



Geraldton Regional Art Gallery

## Meeting Minutes

19 June 2013

James Davies | Director Regional Art Gallery

<b>Meeting Name.</b>	Geraldton Regional Art Gallery Management Committee	<b>Meeting No.</b>	3
<b>Meeting Date</b>	Wednesday 19 June 2013		
<b>Meeting Time</b>	3.30pm – 5pm		
<b>Meeting Location</b>	Committee Meeting Room Civic Centre		
<b>Attendees</b>	Cr. Neil Bennett (Chair) Cr. Tarleah Thomas James Davies Anthea Da Silva Julie-Ann Sproule Andrea Selvey Chris Budhan Nichola Smith Gary Martin  <u>Guests:</u> Frank Apostoli – CGG Project Manager – Gallery refurbishment. (FA) Annette Walsh – CGG Compliance & Insurance Officer (AW)  Absent: Fiona Sturgeon	<b>By Invitation</b>	
		<b>Apologies</b>	Cr Neil McIlwaine Brian Stewart
		<b>Distribution</b>	Cr Neil McIlwaine (Chair) Cr Neil Bennett Andrea Selvey (AS) Brian Stewart (BS) Chris Budhan (CB) James Davies (JD) Julie Sproule (JS) Fionna Sturgeon (FS) Cr Tarleah Thomas (TT) Gary Martin (GM) Nichola Smith (NS) Anthea Da Silva (ADS) Wendy Cowley (WC)

Cr Neil Bennett to chair this meeting in Cr. Neil McIlwaine's absence.

**Meeting opened 3.32 pm.**

**1<sup>st</sup> item of discussion – roof refurbishment**



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Frank Apostoli was introduced as the Project Manager for the Gallery refurbishment.

FA confirmed that there was a delay in fixing the new roof. The delay was caused by a hold up in Governance & Risk which had a flow on effect for the contractor and further building applications and requirements.

The contractor that won the tender is Crothers Construction, who is vastly experienced in the removal of asbestos and erected the roof in the first place. Start date is now 15 July.

It was discussed that the Gallery should be closed during the removal of the asbestos and return to work as quickly as possible due to this first closure. Frank Apostoli said even though the risk is low, staff and visitors should not be in the building during the asbestos removal.

There are 2 options available:

Option A: Start 15 July 4 weeks (weather permitting – allowing another 2 weeks).

Option B: Crothers to increase their man hours to work 12 hour days 7 days per week to speed up this process. Frank awaits a response from Crothers as to whether this can be achieved.

JD: have the opening as planned on 12 July then close for the roof replacement. BS has re-inforced that we need to go back to the Minister and explain, and have absolute reassurance that there is no risk to staff and public alike. JD asked for assurances to cover any accidents or risk.

FA: Independent Air control monitoring has been appointed to the roof removal and will be in place during this time. A Site management plan will need to be available next week.

AS: it is essential that city controls are put in place as it is a city asset. She will arrange a letter signed off by CEO to the AGWA Director assuring OHS and public liability. AS will follow up on that with FA.

FA re: installation of new air conditioner is running 100% on time and budget. Geo thermal flow instead of cooling tower which includes reducing the carbon footprint and meets the needs of an 'A' class gallery. The system doesn't use as much gas. Solar power would reduce its footprint even further. Committee agreed this would be a great media opportunity.

Annette Walsh joined the meeting: to talk about insurance, LGIS (insurance) are happy for us to go ahead with the opening and then close reducing the risk for staff and public during removal of asbestos. Artworks from touring exhibitions will be insured as per normal so long as our security system is maintained.

## **1. Confirmation of Minutes of previous committee meeting held 3<sup>rd</sup> April 2013 as circulated.**

**COMMITTEE RESOLUTION**

**MOVED AS RECEIVED:**



That the minutes of the Geraldton Regional Art Gallery Management Committee meeting held on **3 April 2013** be accepted as a true and correct record of proceeding.

Actions

Action Status	Ref	Description	By Who	By When	Status Update Comment
Closed	15.09	CB, AS and JD have worked through the Geraldton Regional Art Gallery Acquisition Policy so as to provide clear information when required  <b>Discussion notes listed below.</b>	CB/AS	Closed	Small changes to be made to both policies ie. CEO name & dates. Clarification on MWAP entry of artist eligibility. Any further changes to be addressed by COB tomorrow 20.6.2013. if not policies to progress to EMT and or council. Decision to be made on whether policies should be operational or council policies.
Open	03.04:01	Display area at Civic centre:	CB	On going	To go before Public Arts committee for assistance in funding
Open	03.04:03	Interpretation plan and grant from Lottery West	CB/JD	ASAP	CB & JD to meet to discuss Lottery West grant application, to be completed by 5 <sup>th</sup> July (closing date) The application only requires 2 quotes.
Open	03.04.:04	Gallery Membership	Gallery Staff	Next meeting	Staff to consider membership structure and benefits for September report.

