



## Agenda

Management Committee Meeting

**Thursday 6<sup>th</sup> June at 4.30pm**

**Catholic Education Office**

50 Ruislip Street Leederville

RSVP Apologies to [lynda.kuntyj@gmail.com](mailto:lynda.kuntyj@gmail.com)

1. **Attendance/Apologies:** Sarah Hannah, Rosie O'Keefe
2. **Acceptance of previous Record of Meeting**
3. **Discussion arising from previous Record of Meeting**
4. **Correspondence In / Out**
5. **Finance / Treasurer's Report**
6. **Committee Coordinator Reports (from Coordinators of following responsibilities)**
7. **Communications**
  - i. Publications-Journal, Arts Still Alive - *Yvonne*
  - ii. Webmaster-Website, Yahoo forum – *Pauline*
8. **Constitution**
  - i. Update on progress
9. **General Meeting**
  - i. Feedback
  - ii. Forward planning
10. **Professional Learning**
  - i. Printmaking PD
  - ii. Painting/Pastel PD
  - iii. Primary networks
  - iv. Secondary networks
11. **Membership**
  - i. Registrar – *Genevieve*
  - ii. Promotions / sponsorship – Art Craft Exhibition
12. **Events**
  - i. First love – *Rosie E and Sarah*
  - ii. Christmas Wind-up - *Carmen*
  - iii. Other initiatives
13. **General Business for discussion**
  - i. PTCWA – Awards 2009
14. **Next meeting**



## Minutes

Management Committee Meeting  
**Thursday 6<sup>th</sup> August at 4.00pm**  
**Catholic Education Office**  
 50 Ruislip Street Leederville

Meeting commenced: 4.33pm

1. **Attendance** Lynda Kuntjy, Olga Mawhinney, Pauline O'Brien, Rosie Edmiston, Genevieve Baker
2. **Apologies** Sarah Hannah, Rosie O'Keefe, Carmen Stewart
3. **Acceptance of previous record of meeting** moved by Pauline, seconded by Gen
4. **Discussion arising from previous minutes**

<ul style="list-style-type: none"> <li>▪ Re-investment needs to be investigated as per previous action item.</li> </ul>	Trish to follow up.
<ul style="list-style-type: none"> <li>▪ Awaiting confirmation for final ArtEd windup.</li> </ul>	Carmen to follow up.
<ul style="list-style-type: none"> <li>▪ Need to develop strategies re how best to canvas for arts ideas to gather material from Art Ed members for future publications</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Toxicity in art room workshop</li> </ul>	Postponed as unable to source presenters
<ul style="list-style-type: none"> <li>▪ Journal responsibilities need to include seeking contributions for the Journal.</li> <li>▪ It is essential the journal sub-committee maintains regular communication with management team out-of-session regarding the progress of collecting material and development of ongoing draft of journal</li> </ul>	Yvonne
<ul style="list-style-type: none"> <li>▪ Forward planning is needed to organise professional development events and General Meetings for 2010</li> <li>▪ Professional Learning needs to be addressed as a special agenda</li> <li>▪ Event calendar needs to go up earlier</li> </ul>	Set a meeting date to forward plan for 2010
<ul style="list-style-type: none"> <li>▪ Art Ed publicity - Arts Edge free E news, the calendar proforma costs \$130 to get into the Arts Edge booklet</li> </ul>	ArtEd would pay this cost of \$130.00 if 2010 event calendar is planned in advance. Proceed with application for Art Ed to be included in Arts Edge booklet. Moved by Pauline, Seconded by Gen. Vote was unanimous in favour.

5. **Correspondence In/Out**  
 Advertising material re Wood Show and WA Craft, Quilt & Stitch Show at Claremont Showgrounds
6. **Finance / Treasurer's Report** Gen Baker reported on behalf of Treasurer that finances are in good shape
7. **Committee Coordinator Reports (from Coordinators of following responsibilities)**
  - i. Publications-Journal, Arts Still Alive: Clarification is needed on the use of the word 'receipting' on the proforma received from Yvonne. Not everyone was emailed the journal sub-committee proforma and timeline. Sending proformas to all the management committee in good time needs to be discussed at next meeting. The next committee meeting is called for 26th August and will be devoted to discussing and reviewing the journal.

- ii. Webmaster-Website, Yahoo forum – *Pauline*: Google Analytics indicates that there was a lot of activity on the Art Ed website from July 7-15 (school holiday)

## 8. Constitution

- iii. Update on progress

Responses from the management committee and the general meeting were collated to help establish the objects and purpose of the ArtEd Association. Identifying common themes and use of “member words / phrasing” is currently in progress for defining the future direction of the constitution.

Modifications to meeting procedures, using draft rules and samples of other similar or like minded associations has been researched and are being used as inspiration.

