

Please review and complete the actions assigned to you. Advise Vince ([info@ellishousearts.com.au](mailto:info@ellishousearts.com.au)) when you have completed the action (with details).

## OUTSTANDING ACTIONS

Meeting	Action	Who	Status
28/11/23	Prepare and send invoice to City of Bayswater for the volunteers time at the Art Awards – The Rise	CF/MP	Completed
28/11/23	Find out membership rates for other Community Art Centres and the benefits they provide, to compare our membership fee with others.	MW	
28/11/23	Contact Kyle Hughes Odgers (EHAC member) on his thoughts / design / costs for a mural	JH	
17/10/23	Send financial summary showing the previous five years to the committee.	CF	
17/10/23	Investigate places / events we can use the EHAC marquee	TC	
17/10/23	Prepare the CoB Capital Works Grant application for new gallery lighting.	TC	In progress.
15/08/23	Contact the lighting companies and ask if they can hold their quote fixed for 12 months whilst we source a grant.	TC	
06/06/23	Sign up to the Volunteering WA newsletter and let the other Committee members know if there is any useful information or courses.	All	
04/04/23	Update the volunteer contact list with whether each volunteer is trained and confident in using the Square, and if not, then suggest a day / time for the volunteer to do training (and also suggest coming to exhibition openings for practice).	JE	Ongoing
07/02/23	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	
10/01/23	Register for the CoB Community Event program and find out what it involves, including whether we would have to provide a gazebo / table and whether members can sell artworks at the event. (CF to provide contact details to VM)	VM	
21/11/22	Contact Councillor Assunta Meleca to ask for advice for managing volunteers, exhibitions and members.	CF	
22/03/22	Ask volunteers whether they are interested in organising movie nights, art demonstrations etc using the projector. CF to also ask Celeste Lopez and Dellarae.	JE / CF	

## Committee ACTIONS

1 January 2024

Meeting	Action	Who	Status
14/12/21	Update the policy for weddings to include other events (e.g. family gathering, social group) and send out to the Committee.	CF	

### Previously Completed

Meeting	Action	Who	Status
28/11/23	Produce the 'EHAC Committee Quick Guide' document (based on the 'Key Information' document.	CF	Completed. To be shared at 9 Jan Meeting.
28/11/23	Confirm whether we have sufficient budget to cover the cost of the Connectteams app.	MP	Completed. Budget approved.
17/10/23	Include the Committee in the Connectteam app for all to try out to be able to make a decision at the next committee meeting.	CF / All	Completed.
12/09/23	Investigate volunteer roster applications, including the one that we tried previously ('Connecteam'), and also investigate whether Square or TidyHQ has an option.	CF	Completed. Connectteams app chosen.
15/08/23	Arrange a demo of the Volunteering WA app for WM, JE and Dellarae	CF	Completed – not required as the app is not suitable for us.
12/09/23	Organise quote for an external power socket at the back of the house to help with power for the gazebo music sessions.	CF	Completed. Contractor to install power in January 2024.
17/10/23	Talk to William Vos about improving the operation of the easels.	KH	Completed.
11/07/23	Provide laminated instruction to go with the PA system.	CB	Completed
17/10/23	CF to send a copy of the runsheet for the gazebo music event to the committee.	CF	Completed