


**Ellis House Community Art Centre Incorporated**  
**2023 Annual General Meeting**  
**Minutes of Meeting**


<b>Location:</b>	Bayswater Tennis Club, 80 Murray Street, Bayswater WA 6053
<b>Date / Time:</b>	10th October 2023, 6.30pm
<b>1</b>	<p><b>Welcome and Apologies</b></p> <p><b>Present (41):</b> <i>(signed list attached)</i></p> <p>Caroline Friend, Cameron Gibbs, Vivianne Vos, Vincent Mulé, Catherine Lyons-Nash, Barbara Swindells, Dellarae Brakespeare, Gail Hennessy, Marie Owens, Wilma Motteram, Lesley Zampatti, Judith Eleuteri, Clare Bestow, Kate Hobbs, Tristan Coleman, Michelle Ella, Jo Haythornthwaite, Assunta Melaca, Cheryl Parnham, Pam Pougault, Maria Eckel, Ian Harrison, Sarah Baars, Katie Firkins, Amanda Oxwell, William Vos, David Young, Linda Kiddis, David Jay Reed, Pam Tuckett, Stephanie Sheppard, Geraldine Pillinger, Trina Uren, Diana Kudsee, Peter Campagna, Matilda Fletcher, Joanne Cox, Dot Camden, Pam Toster, Phil Avard, Angelo Lopez</p> <p><b>Proxies Received (18):</b></p> <p>Kathryn Stanley-Hart, Tabitha Durrani, Allison Sylvestre, Geraldine Pillinger, Peta Rutherford, Sarah McBride, Val Gall, David Leith, Pamela Vigers, Alison Hanrahan, Lynne Woolford, Kike Clarke, Michael Perera, Margaret Mundy, Tamayo Leahy, Andy Druyan, Lucy Czerwiec, Lois Moir.</p> <p><b>Apologies (10)</b> <i>(recorded and noted)</i></p> <p>Michael Perera, Paul Wolfe, Joyce Wolfe, Trish Spence, Trudi Nell, Suzanne Dagnia, Deb Armstrong, Annie Medley, Rosemary Lynch, Tamayo Leahy.</p> <p><b>Welcome:</b> Caroline Friend, Chairperson, welcomed everyone to the meeting.          Caroline acknowledged the traditional custodians of the land, the Whadjuk people of the Noongar nation, and their continuing culture and rich contribution they make to this society.</p>
<b>2</b>	<p><b>Quorum</b> <i>(required to be 15 financial members per the Constitution)</i></p> <p>Yes: 41 financial members</p>
<b>3</b>	<p><b>Acceptance of previous AGM Minutes</b></p> <p>Accepted.</p>
<b>4</b>	<p><b>Association's Annual Report</b> (Caroline Friend, Chairperson)</p> <ul style="list-style-type: none"> <li>See attached report.</li> </ul>
<b>5</b>	<p><b>Financial Report</b> (Judith Eleuteri, on behalf of Michael Perera, Treasurer)</p> <ul style="list-style-type: none"> <li>See attached report.</li> <li>The financial report for 2022/2023 was available for all members.</li> </ul>
<b>6</b>	<p><b>Resolution to keep the number of General Committee Members for 2023-24 at six (in addition to the four Executive Committee Members)</b></p> <p>The resolution was carried unanimously.</p>
<b>7</b>	<p><b>Resolution to keep the annual membership fees at \$40 for 2023-2024</b></p> <p>The resolution was carried unanimously.</p>
<b>8</b>	<p><b>Stand down of committee members and handover to Returning Officer</b></p> <p>Dan Bull – Councillor – City of Bayswater</p>


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9	<p><b>Election of Committee Members</b></p> <p>Committee members elected in accordance with the Ellis House Art Centre Voting Procedure, managed by Councillor Dan Bull (assisted by Councillor Assunta Meleca and Catherine Lyons-Nash):</p> <p>Chairperson – Caroline Friend  Vice Chairperson – Jo Haythornthwaite  Secretary – Vincent Mulé  Treasurer – Michael Perera</p> <p>General Committee:</p> <ul style="list-style-type: none"> <li>– Wilma Motteram</li> <li>– Clare Bestow</li> <li>– Kate Hobbs</li> <li>– Lesley Zampatti</li> <li>– Tristan Coleman</li> <li>– Michelle Ella</li> </ul>
10	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• There was no other business received.</li> <li>• All members were encouraged to let a Committee member know if they would like us to raise anything at the next Committee meeting.</li> </ul>
11	<p><b>Meeting Close</b></p> <p>Meeting closed at 8pm</p>
	<p><b>Minutes taken and prepared by:</b> Vincent Mulé</p> <p><b>Signed by Chairperson:</b> Caroline Friend</p> <div style="text-align: center;">  <p>20 October 2023</p> </div>