**Ref 15.09: Operational policies. (discussion notes)**

Chris Budhan tabled the latest version of operational policies re. Art Acquisitions, Exhibitions and the Art Prize. Entry condition stating “**All artists must be Western Australian by birth, or be bona fide residents of Western Australia having resided in WA for at least one year**” was queried as it was problematic in that artists who may have been born in WA, but not lived here since 1960 (for example) could view the statement and consider themselves to be eligible. Or they may have lived in WA for only one year between 1959 and 1960 and continue to believe they are eligible. JD stated that the art



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Regional Art Gallery



prize conditions of entry stipulated that artists must be bona fide residents of Western Australia (ie: having resided in Western Australia since 1 January 2012 to be eligible for the 2013 event).

It was agreed that the CGG op policy words (as above) require some clarification.

Dates, page numbering and changing of the CEO's name to also be done.

Clarification is required on whether these should be adopted as operational policy or council policy?

The committee are to clarify whether operational or council policy by COB tomorrow 20.06.2013.

CB suggested for council to accept 'Art acquisitions' as council policy and the 'MWAP' as operational policy. The annual review is to be done by the committee. This has been agreed to by the Committee.

NB recommended that any final queries re. Art Prize, Art Acquisition and Exhibitions operational policies to be sent to CB by close of business 20 June 2013. EMT final is COB next Friday.

## 2. Gallery Directors report – May to June 2013

MWAP closing function went well; Andy Quilty did a performance piece on the night and won the people's choice award.

MWAP Floor talks held the following day – were very successful.

Moving of the City collection out of Edwards Road was an expensive project but worth the effort

George Duerdan works have been reframed to form a suite.

Recommendations for collection - OPR Good heart exhibition, we do have a recommendation to accept donation of a suite of 12 scarfs from Roy Merritt which wasn't included in initial reports. Mullewa wildflowers theme. Database to be used to report why these works were recommended and accepted for future reference.

Capital plan 10yr: \$20,000 was included for replacement of internal security system in gallery.

30 year anniversary in 2014 was discussed and will continue to develop. NS happy to assist with this celebration.

Current exhibitions are as listed in report.

### COMMITTEE RESOLUTION

#### MOVED AS RECEIVED:

That the Directors report for the months of May to June 2013 be received and accepted

## 3. Financial Reports

- i) The Financial statement from the Art Gallery of Western Australia for the end of April 2013 is attached. However a more current version to the end of May became available and was handed out during this meeting.
- ii) The Financial statement from the Greater City of Geraldton to the 17 June 2013 is attached. Currently \$11,000 under budget with outstanding orders of approx. \$4000 leaving us running under by approx \$7000. AS questioned why there where 2 item numbers for Mid West Art prize - JAS to clarify.



#### **COMMITTEE RESOLUTION**

##### **MOVED AS RECEIVED:**

The Art Gallery of Western Australia's report was accepted. The Greater City of Geraldton's report was accepted.

#### **4. Art Gallery Exhibition schedule**

- i) The exhibition programs for 2013 will be delivered in accordance with the schedule of confirmed exhibitions: please find attached new exhibition schedule for 2013 and 2014.
- ii) Cost associated with the Exhibition Schedule for the March to May 2013 period was budgeted from the 2013 exhibition budgets.

#### **COMMITTEE RESOLUTION**

##### **MOVED AS RECEIVED:**

The exhibition program for 2013 and 2014 will be delivered in accordance with the schedule of confirmed exhibitions is received.

#### **5. Attendance figures including comparisons**

Attendance figures for the months of April 2013 to May 2013 with comparison to 2012 figures for the same period are attached.

#### **COMMITTEE RESOLUTION**

##### **MOVED AS RECEIVED.**

Attendance figures for the months of April to May 2013 with comparison to 2011/12 figures for the same period are received.

NB the closure during May has effected visitor figures

#### **6. Advertising and publicity**

Copies of articles are available to view at the meeting. Website usage figures and face book figures attached. Facebook report to be condensed for future meetings.

#### **7. Schedule of public programs**

Schedule of Public Programs included in Director's report.

#### **8. Collection acquisitions**

As per Directors report – A recommendation to accept a gift from OPR via Good Heart exhibition – a suite of 12 hand weaved scarfs by Roy Merritt for the City Collection.

#### **9. Master Plan**

That CGG apply for a Cultural Interpretation Grant from Lottery West in May 2013. CB has offered to fill out the grant application if this is endorsed. This will progress through EMT and the City's processes. Please see Actions.

#### **10. Correspondence**

None to report

#### **11. General Business**



It was noted that TT noticed the gallery clock was running slow. This is being rectified.

Fionna Sturgeon has unofficially resigned from committee. Require official correspondence from Fionna. If this is the case that will create a vacancy.

**Close**

Meeting closed at 5pm and next meeting will be held on 18 September 2013 starting at 3.30pm to be held at Geraldton Regional Art Gallery.