A greater range of membership categories is being considered and explored for the new ArtEd constitution. Membership fees and price structures are currently being reviewed and compared against other associations. A list of membership types was presented for discussion including the possibility of discounts for country members.

## 9. General Meeting

- i. Feedback: Very successful and well attended meeting at Corpus Christi College.
- ii. Forward planning: next meeting Thursday 8<sup>th</sup> October to possibly be hosted at Gomboc Gallery and Jane Brook Estate in the Swan Valley, 12.00 – 3pm. Rosie E agreed to coordinate this General Meeting.

## 10. Professional Learning

- i. Printmaking PD: Peter Lowe has been asked to hold a workshop 2<sup>nd</sup> October Lynda has designed the flyer. Payments are to be centralised through AGWA to streamline the process of registration and payment. Profits and outstanding funds will be reimbursed to ArtEd.
- ii. Painting/Pastel PD: to be run by Rosie O’Keefe’s daughter - 22<sup>nd</sup> October
- iii. Primary networks: Week 9
- iv. Secondary networks: Annette Appleby to be approached and asked to run a secondary network meeting at Canning College. Lynda will send Annette an email.

## 11. Membership

- i. Registrar – *Genevieve*: There are a couple of outstanding membership payments. The expiry date needs to be put on the membership cards. New, plastic membership cards needs to be printed, urgently. A presentation pack for introductory new membership was discussed.
- ii. Promotions / sponsorship – Art Craft Market Sunday 25<sup>th</sup> October at UWA are seeking ArtEd support for hosting their art and craft fair. Unfortunately, this is outside our service and responsibilities. Lynda to contact Yvonne with other associations and suggestions for assistance.

## 12. Events

- i. First love – *Rosie E and Sarah*: A venue still needs to be determined
- ii. Christmas Wind-up: Carmen is following up on the Aquinas College booking
- iii. Other initiatives: Mola exhibition at Central TAFE. Details will be forwarded to members when Central TAFE invitations are sent out.

## 13. General Business for discussion

- i. PTCWA – Awards 2009: at ECU Joondalup campus 5.30pm.  
Nominations for outstanding Art educationalists are being called for. Last year members were asked who they would like to nominate. Will this process occur again this year, or will management committee put forward a nomination?

## 14. Next meeting - Publication Meeting

Wednesday 26<sup>th</sup> August – 4pm

Catholic Education Office

Ruislip St, Leederville

**Catering:** Pauline O’Brien

## 15. Meeting finished at 6.20pm

Please see following page for Action arising from these minutes.

## Action Arising from meeting 6<sup>th</sup> August

Members Responsible	Action	Due Date	Status
<b>Pauline</b>	Notify Yvonne that not all committee have received the project timeline.	ASAP	
	Forward membership thoughts re. Constitution to other committee members	ASAP	
	Provide link to the Art/Craft Market on our web site		
	Send PL proforma to Gen		
	Professional learning summary reports from proforma needs to go on the website with accompanying copyright free images supplied by PL coordinator.		
	Send reminder email to Yahoo group re. school galleries		
	Review modifications to various sub committee proformas with President	ongoing	
<b>Rosie E</b>	Inquire about costs for lunch at Jane Brook and contact Gomboc Gallery	ASAP	
	Primary July network summary – follow-up for reporting		
<b>Lynda</b>	Email Annette Appleby re. Secondary Network meeting (mention Sarah Hannah)	ASAP	
	Ask Brendan to print Membership cards	ASAP - URGENT	
	Send PL proforma to Pauline		
	Forward information to Yahoo group re. Central Tafe exhibition	end August	
	Set meeting with Pauline to discuss association affiliations		
<b>Gen</b>	Mock up a layout for Art ED Introduction package	ASAP	
	Find out if nominees for PTCWA Awards need to have been an Art Ed member	ASAP	
	Send raku weekend workshop proforma to committee		
<b>Rosie &amp; Sarah</b>	Venue for 1 <sup>st</sup> Love, 2010 needs to be determined	Next meeting	
<b>Trish</b>	Investigate re-investment	ASAP	
	Compile running sheet of costs from PL proformas to establish current cost profit/loss expenses for the year		
<b>Carmen</b>	Confirmation date needed for final windup		
	Complete the PL proforma for the wheel throwing workshop at Aquinas		
<b>Sarah</b>	Send emails to canvas for arts ideas	Ongoing	
<b>?</b>	Check with Sarah re. Sarah Bryant to do (fabric?) workshop		
<b>?</b>	Application to be included in Arts Edge	ASAP	

<b>Yvonne</b>	Send updated journal sub-committee proforma and timeline to management committee	urgent	
	Complete the PL proforma for the August General Meeting, adjust proforma as necessary to suit.		