**Attachments:**


- Brief bios of elected Committee Members
- Association's (Chairperson's) Annual Report
- Treasurer's Report
- Financial Summary
- Signed Attendance Record


Position	Chairperson	Name	Caroline Friend
<b>Brief Bio</b>	<p>General Committee Member 2017/2018. Chairperson 2018 to present. In my professional life I'm a technical risk engineering consultant and workshop facilitator, but my passion is for the arts, especially oil painting and portraits. I look forward every week to volunteering at the Ellis House Art Centre on Fridays and at the exhibition openings and events.</p> <p>I am a strong advocate for change at the Ellis House Art Centre and have worked to open the Centre up to the broader community and make the centre more vibrant and welcoming. I have led the Centre as our membership and volunteer team have grown significantly, as has our use of the Centre in the evenings and our regular events.</p> <p>I have developed the processes and procedures to enable the volunteers to manage the Centre activities efficiently and consistently. My aim over the coming year is to focus on helping our volunteers to develop their skills and work as a cohesive team.</p>		


Position	Secretary	Name	Vincent Mulé
<b>Brief Bio</b>	<p>Currently the secretary at EHAC since 2019, I have developed a diverse skill set and gained invaluable experience in working alongside some great people steering the organization towards progress. Some of the key skills and contributions I offer include-</p> <p>Working closely with a diverse range of individuals has enabled me to build strong relationships and collaborate effectively to achieve common objectives.</p> <p>The challenges faced during our journey to modernise EHAC have taught me resilience and adaptability which makes me ready to face and overcome challenges ahead.</p> <p>Maintaining open channels of communication with our members has been a priority, fostering a sense of community and unity within EHAC. I aim to continue and enhance this practice, ensuring all voices are heard and valued, and providing continued possible best outcomes for our members and the community in growth and success.</p>		


Position	Treasurer	Name	Michael Perera
<b>Brief Bio</b>	<p>I have been the Treasurer of Ellis House Community Arts Centre for the last 6 months.</p> <p>I am also currently the volunteer Treasurer of the One World Centre. This organization is a Not-for-Profit educational and learning resource centre focussed on global issues such as sustainable lifestyles, social justice and equality.</p> <p>I am a retired Accountant (CPA qualified) with over 30 years' experience in accounting and finance having worked for organizations listed on the stock exchange, family-owned businesses and small to large Not for Profit organizations.</p> <p>Working in Ellis House over the last 6 months I have gained a good insight in the operations of the arts centre and its culture. I would very much like to continue on as the Treasurer of the centre, building on the experience I have already gained to date.</p>		


<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	<b>Clare Bestow</b>	
<b>Brief Bio</b>	<p>Committee Member 2020 to present. Also responsible for Diversity &amp; Inclusion.</p> <p>Experienced Community Development Officer. Successful grants writer, liaison with community organisations including Bayswater City Council, local schools and other community partners.</p> <p>Support work of committee in preparation of submissions, selected grant applications, and to work with the committee to further the development of the EHAC studio plan, including a plan to fund its development. Also to focus on developing processes to support sustainable practices at EHAC that can stand alone, independent of the strengths of individuals.</p>	

<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	<b>Wilma Motteram</b>	
<b>Brief Bio</b>	<p>Dip Art teaching WAIT (now Curtin University)</p> <p>Retired primary school teacher. Classroom years K - 7, art specialist, Library/ resource teacher.</p> <p>Committee member for about 7 years</p> <p>Gallery roster Volunteer.</p>	

<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	<b>Lesley Zampatti</b>	
<b>Brief Bio</b>	<p>I have been an EHAC volunteer for two years and a committee member for one. In that time I have been an exhibition coordinator as well as the unofficial communications officer, responsible for regular email correspondence to members and subscribers, and answering general email enquiries.</p> <p>For well over a year I've been running weekly still-life drawing and painting sessions which are well attended and popular among members and non-members.</p> <p>I have also organised two of EHAC's smaller events, such as the recent artist talks with Kyle Hughes-Odgers and the forthcoming Lester Prize outing for our volunteers.</p> <p>I have over 40 years' experience as a journalist (photographer, reporter, senior sub-editor) and book editor, including several years writing about the visual arts scene in Perth. I studied fine art at Claremont Art School. I'm applying to be EHAC's official communications officer. If successful, I intend to formulate a communications policy and, equally importantly, a house style, so we can maintain clarity and consistency in all our written notices, flyers, posters, booklets, emails and social media posts.</p>	

