



Geraldton Regional Art Gallery

Meeting Minutes

21 March 2012

James Davies | Director Regional Art Gallery

Meeting Name.	Geraldton Regional Art Gallery Management Committee	Meeting No.	1
Meeting Date	Wednesday 21 March 2012		
Meeting Time	3.30pm – 5pm		
Meeting Location	Regional Art Gallery		
Attendees	Jo Bunker	By Invitation	
	James Davies	Apologies	Andrea Selvey
	Brian Stewart	Distribution	Councillor Neil McIlwaine
Cr Neil McIlwaine	Councillor Neil Bennett		
Cr Neil Bennett	Andrea Selvey (AS)		
Julie-Ann Sproule	Brian Stewart (BS)		
Chris Budhan	Chris Budhan (CB)		
Gary Martin (Guest)	James Davies (JD)		
Fionna Sturgeon (Absentee)	Jo Bunker (JB)		
	Julie Sproule (JS)		
	Kylie Paine (KP)		
	Fionna Sturgeon (FS)		

Meeting opened 3.35 pm.

Jo Bunker formally offered her resignation as Chair of the Art gallery Committee, she will stay on until at least the June meeting as a community member of the Committee, or until replacement committee members can be sourced.

Jo Bunker nominated Neil McIlwaine as the new chair of the Art Gallery Committee; this was seconded by Neil Bennett and also with show of hands by the committee. Neil McIlwaine took over as chair.

It is noted that Neil McIlwaine (on behalf of the Committee) thanked Jo for all her hard work. Jo has been on the committee since 1999.

1. Confirmation of Minutes of previous committee meeting held 14 December as circulated.

COMMITTEE RESOLUTION

MOVED AS RECEIVED:

That the minutes of the Geraldton Regional Art Gallery Management Committee meeting held on **14 December** be accepted as a true and correct record of proceeding.

Actions

Action Status	Ref	Description	By Who	By When	Status Update Comment
Open	15.09	GM, FS and JD to work through the Geraldton Regional Art Gallery Acquisition Policy.	FS, JD	On going	A document with draft amendments will be available at the next meeting.
Open	15.09	Investigate establishing a reserve account for gallery acquisitions	JD	c. 2012	Amount requested has been granted (20k) with funds to roll over if not expended. This has to pass through Council. James to follow up with Chris Budhan. Chris Budhan is to confirm that funds will be rolled over with finance department of CGG.
Open	15.09/3.01	Master Plan to go to the next phase of detailed designs	JD	On going	As per Directors report – this was discussed and has moved to the next phase – A Conservation plan has been undertaken by Pallassis Architects and a report is due 7 th May. This will be discussed at the next meeting.
Open	15.09/3.02	Seek formal position for Committee members. Action expression of interest for committee.	JD	On going	Gary Martin has nominated to become one of the Community members of the Committee. The gallery to Advertise through CGG before next meeting.
Open	21.03/1.01	MOU	JD/JAS		The MOU is to be supplied to each member of the Committee. This has not been updated since 2008 and the Committee will work through to update. This is to be added to the next agenda.

Open	21.03/1.02	Gallery Hours	JD/JAS/BS	As per the Directors report Discussion was held on the Gallery hours and associated costs./ Suggestion was to close Sundays, open the Gallery on Mondays instead open the gallery Saturday 1pm to 4pm or possibly 10am to 2pm with flexibility to open on occasion when required ie cruise ships. All Committee members were in agreement that this should be followed up. The processes and Human Resources to be looked at and this is to be discussed at the June meeting.
Open	21.03/1.03	Training for Julie Ann in Chameleon	CB/JAS	Training is required for Julie-Ann in Chameleon and will be organised.

Legend:

Action Status: New – new actions identified during the meeting; **Open** – actions still outstanding from previous meetings; **Closed** – actions closed during meeting; **Note** – minutes or discussion points that require no direct action. **Meeting Ref No:** A unique reference number indicating the meeting number and item eg. 1.3 to indicating Meeting 1, Item 3. **Topic:** subject of the action or minute, typically stream of project, type of activity or agenda item. **By Who:** the initials of the person responsible for the action; **By When:** the date when the action is required in dd MMM yyyy format eg 17 May 2009

2. Gallery Directors report – December 2011 to February 2012

Attached report from December 2011 to February 2012.

