

Please review and complete the actions assigned to you. Advise Vince (vinfo@ellenbowenarts.com.au) when you have completed the action (with details).

### OUTSTANDING ACTIONS

| Meeting  | Action  | Who     | Status      |
|----------|---|---------|-------------|
| 26/11/18 | Prepare and send invoice to City of Bayswater for the volunteers (also re the Art Awards – The Box)   | CF/MP   | Completed   |
| 26/11/18 | Find out membership rates for other Community Art Centres and the benefits they provide, to compare our membership fee with others.   | MP      |             |
| 26/11/18 | Contact Kyle Hughes (EMAC member) on his thoughts / design / costs for a mural  | MP      |             |
| 17/10/18 | Send financial summary showing the previous five years to the committee.  | CF      |             |
| 17/10/18 | Investigate places / events we can use the EMAC mural   | TC      |             |
| 17/10/18 | Prepare the Gull Centre Works team application for new gallery lighting   | TC      | In progress |
| 17/10/18 | Contact the lighting companies and ask if they can hold their quote fixed for 12 months whilst we source a grant.   | TC      |             |
| 06/10/18 | Sign up to the Volunteering WA newsletter and let the other Committee members know if there is any useful information or courses.   | MP      |             |
| 04/09/18 | Update the volunteer contact list with whether each volunteer is trained and confident in using the Squares, and if not, then suggest a day / time for the volunteer to do training (and also suggest coming to exhibition openings for practice) | MP      | Ongoing     |
| 07/02/18 | Review and update the venue hire form to address both classes / workshops and events (e.g. weddings, book launch) and send out to committee for review.   | CF      |             |
| 10/02/18 | Register for the Gull Community Event program and find out what it involves, including whether we would have to provide a guide / table and whether members can sell artworks at the event. CF to provide contact details to MP                   | MP      |             |
| 25/11/18 | Contact Councilor Accounts Matters to ask for advice for managing volunteers, exhibitors and members.   | CF      |             |
| 03/06/18 | Ask volunteers whether they are interested in organising music nights, art demonstrations etc using the properties. CF to also ask Catherine and Debra.   | MP / CF |             |