<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	<b>Kate Hobbs</b>	
<b>Brief Bio</b>	<p>I have been a member of the EHAC Committee for 3 years, and is Event Manager responsible for organising the Art Festival, Christmas Market, and similar functions, as well as normal committee activities.</p> <p>I have in the past been responsible for organising a number of opera events including at Leeuwen Estate, Houghton Estate and Fremantle Town Hall. She was previously Managing Director of several public listed exploration companies operating within Australia and internationally.</p> <p>I can bring to the committee a rather scatty lateral-thinking brain, willingness to take on tasks, planning ability, and desire to see Ellis House Art Centre prosper.</p>	

<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	Michelle Ella	
<b>Brief Bio</b>	<p>Skills – Organised, self sufficient &amp; future focused.</p> <p>Expertise – Love to talking to people &amp; make it up as I go..</p> <p>Experiences – Helped with the donations last year for Christmas raffle. Have had past experience 20 years ago, building committee and treasurer.</p>	

<b>Position</b>	<b>General Committee Member</b>	
<b>Name</b>	Tristan Coleman	
<b>Brief Bio</b>	<p>I currently work as a TAFE lecturer in community services and have trained as a school teacher. I ran my own pottery market stall in Broome for 15 years, as well as other contracts running community art events and classes in Broome.</p> <p>For the position I bring good organisational and writing skills. I have experience in securing grants and fundraising for community art projects. I have a passion for art and building community through art. I like people, learning new skills and seeing good outcomes.</p>	

# Art Centre Association's Annual Report 2022-23

Ellis House Art Centre's vision is for a **creative and connected community**. Our mission (how we will achieve this) is to encourage and support creative people of all backgrounds and abilities, where they can come together, learn and exhibit their work. Everything we do is towards achieving our vision.

Our achievements in the last year include:

- Exhibitions every three weeks, with four members exhibitions (including the 'bite-size' exhibition), a diverse range of artists exhibitions (e.g. digital art, ceramics, basketry, printmaking and eco-printed textiles and artists' books) and the community exhibition for the Baigup Wetlands Interest Group.
- Our second Art Festival, opened by Mrs Janet Holmes à Court AC on October 1 with the festival exhibition of work by prominent artists. The Art Festival is also part of the City of Bayswater's 'Flourish Festival'.
- Our Christmas market, coinciding with our Christmas exhibition of members' art, which we will now host on alternative years to the Art Festival.
- Our three workshop weeks, each of which had a packed programme of art and craft sessions, including portrait drawing, digital art and basket weaving.
- Events such as a book launch, 'Lit Live' evening of live storytelling and song, a marquee at the Avon Descent Finish Line Festival, and a talk by renowned muralist Kyle Hughes-Odgers.
- A thank-you party for our volunteers, with quizzes and delicious pizzas. See the feedback from our volunteers below.
- Local musicians at events and exhibition openings.
- Inspiring, affordable classes Monday to Thursday evenings (portraits, life drawing and still life), painting on Saturday mornings, yoga on Friday mornings, and the Tuesday social painting group.
- Increasing our membership to over 270 (from 220 last year), with over 750 subscribers who want to hear what we are up to and over 1,000 followers on Facebook and Instagram
- Installing external power and lighting in the front gardens and at the top of the ramp, having the verandahs sanded and oiled, and obtaining a professional amplifier/speaker for our events and gallery openings,

Some of our plans for the coming year include:

- Our jam packed 2024 exhibition calendar – we had 28 applications, mainly from groups of artists, with plenty of new names on the schedule, and our community exhibition will be the Bayswater Primary School in November.
- Sunday gazebo music sessions – we are excited to be planning summer afternoon sessions in the gardens with artists such as Rose Parker (booked for 19th November), Lucky Oceans, Kavisha Mazzella.
- A free bus trip in October with morning tea, lunch and a guided tour of the Lester Prize finalists' exhibition, exclusively for some of our hardworking volunteers.

A huge thank you to our amazing team of volunteers – we now have over 70 active volunteers involved in a wide range of supporting roles, from gallery attendants, exhibition coordination, website maintenance, communications, social media, supplies, maintenance, and our committee who all work together to achieve our vision of a connected and creative community. Thank you also to the City of Bayswater for their ongoing support.