Points of discussion.

Acquisitions from the Mid West Art prize. To be dealt with under item #8

Conservation plan and refurbishment – see actions

Public Programs listed under item #7

Financial reports listed under item #3

Gallery Hours – see actions

It was noted that the City has 'identified' the need for funding of the refurbishment not allocated as stated in Directors report

COMMITTEE RESOLUTION

MOVED AS RECEIVED:

That the Directors report for the months of December 2011 to February 2012 be received and accepted.

3. Financial Reports

i) The Financial statement from the Art Gallery of Western Australia for the end of January 2012 is Attached.

AGWA budget- it is envisaged that the equivalent of \$20,000 will be put back into this budget as the figure for Salaries and Wages set for the year was not in line with the amount of FTE employees recognized as being required.

ii) The Financial statement from the Greater City of Geraldton to the end of February 2012 is attached.

CGG budget – it was discussed to have those budget line items managed by the gallery separated from other line items such as maintenance, transfer from reserve which are not managed by the gallery. This will significantly improve member's ability to read the budget accurately. Some incorrect account codes have been used however this budget is operating well within it's given parameters.

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 program for 2012 will be delivered in accordance with the schedule of confirmed exhibitions: please find attached new exhibition schedule for 2012.

ii) Cost associated with the Exhibition Schedule for the December 2011 to February 2012 period was budgeted from the 2011/2012 exhibition budgets.

COMMITTEE RESOLUTION

MOVED AS RECEIVED.

The exhibition program for 2011/2012 will be delivered in accordance with the schedule of confirmed exhibitions is received.

5. Attendance figures including comparisons

Attendance figures for the months of December 2011 to February 2012 with comparison to 2010/2011 figures for the same period are attached.

COMMITTEE RESOLUTION

MOVED AS RECEIVED.

Attendance figures for the months of December 2011 to February 2012 with comparison to 2010/2011 figures for the same period are received.

6. Advertising and publicity

i) Print advertising for December 2011 to February 2012. Report attached

ii) Television Advertising for December 2011 to February 2012:

GWN advertising campaign for the Mid West Art prize 2012 commenced at the end of November and will continue until the end of March 2012

Tracking of website usage was discussed.

Discussion was held on whether a list of ads placed be part of the report as opposed to a list of actual articles and editorials produced. Decision was made it was no longer required.

7. Schedule of public programs

Schedule of Public Programs included in Director's report. – Educational tours were held for a variety of school groups.

Discussion started with Mid West Art teachers regarding a proposed residency with artist Janis Nedela, if realised this residency will occur in the latter part of 2012. Workshops will be working with Y10, Y11 and Y12. Neil McIlwaine mentioned that there is a headmasters meeting which may be of use to James in getting school permission for this to occur. The frequency and when the next meeting will be held to be sourced.

8. Collection acquisitions

Recommendation for purchasing the artworks listed below for the City Collection as per Directors report;
Gabrielle Woodhams – Red Tutu for Lucy
Olga Cironis – Take It All
Both works by Bidy Timbinah – My Father’s Country Ngaanyatjarra
Andrew Daly – Huan
Lesley Munroe – Searching, Resting
Michael Doherty – The Drive In – Mullewa 1968

These recommendations were accepted.

MOVED AS ACCEPTED:

9. Air Conditioning

This was discussed as part of the master plan and is on going. The Council are aware of the air-conditioning and the need to replace it

10. Correspondence

The Gallery has received Congratulations & Thank you messages, via cards and emails regarding the Mid West Art prize from both patrons and artists.

11. General Business

With budget approval and assistance of a grant – Neil Bennett stated that an interpretation plan can be developed for the building as recommended in the master plan.

MOU listed under actions

Gary Martin is seconded as a community committee member until advertising and the selection process has been finalised. Advertising listed under actions.

Neil McIlwaine spoke about his delegation trip to China and how successful it was, with some of our local aboriginal art been gifted to Geraldton sister city in China. This was well received and hugely successful. Programs and functions held here at the gallery to be looked at when visiting delegations come to Geraldton.

IBM funding was another success and programs to factor in the gallery during their visit to be looked at.

12. Close

Meeting closed at 5 pm and next meeting will be held 20th June 2012 starting at 3.30pm at Geraldton Regional Art Gallery.