

Committee Meeting Minutes


Date / Time: Tuesday 28th November 2023 @ 6:00pm at Ellis House, 116 Milne St. Bayswater

Attendees:	<input checked="" type="checkbox"/> Caroline Friend (CF)	<input checked="" type="checkbox"/> Vincent Mulé (VM)	<input type="checkbox"/> Michael Perera (MP)	<input checked="" type="checkbox"/> Jo Haythornthwaite (JH)	<input checked="" type="checkbox"/> Tristan Coleman (TC)
	<input type="checkbox"/> Wilma Motteram (WM)	<input type="checkbox"/> Clare Bestow (CB)	<input checked="" type="checkbox"/> Lesley Zampatti (LZ)	<input checked="" type="checkbox"/> Kate Hobbs (KH)	<input checked="" type="checkbox"/> Michelle Ella (ME)

Our Vision: 'A Connected and Creative Community'.

1.0	<p>Welcome and apologies. Apologies – WM, MP and CB</p> <p>Accept minutes from last meeting as a true and accurate record of the meeting. Accepted by: LZ and JH</p> <p>Record of decisions since last meeting (via email):</p> <ul style="list-style-type: none"> • Purchase of extra hanging wires and hooks (\$583) • Purchase of printable labels (\$226)
2.0	<p>Committee Induction Package (CF) – <i>Job Description, Constitution, Vision and Mission, Code of Conduct, Key Information, Financial Management Plan, Budget, Processes (including Gallery Attendant Handbook, Exhibition Coordination, Venue Hire, others TBC).</i></p> <ul style="list-style-type: none"> • The Committee agreed that we should have one document (quick guide) which is based on the 'Key Information' document with a list (hyperlinks) to the other supporting documents / procedures to make it easy to find the relevant documents. <p>The Committee members have agreed to be responsible for the following EHAC policies / procedures and to review them and keep them up to date:</p> <ul style="list-style-type: none"> • Budget – CF / MP • Risk Management Plan - ME • Marketing Plan - JH • Venue Hire - KH • Exhibition Application and Guidelines - LZ • Asset Register – KH <p>Action: (CF) Produce the 'EHAC Committee Quick Guide' document (based on the 'Key Information' document).</p> <p>VM also advised that would like to step down from the Secretary role as soon as possible, and has prepared a list of the main tasks, so the role can be advertised.</p>
3.0	<p>Chairperson's Report (CF) – see attached report.</p>
4.0	<p>Treasurer's Report (MP) – see attached report.</p>

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5.0	<p>CoB Art Awards – The Rise - feedback (WM)</p> <ul style="list-style-type: none"> Feedback from WM was that “it went smoothly and the reminder a couple of days early was an improvement on last year. Several people thanked me for the reminder and said they had forgotten. Everyone seemed to quite enjoy being there and talking to people” Several visitors came to EHAC saying they had heard about us at the art awards. It also gave us an opportunity to talk to the local community about art. Thank you Wilma. <p>Action: (CF/MP) Prepare and send invoice to City of Bayswater.</p>
6.0	<p>Volunteer Roster Tool – Connectteams (CF) – Approval from committee required to go ahead. All Committee requested to try it out before the meeting.</p> <ul style="list-style-type: none"> The Committee unanimously voted to move forward with the Connectteams app and commence implementation in the new year (if MP confirms that we have the budget). The cost is \$154.50 (USD) per month, which is approximately \$2800 (AUD) per year. Several volunteers have tried the app, with varying feedback. All Committee to make sure they can use the Connectteams app and talk to the volunteers to make sure that they are comfortable with using the app. <p>Action: (MP) Confirm whether we have sufficient budget to cover the cost of the Connectteams app.</p>
8.0	<p>Gazebo Music Sessions - Feedback and decision whether to repeat (LZ)</p> <ul style="list-style-type: none"> All agreed that the first gazebo music session was a great success. Financially the event broke even with a small profit, and we have plenty of drinks left for other events. LZ provided feedback and suggestions for improvement (see attached). It took a lot of effort, and many volunteers were needed, but the Committee agreed that we should still organize another Gazebo music session, maybe around March / April.
9.0	<p>Financial management (ME / CF) – Key points / ideas from City of Bayswater Financial Management Training</p> <ul style="list-style-type: none"> ME & CF attended the CoB Financial Management and Sustainability training session. See attached for the key points applicable to EHAC. <p>Action: (ME) Find out membership rates for other Community Art Centres and the benefits they provide, to compare our membership fee with others.</p>
10.0	<p>Mural on EHAC back fence (JH)</p> <ul style="list-style-type: none"> JH spoke to CoB about applying for the ‘Placemaking’ Grant to do a mural on the back fence, however EHAC is outside the ‘Town Centre’ area for the grant. JH will investigate other options and get quotes, and consider organising to have the fence painted a neutral colour first. <p>Action: (JH) Contact Kyle Hughes Odgers (EHAC member) on his thoughts / design / costs for a mural.</p>
11.0	<p>Review outstanding actions (All)</p>
12.0	<p>Any other business (please send before the meeting to be included in the agenda)</p>
13.0	<p>Items carried forward from previous meetings (only if there is time – if not, take forward to next meeting): Cybersecurity / IT management / passwords / lockbox codes.</p>
	<p>Next Meeting: 9th Jan 2024, 13th Feb 2024</p>
	<p>Chairperson Signoff:  2/12/2023</p>