Thank you again,

Caroline

Chair, Ellis House Art Centre

# Art Centre Association's Annual Report 2022-23

## Feedback from our volunteer event: "What do I like about volunteering at EHAC":

- "Belonging. Being in a great team. Wonderful people. Friendships. Belong to an art community. Developing skills."
- "Love the companionship and inspiration."
- "Love the community."
- "Love meeting new people – new artists (old artists)."
- "Volunteering makes me feel useful, like I'm still good for something. Lovely venue, gardens – what's not to love."
- "I like to volunteer because of the social interaction and I like to help."
- "I like making friends at Ellis House with all the volunteers and artists and painting with people here instead of at home. It is great being able to exhibit our work at exhibitions and in the kitchen."
- "The opportunity to meet others brought together by art and by leaning."
- "Meeting people and working with great people. Enjoying the company of women who come in to paint on Saturdays."
- "Love the atmosphere and camaraderie, and being with like-minded people. The venue is lovely".
- "Lovely to participate in the group. Always feel welcome."
- "I love being a volunteer because: (1) I love looking at the art exhibitions (2) Love meeting the people who come in (3) Love learning from the artists who exhibit and volunteers (4) Love the "family" atmosphere (5) Love the encouragement and support from the other volunteers."
- "Enjoy meeting other artists, socialisation."
- "To give back, to help and a lovely community."
- "Love being with like-minded people, fellow artist in a lovely venue, promoting art and crafts, supporting community events."
- "Love the engagement and support from the other volunteers."

## Volunteers thank-you event





## Christmas Market





# Art Centre Association's Annual Report 2022-23

## Exhibitions



— ELLIS HOUSE —  
*Art Centre* Association's Annual Report 2022-23



— ELLIS HOUSE —  
*Art Centre* Association's Annual Report 2022-23

Events:



Classes and workshops:



**ELLIS HOUSE COMMUNITY ARTS CENTRE INCORPORATED  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDING 30<sup>TH</sup> JUNE 2023**

Overall, there was a surplus of \$9,517 in the '22-'23 financial year compared to a loss of \$8,650 in the '21-'22 year. The table below gives a summary of the totals:

	<b>22-'23</b>	<b>21-'22</b>
	<b>ACTUAL</b>	<b>LAST YEAR</b>
Net Operating Surplus	\$4,923	\$12,348
Net Grant Income/(Deficit)	\$4,594	-\$20,998
Overall Net Surplus /Deficit	\$9,517	-\$8,650

The significant deficit in '21-'22 was due to the grant income been received in the '20-'21 year however, funds from this grant were not spent till the '21-'22 year.

With regards to the normal operations, the net surplus declined in the '22-'23 year compared to the '21-'22 year. This was due to both income and expenditure been higher compared to the same period last year.

The higher income was due to a higher number of memberships and more financially successful exhibitions, resulting in higher commissions.

The main expenses that were higher than last year were:

Entertainment: \$2,230 - up on last year by \$1,380.

- Marquee for Christmas Markets-net expense: \$900
- Musicians for member's exhibition openings, -a total of \$1250

Equipment: \$6213: up \$4781 on last year. Major items were:

- Printer \$545
- Deposit for garden lighting: \$2000
- External power points in garden: \$ 2344
- Hooks and wires for exhibitions: \$738
- Replacement of LED and outdoor lights: \$285

Note: The cost of the printer, deposit for garden lighting and external power points in garden listed above were funded from a donation of \$8500 given by the Bayswater Arts Society to Ellis House Community Arts Centre in May 2021.

Technology: \$2,857 (includes website, Wi-Fi/telephone, membership systems (TidyHQ) and emails (Mailchimp)-up \$1,624 on last year. Major items of expense were:

- Email migration from iiNet to Microsoft: \$578
- Maintenance for the website: \$510

Repairs and Maintenance: \$1,609: up \$1539 on last year

Main item of expense was the cleaning and oiling of verandah boards.

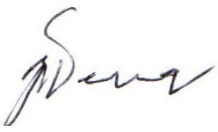
- The cost for this was \$1433.

Volunteer Events: \$1,793: up \$1,553 on last year

Main items of expense were:

- Volunteer Day \$700
- Volunteer Committee Xmas Party \$423

The bank balance as at the end of June 2023 was **\$50,146** up from **\$40,629** as at 30<sup>th</sup> June 2022.






