



RECORD OF MEETING  
**Management Committee PLANNING DAY**  
Sunday 8 March 2009 10.30 am  
Parnell Ave, Sorrento

Hosted by Secretary - Rosie O'Keefe

**Attendance:** Carmen Stewart, Yvonne Wiese, Patricia Cestrilli, Pauline O'Brien, Rosie Edmiston, Sarah Hannah, Lynda Kuntjy, Rosie O'Keefe

**Apologies:** Gen Baker

**Agenda items:**

1. **President welcome**

**Looking ahead: new presence & future practices**

2009 a year of review and consolidation, to grow, maintain and initiate.

2. **Constitution**

**Governing practices - What are the objects? What are the rules? Why change?**

A review has been flagged, Pauline offered to be responsible for the background research and rewrite of the constitution. Templates are available from the Department of Consumer and Employment Protection. Any constitutional change needs to be sympathetic to future directions and needs of volunteer committee members. Currently our constitution does not have the capacity for some procedures eg proxy voting. **Tabled:** PTC flyer

**Action:** Pauline to initiate the Constitution rewrite by end of Term 2, ready for consultation in Term 3 ready for voting prior to the AGM.

3. **Association overview**

**Working together 2009 - Improved services and financial spending through strong communication.**

Lynda created an association overview to provide a structure to clarify how things operated in 2008. This may be used as a scaffold for 2009 – What do we need to address? What new initiatives do we wish to implement? What will we maintain/remove for 2009? The line of communication between elected committee and sub-committee members is clearly apparent in the model. A defined executive committee is established and this structure is needed and is working well.

4. **Coordinators**

**Ongoing events - Defining the role and task for ArtEd events** During 2009 the Management Committee members will take responsibility for clearly defined roles - working either solely or in tandem with others. Information regarding events hosted for 2008, such as costings, catering and venue will be used to

plan ongoing events. First Love was a major event and the documentation of the event through the virtual gallery has received the highest visitor rating on the ArtEd website. Decisions need to be made regarding the end-of-year function and how many other social events/general meetings might occur. Using sub committees (advertise for volunteers through Yahoo), and proforma checklists will help streamline the planning and organisation of new and existing events.

**Action:** Rosie O'K email digital copies of all proforma to committee members.

**Action:** Lynda to email Rosie O'K details of committee members email addresses

**Action:** AGM coordinators - Lynda and Rosie O'Keefe

**Action:** First Love Coordinators - Rosie Edmiston and Sarah Hannah

**Action:** End of Year Christmas Windup Coordinators - Carmen Stewart (with possible help from past organisers Lesley and Gen Baker). It was mooted that the venue be the same as last year, though cots need to be considered.

**Action:** Rosie Edmiston to develop and bring a primary network planning proforma to next meeting, including dates for network (show and tell) meeting.

#### 5. **Calendar of events: Planning dates and venues**

##### **Establishing dates and events management for activities in 2009**

Primary network meetings in Week 8 (N,S,E and Central)

Primary Subcommittee meeting, Sat 4 April - Fremantle Art Centre

PL on Raku Pottery in Toodyay has been planned for Term 2, 27/28 June.

Carmen will organise with Gen and Lynda.

**Action:** Sarah to coordinate and contact the secondary network people to host network meeting (show and tell) during Term 2 -4 (ideally at least 4 meetings to be organised).

**Action:** Learning Coordinator Trish Cestrilli will contact those who put their name down to help organise professional learning (ideally minimum of one per term).

**Action:** Carmen will bring some ideas for terms 3 & 4 to next meeting. Some options are Jenny Abbot –textile workshops/painting workshops, glass slumping Kath Kneeling.

#### 6. **Publication: Flow diagrams**

##### **Directions for journal and Arts Alive**

Journal sub-committee have discussed potential publication ideas that target regional art teachers and feature lifestyle and art practices. It would be ideal for two journals to be produced, however, finance is a concern. It is important to ensure the website is effectively utilised in the communication of information covered in the journal, such as exhibition dates and professional learning activities. The website has developed enormously during 2008.

**Action:** Trish to forward financial costs of journal publication to Yvonne to share with journal sub-committee. The group will consider options for direction of use of the website, journal, and the development of an Arts Still Alive publication that involves as many members as possible.

#### 7. **Websites: Keeping it fresh, regular and relevant**

##### **Authors and posting web content**

The website is an important tool for disseminating information and there is a

need to increase the number of authors who can post information regularly. Training for committee members will be required.

**Action:** Lynda will talk to Pauline about direction here.

**8. Membership: Simplifying the process**

**Membership cards**

Membership cards are an important front line to Arted Association. It has been suggested we move to using PVC for cards. Lynda has obtained quotes. This may streamline the membership process.

**Action:** Wait until Gen is available to continue discussion.

**9. Next meeting:** Wednesday, 22 April starting at 11.00am,

105 Nanson St, Wembley. Please bring lunch to share.