



## Council Meeting of The Gap Creative Inc.

<b>Date:</b>	23 March 2023
<b>Time:</b>	6 pm
<b>Place:</b>	Trek House
<b>Present</b>	Lynsay Allen, Sally Hogan, Colin Bushell, Cherylene Smith, Diana Briscoe, Natarsha Schneider, Jannine McFarlane, Leona Reif
<b>Apologies</b>	Ashley McHardy Marianne Wilson
<b>Item</b>	<b>Notes</b>
<b>Minutes</b>	Minutes from last meeting accepted by committee members
<b>Roles &amp; responsibilities clarification</b>	<p>Colin asked that each committee member describe what they currently consider their responsibilities entail and asked that members stay focussed on the agenda with any problems or issues to be resolved for roles later in meeting:</p> <p><b>Secretary</b> (Lynsay) minute taking, agenda - prep and distribution to Sally - proofread and sent out through members page (check Facebook for agenda template), before next meeting send out request for agenda item, when, where time for next meetings send out to members 1 x quarter (committee once per 2 months members 1 x per quarter), check email - financials to Cherylene, can get some help with these (can ask for help with these when needed), other important things go to Colin, interested in membership redirect to website. People can send Secretary issues that need to be addressed.</p> <p><b>Website Manager</b> (Sally) online shop, membership form, search functions etc - main problem is getting artists to submit their work and how - could be in the form of a welcome letter - automatically sent out when submit membership form - want to add (must be filled in) instagram or not handle.</p> <p><b>Treasurer</b> (Cherylene) bank check once a week, memberships - people not paying - updates profit and loss statement, breakdown worksheet of members and who's paid and who hasn't - break down of commissions from sold work, annual returns and legislation things and financial eg insurance (deals with brokers for this)</p> <p><b>Social media manager</b> (Jannine) Instagram and Facebook - how often posting - anything relevant - we should all be posting - newsletter (Ashley is doing this). Jannine to document what they need for role to succeed</p>

	<p><b>Workshop and social events coordinator</b> (Diana) ad hoc events - books space, deals with facility and members to coordinate workshops,</p> <p><b>Special Events Stylist</b> (Natarsha) - style and optimise physical space (physical) for events, catering di and Natarsha can also aid others in how to coordinate and style their own events - special events advisor</p> <p><b>Membership coordinator</b> - vacant role</p> <p><b>Event coordinators</b> liaise with venues to make sure there is a safety plan - Leona will make a checklist for event safety</p> <p><b>Grants coordinator</b> - Leona - apply for grants - secondary role - co-ordinate open studios</p> <p><b>President</b> (Colin) - PR - make sure the group is cohesive, in terms of vision/purpose and goals, networking. Colin and Lynsay have pre meeting to chat about what to address for next meeting - to be kept in the loop about what is going on - figure head of the group</p>
<p><b>Yearly Planner/Calendar</b></p>	<p><b>Yearly planner</b> (proposed by Sally and accepted by committee) The committee agreed that was a need to publish a yearly calendar or planner</p>
<p><b>Forthcoming Workshops and Events</b></p>	<p><b>The Gap State School Soiree</b> Colin announces - Steve Williams meeting - does the Gap Soiree - evening event with musicians etc - 9th Sept - bump in Sat, bump out Sund, no theme, commission for high school and The Gap Creative - looking for work from the gap creative - ticketed event - dividers to hang art on - presented as an opportunity for members to submit work - do we want to do this? Do we just ask members to do this on their own - can call these “pop ups” - make connection - then need someone to take responsibility for it - need to call out to member for each pop up event as to who will coordinate Colin to coordinate this event.</p> <p><b>Trek House</b> Colin also wants someone to coordinate Trek2Health and the art in there - BUT - we aren't selling works outside of event opening nights - (we are contractually part of trek to health house, we have access whenever we need when needed in return for filling the house with art and nature - reciprocal arrangement) Bruce promotes art as health - we can utilise this space more than we are... even for workshops - only not available on Saturday mornings and Wednesday days - land, BBQs, musicians etc etc Artwork can be sold from Trek House as long as they have a QR code.</p> <p><b>Ruby Red</b> Catherine - 4th may, 5pm - 8pm no tickets Natarsha to send me details Set up Sunday 30th 8.30 - 10am Drop off 28th April 1pm - 3pm Last events artwork 21st April between 1pm - 3pm ONLY Di - to collect any leftovers at 3pm Do we go back to quarterly change over after this event? Catherine decides if artwork is appropriate - Colin and Natarsha are coordinating this event After that 16th November will be next Ruby Red event</p>

	<p>Ruby Red does once a month payment. They as vendors also need an invoice as does artist/ss. Then the artist sorts out delivery of pieces if they haven't already.</p> <p><b>St Mark's Church</b> November - may be double event with church - St Marks Artwork - money to bank through square (we wear charges) - commissions worked out - balance goes to the artist.</p> <p><b>Open Studios</b> (Leona to coordinate) Leona - will give me the notes - date for open event - changing date - 19th, 20th August - sub committee needs to be formed to organise this - same fee as last time 100 per studio - 150 if shared - costs less as have core flutes - just need to change dates on half these and banners - graphic design - map - flyers - digital map didn't; work last year - need a bigger letterbox drop - we should be using corporate sponsors to print these etc - paid boosts facebook and instagram -</p> <ul style="list-style-type: none"> <li>- Date confirmed -</li> <li>- Leona starting applications</li> <li>- Scoping marketing opportunities</li> <li>- Maybe do passport or prize to encourage visiting other studios</li> </ul> <p><b>The Gap High School Event</b> (Di to coordinate) june 2 weeks - 12th start - opening event friday and promote the trail Sally - meeting to confirm after going through yearly planner</p> <ul style="list-style-type: none"> <li>- Workshops - Marianne doing watercolours next then di one after that</li> <li>- Colin's workshop 222 dollars deposited - eventbrite</li> <li>- Di - can we promote membership when selling workshop</li> <li>- Jannine - send me workshop promo ideas etc</li> <li>- Leona - what do we do with the money that we earn - we should clarify before the event where it's going and what material costs need to be covered</li> <li>- Cherylene - can we separate files leona will sort this</li> </ul> <p>Date for next meeting - 28th March - at Sally's 6pm Meeting closed by Colin</p>
<p><b>ACTIONS</b></p>	<p><b>Roles &amp; responsibilities</b> Sally will be refining/clarifying each person's responsibilities - a document to be checked for this. Procedures document has standard rules</p> <p><b>Yearly planner</b> (Sally to coordinate) To help with who when what for each thing - meetings can be added to that (we should have a meeting to decide all of these dates and things –</p> <p><b>Preparation of agenda</b> Committee agreed that people can send Secretary issues that need to be addressed to include on agenda</p> <p><b>Membership Coordinator</b> Vacancy needs to be filled or incorporated into another role</p> <p><b>Opportunities that present serendipitously</b> General agreement that these might be referred to as 'pop ups' as in opportunities that pop up from time to time</p>