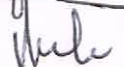

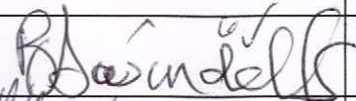
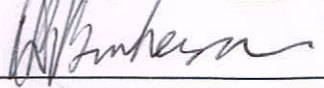
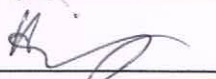
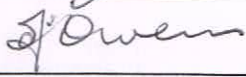

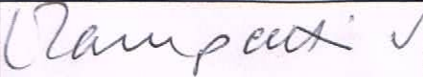
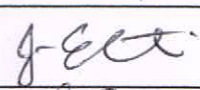
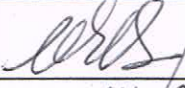
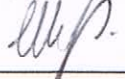
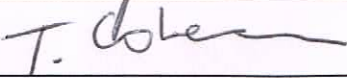
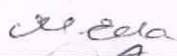
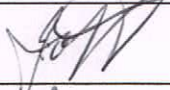

Michael Perera, EHAC Treasurer. 6 September 2023.

ELLIS HOUSE COMMUNITY ART CENTRE INC			
UNAUDITED INCOME AND EXPENDITURE REPORT FOR THE JULY 22 - JUNE 23 YEAR			
		22-'23	21-'22
		ACTUAL	LAST YEAR
		\$	\$
<b>OPERATING INCOME</b>			
	Art Sales	69,653	57,646
	Commission	10,012	8,097
	Donations/Venue Use and Hire	676	775
	Exhibitions	4,980	4,778
	Life & Portrait Drawing Classes	9,040	1,880
	Membership	10,525	9,920
	Tea Money Donations	607	853
	CoB Art Awards Volunteering	1,100	1,100
	Misc Net Bal -Christmas Raffle	77	0
<b>TOTAL OPERATING INCOME</b>		<b>106,670</b>	<b>85,049</b>
<b>OPERATING EXPENSES</b>			
	Advertising	88	88
	AGM Expenses	647	396
	Art Sales Proceeds paid to Artists	68,825	58,123
	Audit Fees	0	330
	Bank charges	1,682	1,695
	Cleaning	2,150	1,850
	Donation to Bayswater Historical Society for ESL	350	0
	Entertainment	2,230	850
	Equipment	6,213	1,432
	Insurance	779	771
	Life and Portrait Drawings	9,025	2,070
	Refreshments & consumables	820	997
	Repairs & Maintenance	1,609	69
	Signage	209	0
	Printing and Stationery	1,104	960
	Studio	682	0
	Subs - Artists Chronicles, Chamber Arts & Culture	250	250
	Sundries (flowers, badges, flags, etc)	0	698
	Technology	2,857	1,233
	Training	0	235
	Utilities - COB ESL	433	414
	Volunteer Events	1,793	240
<b>TOTAL OPERATING EXPENSES</b>		<b>101,747</b>	<b>72,701</b>
<b>NET OPERATING SURPLUS/(DEFICIT)</b>		<b>4,923</b>	<b>12,348</b>
<b>GRANT INCOME AND EXPENDITURE:</b>			
<b>GRANT INCOME</b>			
	City of Bayswater (Arts Festival)	5,000	
	Local Govt Grant (Gazebo)		9,750
<b>TOTAL GRANT INCOME</b>		<b>5,000</b>	<b>9,750</b>
<b>TOTAL GRANT EXPENDITURE</b>		<b>406</b>	<b>30,748</b>
<b>NET GRANT INCOME /(DEFICIT)</b>		<b>4,594</b>	<b>-20,998</b>
<b>OVERALL TOTAL INCOME</b>		<b>111,670</b>	<b>94,799</b>
<b>OVERALL TOTAL EXPENDITURE</b>		<b>102,153</b>	<b>103,449</b>
<b>OVERALL NET SURPLUS/(DEFICIT)</b>		<b>9,517</b>	<b>-8,650</b>

