sept Pauline's 38 Oakover Street, East Fremantle.
- iii) Term 4 - Saturday 4th Dec - to be notified.

b) Art Ed Management Committee meeting dates (from M/Comm Meeting 9 march minutes)

- i) 15 April - Holidays
- ii) 8 May - 4.15 Wesley
- iii) 22 June - 4.15 Wesley
- iv) 15 July - Holidays

Management Committee - Any business for inclusion in agenda to be presented to Secretary Rosie O'Keefe for inclusion in the agenda.

Rosie: Request M/Comm for details on who is the Primary sub comm. contact person within the Management committee.

Primary sub comm. Minutes to be checked by members present - then forwarded to President - Yvonne and Secretary – Rosie O, and to Web Master - Pauline or Lynda to be posted online.

5) Primary sub committee role definition proforma discussed and modified to suit 2010 (see attached as Appendix) and to be distributed to all Primary subcommittee members.

- i) Pauline will add in procedure for dealing with money collected etc and request feedback from Treasurer.

6) Arts Still Alive 2010 – Volume 11

- a) Primary sub committee would like to produce a new addition of Arts Still Alive –
 - i) Need to seek approval from management as funds are required to cover printing and production costs.
 - ii) The plan is currently to use the existing format and be titled - Arts Still Alive Volume 11.
 - iii) **The primary committee requests that this item be placed on the agenda for the Management Committee's support and approval for funding.**
 - iv) On approval we will:
 - (1) Form an Arts Still Alive subcommittee
 - (2) Develop a proposed project management outline with time line
 - (3) determine a likely print run
 - (4) obtain quotes for
 - (a) art work production
 - (b) printing
 - (5) ascertain a range of possible distribution points and selling price
 - (6) Re launch the production of Arts Still Alive Vol 11 to the membership
 - (7) Introduce the proforma for writing lesson plans at network meeting week 8 term 2 to instil and enthuse participation. Place proforma online for easy access of all members. Years to be targeted - early childhood – middle childhood ie Primary.
 - (8) Arrange date for collection of project ideas and images of works and permissions.
 - (9) Term 3 at show and tell – bring work samples to photograph plus program in a digital format
 - (10) Production sub committee would then need to meet to select a range of projects with supporting images for inclusion in the book.

8. Next Meeting Term Two - Week 10 26th June. Jeanette's 213 Pomeroy Rd Lesmurdie

9. Meeting Closed at 12.05pm

Primary Sub Committee Role Description 2010

Convenor: Rosie Edmiston

Sub Committee members

2010: Jeanette Lyons, Sarah Hannah, Pauline O'Brien, Michelle Morris, Clarissa

Organisation and management of the Primary Sub Committee

Primary sub committee role overview

Convenor plus one member from each region – North, (North – east?), South, East and West plus others who might be interested in taking on another overall responsibility that helps better serve our Primary members.

Responsibilities:

1. Ensure planning for PD and network opportunities are in place for at least one term ahead of schedule, so that members can plan ahead.
2. Care for the specific needs of the Primary membership by
 - Network meetings - plan, advertise, run, maintain email contact list from the different areas - especially of non members who might be further encouraged to join ArtEd.
 - Support the production of Journals and other publications to ensure that Primary needs/contents are represented ie Primary based content
 - Ensure that the Primary members have a 'voice' on the Management Committee eg feed into Management Committee requests for skill / technique / content workshops
 - Think laterally about how we can further support our country based Primary members
3. Develop Partnerships
 - Eg Promote mentoring of training teachers from within the Primary sector (ECU – Mt Lawley / Churchlands; Notre Dame; other?)
4. Be actively involved in promoting new Primary teacher membership of ArtED.
5. Support and encourage attendance at 'general meetings' where all Primary and Secondary members can network at both a professional and social level.

Procedures

Primary Sub Committee meetings

Meet once a Term, last Saturday of Term, Week 9 for 2 hours

- Convenor prepares agenda and reminds Sub Committee members of dates and tasks to be completed the week before.
- Host organises catering, and completes event cost break down – prepares claim for reimbursement of costs if needed.
- Minutes circulated to Sub Committee members for confirmation
- Minutes, once confirmed by attendees is sent to President and Secretary
- Webmaster posts minutes up on web
- Sub Committee members complete allocated tasks from the meeting

Primary Sub Committee Network 4.00 – 6.00 after school

- Arrange dates, venues, hosts for each region 4.00 – 6.00
- **Prim Sub Comm Convenor**
 - creates flyer including all 4 venues, dates, costs and RSVP addresses
 - sends flyer to
 - District Offices, AISWA, CEO for wider distribution,
 - Yahoo discussion list
 - regional coordinators (N,N.E,S,H,C) to send to own database (specifically targeting non members)
 - webmaster to post the event onto the web and the calendar
- **Regional Coordinators**
 - Receives RSVPs and answers any queries specific to their region's event
 - Organises registration sheet and PD certificates
 - Organises afternoon tea
 - Registers and welcomes participants on arrival

- Collects money if required and issues receipt
- Facilitates the sharing session
- Thanks the host / presenter(s)
- Distributes PD certificates
- Maintains email contact list for their own region
- Details event cost break down – prepares claim for reimbursement of costs if needed. – NB receipts required – and forwards to Treasurer
- Creates report to submit to next Sub Committee meeting
- Forward registration sheet to PL coordinator – keep a copy for self.
- Forward all email addresses of any new members or non members to Prim Sub Comm Convenor.

Taster PL Session

- Same process as above

Primary Specific Workshop

- Same process as above

Managing the handover of any money received at any session to the Treasurer

- Receipts will be written for any money received ie cost of workshop, network session or meeting as well as any new member who wishes to pay their membership at an event. NB: receipt for membership is only an interim receipt to record the fact that money has changed hands the formal receipt for membership will be issued by the Membership Registrar.
- Regional coordinator
 - covers the host's costs of catering for afternoon tea from any fees received, (NB dockets/invoices required) then submits balance of money to the ArtEd bank Ac **BSB 639000 Ac # 11310553** noting the reason the money has been deposited eg 3 members; Prim network south;
 - sends an email to the Treasurer detailing the date the money was deposited and the specific items eg 2/2/2010 \$123.60 namely \$23.60 - network attendance; \$100 - 2 new members Adsgs Bjhh and Chiu Dnuy.
 - sends any completed membership forms to Gen Baker –(snail mail or scan and attach to an email)

Essential contact details for 2010

Treasurer Keilo Wise manekkoyo@yahoo.com

Membership Registrar Gen Baker baker.genevie@ceo.wa.edu.au

President Yvonne Wiese yon@yvonnewiese.com

Secretary Rosie O'Keefe rosie.okeefe2@hotmail.com