

**MINUTES OF THE MANAGEMENT COMMITTEE SOCIAL FUNCTION
HELD THURSDAY JULY 15 @ YVONNE'S HOME.**

Attendees: Yvonne Wiese, Carmen Stewart, Rosie O'Keefe (had to leave before the meeting started), Keilo Wise, Genevie Baker, Dionne Garvey, Ilsa Bennion, Thelma Cluning.

1 PUBLISHING OF MINUTES ON THE WEBSITE

Minutes of Management Committee Meetings are to be written as a true record of the meeting, as is present practice. A summary of the *keypoints* of the minutes is to be determined prior to the completion of the meeting and those points are what will be posted on the website.

Action: Rosie O'Keefe

2 FIRST LOVE

Documentation for the entry into *First Love* needs to be available to send to teachers prior to the end of the year, so there is a good deal of time available for them to create their artworks.

Ilsa requested an appropriate budget be considered, given the importance of the event as a focus for the 30th Anniversary celebrations.

Ilsa prepared the A5 first love flyer for inclusion in the journal mail out Von kindly copied.

Action: Genevie to contact Janet Hummerston to access jpg of *First Love* graphic used for Journal July 2008.

Action: Ilsa to continue to negotiate booking of space and equipment.

Action: Yvonne to prepare a flyer for *First Love* to insert into the Journal which is due to be sent to members in August.

3 PAYMENTS UP TO \$250

Decisions regarding the payments of accounts up to \$250 can be approved by email by a minimum of 3 Management Committee members.

Action: Keilo to advise committee in these cases

4 KEVIN JACKSON

Genevie suggested we contact Kevin Jackson to thank him for the years' of association we experienced, and to wish him well for his retirement.

Action: Rosie to send him a card.

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5 YAHOO COMMUNICATIONS

Yvonne requested direction regarding what the Yahoo service can advertise. She would like a definitive statement to be emailed to the Yahoo list of members to inform them of this.

It was decided that a template be designed which includes subject line, details, purpose, contact people and membership stakeholder (a member, not for a non-member who is a friend) etc.

Action: Yvonne to discuss this with Sue Roach

6 FINANCIAL POSITION OF ASSOCIATION

Keilo advised there is \$13,606.00 in the bank and \$555 is to be banked. The committee thank Keilo for providing this information.

7 TOODYAY FIRING

This event is to be advertised via Yahoo and website.

Action: Yvonne to email yahoo list regarding the Open Studio workshop to create pots prior to the Pit firing on Saturday 31 July at Wesley.

Action: Genevie to create a advert for the Toodyay weekend for the website