

Cooktown School of Art Society Inc

Minutes of General Meeting

Elizabeth Guzseley Gallery

Tuesday 1st October 2009

Meeting opened 5:30pm

Present: President Diana Burns, Secretary Carole O'Neill, Treasurer Rosalie Andre, Gisela Hansson, Wendy Snape, Rhonda Holland, Elizabeth Peters, Louise Prince, Heather Wilcox, Nicole Jakins, Lou Derry, Faye Pini, Alex Poberay, Gary McClelland

Apologies: Mike Chatonay, Jean Haack, Elsie Meyer, Betty Clarke, Gwen Pini, Janice Golden

Previous Minutes: Minutes of the last meeting 27th August were passed by Wendy Snape and second by Heather Willcox

Presidents Report:

- Management Team have met once and will continue to meet monthly
- A RADF application has been completed and submitted. It is proposed that the RADF funding support a workshop by Judy Pomroy which would probably be held around April next year (2010).
- Elizabeth has offered to hold a Colour Theory Art Workshop and dates for three Saturday afternoons in November has been suggested. (Moved to General Business)
- A comparison has been made of some broadband services but as yet no decision as been made on a provider for the gallery.

Secretary's Report

- Incoming mail was shared at the meeting.
- In future information re gallery openings and workshops etc out of areas will be left at the front desk, where they will be available to all members.

Treasurer's report

- There was discussion around raffle tickets and the dates they were sold.
- There are a couple of issues in relation to receipting of incoming monies and payment for art which has been sold in the gallery. A standard procedure for incoming and outgoing money is to be developed and a copy of this procedure will be available to all members who are working in the gallery. Moved by Lou Derry Second Elizabeth Peters.
- All monies have been banked
- Nicole queried where we were at in relation to MYOB. Diana will contact Tony Slanovich re MYOB to find out what is required and when. Move to accept Treasurers report Faye Pini and second by Wendy Snape.

General Business

- Turnover of Artwork:
 - There was a query in relation to tracking the turnover of artwork and it was established that all information is recorded in the Art Register Folder kept in the desk.
- **New membership applications** were put forward and accepted:
 - Margaret Plant: Nominated Dianna Burns, Seconded Carole O'Neill
 - Trisha Allen: Nominated Faye Pini, Seconded Dianna Burns
 - Elizabeth Josey: Nominated Heather Willcox, Seconded Dianna Burns
 - Louise Prince: Nominated Carole O'Neill, Seconded Rosalie Andre

Action: Secretary to draft and send letter of welcome.

- Raffle: Wallaby Creek winner of raffle Dreaus Holtz
- Planning Day:
 - It was proposed we hold a planning/open day to generate interest into the gallery and to gather new ideas.
 - The day will need to be advertised appropriately to ensure community awareness.
 - It was agreed the open day would be held on Saturday? October Devonshire tea would be provide
 - Giesla discussed the importance of making children more art aware and said she would be willing to provide art activities for children at some point.
 - Elizabeth is planning her colour theory workshop and this should be offered before the end of the year at 10am.
- Gallery Roster:
 - There are some open times in the roster which are not currently covered this item was left in progress
- Hanging Committee:
 - A hanging committee was appointed for next year: Lou Derry, Elizabeth Peters, Heather Willcox, Wendy Snape.
 - It was agreed that these people would need to be available for ANY exhibition put on by the gallery. Artists would be responsible for hanging and removing their own works if using the gallery for their own private exhibitions.
- Sponsors:
 - Discussion re acknowledgement of sponsors at Christmas time. Need to recontact sponsors to ascertain ongoing support. Dianna suggested bottle of wine and letter of acknowledgement.
- Internet Connection: Ongoing
- Opening times: Discussion re opening times and closure during the wet season: ongoing
- Payment of Artists: Wendy asked how artists were to be paid when works were sold. Once signatories have been arranged Rosalie will sign cheques each Tuesday.
- Missing Cheque: Dianna's purse has been misplaced/stolen? As such the cheque that was in her purse will need to be cancelled.
- Historical category: There has been some discussion re a historical theme it was decided that the exhibition would not change to suit that theme but would support council to make an additional category so long as council was willing to take responsibility for prizes etc for that category.

Meetings will be held on first Tuesday of Month next meeting 3 Nov, Meeting closed 6:45pm