

Important Information about EHAC

Ellis House was built as a family home and dairy around 1912 and restored from dereliction in 1995 by the City of Bayswater and other Community Groups.

Ellis House Art Centre (EHAC) was established as an art centre in March 2004 by Derna Johnson.

EHAC is an Incorporated Association operated under the EHAC Constitution (the 'Model Rules'). We are required to send an annual Information Statement to the Commissioner for Consumer Protection (Department of Commerce) in accordance with the Associations Act and the Associations Incorporation Regulations.

The Management Committee comprises four 'Executive Members' (Chair, Vice-Chair, Secretary and Treasurer) and an additional six 'Ordinary Members'. The Management Committee meet around every five weeks.

The information provided to the Government as part of the Constitution is as follows:

- A. The name of the Association is: **Ellis House Community Art Centre Incorporated**
- B. The objects of the Association are: **To promote and advance activities associated with community art.**
- C. Any **15 members** personally present (being members entitled to vote under these rules at a general meeting) will constitute a quorum for the conduct of business at a general meeting.
- D. Any **5 committee members** constitute a quorum for the conduct of the business of a committee meeting.
- E. The association's financial year will be the period of 12 months commencing on **1 July and ending on 30 June** of each year.

Registered name: Ellis House Community Art Centre Incorporated.

ABN: 26 874 155 927

Incorporated Association Registration no.: A1015766S

EHAC is not registered for GST and is not a charity or a Deductible Gift Recipient (DGR).

Website: www.ellishousearts.com.au

Email: info@ellishousearts.com.au

Address: 116 Milne Street, Bayswater, WA 6053.

Postal Address: PO Box 16, Bayswater WA 6933.

Bank Account:

Bendigo Bank, Bayswater

Account Name: Ellis House Community Art Centre Incorporated

BSB: 633 000

Account No.: 146 110 598

EHAC is a member of Volunteering WA and the Chamber of Culture and the Arts WA (CACWA).
















EHAC has Public Liability Insurance and Volunteers Insurance.

Ellis House is situated on Crown Reserve 49663, which is set aside for the purpose of 'Community Arts and Cultural Purposes' under the Land Administration Act 1997 (LAA) and Government Department of Planning, Lands and Heritage (DPLH). The City of Bayswater holds a management order (MO) over the Reserve, which provides them with care, control and management under the LAA. EHAC leases the property from the City of Bayswater for a 'peppercorn rent'. The current lease expires in **February 2026**.

As of January 2024, EHAC has about 280 financial members and about 60 active volunteers.

We use the following electronic systems to manage our information:

- '**Square**' system for sales – provided on an iPad at Ellis House for access by volunteers to process sales (exhibition artwork sales, card sales, class fees, etc)
- '**TidyHQ**' software for our membership database, which receives the information when members sign up on the website, sends a 'welcome' email, and sends automatic reminder emails when membership is due. TidyHQ can also be used for tickets for events.
- '**OneDrive**' to store all information, documents, policies, procedures etc.- Committee members and volunteers can have access to any or all folders (see below).
- '**MailChimp**' for sending emails to members and subscribers
- '**Canva**' for design of flyers / posters etc.

OneDrive Folder	Notes
 A1 – Committee and Support Positions	Includes committee meetings, AGMs, position descriptions, strategic plan, training
 A2 – Exhibitions, Events, Classes	Includes exhibition guidelines and condition, information for workshop weeks
 A3 – Members	Now superseded by TidyHQ Membership System
 A4 – Volunteers	Includes Volunteer Handbook, Centrelink notes, photos, volunteer events
 A5 – Marketing, Website, Facebook	Includes Marketing Plan, flyers, posters, EHAC logo
 A6 – Financials, Accounts, Treasurer	
 A7 – City of Bayswater	Includes lease, plans of EH, inspection reports, upskillers training sessions
 A8 – Grants, Donations, Projects	Details for all projects and grants applied for, including studio
 A9 – Constitution, Association	EHAC Constitution and information from Associations Online
 AA – Artists	Artist profiles
 AN – Newsletters	Old newsletters
 AP – Policies-Procedures-Forms-Signs	EHAC vision and mission, code of conduct, etc (see next page)
 AX – Misc – Other	Includes insurances, maintenance, security
 AY - Photos	Photos of EH, exhibition openings, events
 AZ - Uploads	Used for scanning documents from the printer

Key Policies / Procedures / Documents:

- Committee Member Induction
- EHAC Vision and Mission
- EHAC Code of Conduct
- Financial Management Policy
- Committee Member Induction
- Volunteer Handbook
- Exhibition Guidelines and Conditions
- Exhibition Application Information
- Venue Hire Form
- Marketing Plan

More useful information for running an association:

- 'Associations Incorporated Guide': [A Guide For Incorporated Associations in WA](#)
- DLGSCI 'Show me the Money' guide: [show-me-the-money-a-guide-for-the-club-treasurer](#)