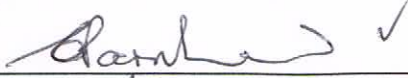
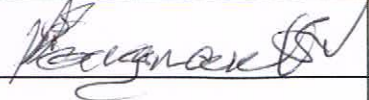
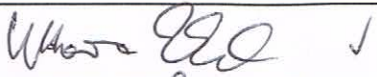
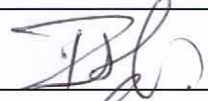
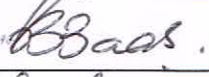
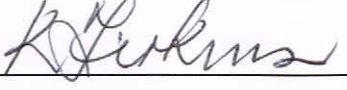
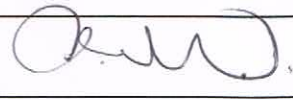
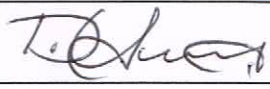
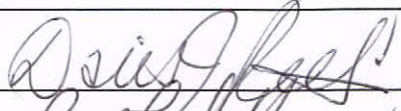
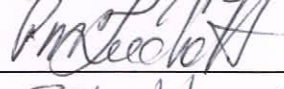
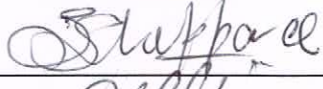
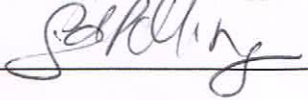
**Ellis House Community Arts Centre Incorporated**  
**Unaudited Balance Sheet**  
**as at 30<sup>th</sup> June 2023**



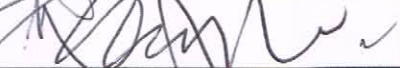






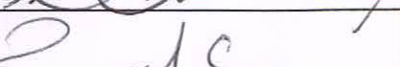

	<b>2023</b>	<b>2022</b>
	\$	\$
<b>Current Assets</b>		
Cash at Bank	50146	40629
Cash Float	50	50
<b>Total Current Assets</b>	50196	40679
<b>Total Non - Current Assets</b>	0	0
<b>Total Assets</b>	50196	40679
<b>Liabilities</b>		
<b>Current Liabilities</b>	0	0
<b>Total Current Liabilities</b>	0	0
<b>Non- Current Liabilities</b>	0	0
<b>Total Non- Current Liabilities</b>	0	0
<b>Total Liabilities</b>	0	0
<b>Net Assets</b>	<b>50196</b>	<b>40679</b>
<b>Members's Funds</b>		
Retained Earnings	40679	49279
Current Year surplus/(Deficit)	9517	-8650
Cash Float brought to account		50
<b>Total Members Funds</b>	<b>50196</b>	<b>40679</b>

## Annual General Meeting 2023 Attendance Record

	Name	Signature	Financial Member?
1	Vivianne Vos		Y
2	Cameron Gibbs		Y
3	Caroline Friend		Y
4	Vincent Mulé + Proxy votes x 1		Y
5	Catherine Lyon-Nash		Y
6	Barbara Swindells + Proxy votes x 5		Y
7	Dellarae Brakespeare + Proxy votes x 1		Y
8	Gail Hennesy		Y
9	Marie Owens		Y
10	Wilma Motteram		Y
11	Lesley Zampatti		Y
12	Judith Eleuteri + Proxy VOTE x 1		Y
13	Clare Bestow		Y
14	Kate Hobbs + Proxy votes x 4 5		Y
15	Tristan Coleman		Y
16	Michelle Ella-Jones + 2		Y
17	Jo Haythornthwaite		Y
18	Assunta Meleca		Y



Name		Signature	Financial Member?
19	Cheryl Parnham	 ✓	Y
20	Pam Pougnault	 ✓	Y
21	Elzara Wessling		Y
22	Ute Maria Eckel	 ✓	Y
23	Ian Harrison + 1 Proxy	 ✓	Y
24	Sarah Baars	 ✓	Y
25	Kate Firkins	 ✓	Y
26	Misha Harding		Y
27	Tina Ostrogonac		Y
28	Amanda Oxwell + 2 Proxy	 ✓	Multi Y pd
29	William Vos	DUPPLICATED.	Y
30	David Young	 ✓	Y
31	Linda Kiddas	DUPPLICATED	Y
32	David Jay Reed	 ✓	Y
33	Pam Tuckett	 ✓	Y
34	Stephanie Sheppard	 ✓	Y
35	Geraldine Pillinger	 ✓	Y
36			
37			
38			
39			

	Name	Signature	Financial Member?
40	TRINA UREN		✓ Y
41	DIANA KUDSEE		✓ Y
42	PETER CAMPAGNA		✓ Y
43	MATILDA FLETCHER		✓ Y
44	JOANNE COX		✓ Y
45	DOT CAMDEN		✓ Y
46	PAM TOSTER		✓ Y
47	LINDA KIDDIS		✓ Y
48	PAUL AVARD		✓ Y
49	ANGELO LOPEZ		✓ Y
50	WILLIAM NOS		✓ Y
51			
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