

Team Meeting

Date: October 13, 2020

Time: 7:00pm

Location: 8 Dandaloo Street,
The Gap, 4061, Australia

Meeting called by: Ashley McHardy **Type of meeting:** Incorporation Meeting
Facilitator: Ashley McHardy **Note taker:** Diana Briscoe
Timekeeper: Ashley McHardy
Attendees: Ashley McHardy, Colin Bushell, Louise Elliott, Leono Reif, Diana Briscoe
Please read: Agenda Email
Please bring: Any topics you would like to discuss

Minutes

Agenda item: Incorporation Application & Model Rules **Presenter:** Ashley McHardy

Discussion:

Fill in the incorporation application and discuss and finalize the model rules with any clauses.

Conclusions:

- 1) Individual Artists (our members): supporting professional development and business goals within their creative practice.
- 2) Community: connecting the community through creative pursuits and activities
- 3) Promoting our location (The Gap) as a creative destination
- 4) Provide an opportunity for our members to network

| Action items | Person responsible | Deadline |
|---------------------------------------|--------------------|---------------|
| ✓ Filled in incorporation application | Ashley McHardy | Within 7 days |
| ✓ Discuss and finalized Model Rules | Diana Briscoe | Within 3 days |
| ✓ Discuss any clauses for model rules | Diana Briscoe | Within 3 days |

Agenda item: Objects of Association & Members **Presenter:** Ashley McHardy

Discussion:

Discuss and finalize the objects of Association and members

Conclusions:

Membership Eligibility, as discussed:

- 1) Must live in The Gap 4061 (or primary place of business operating in The Gap)
- What happens if you leave / move from The Gap? you relinquish your membership
-Exception: Treasurer & secretary members do not need to be a "creative" or live in The Gap.
- 2) you must be 18+ to become a member
- 3) Pay the annual fee as determined by the management committee.
(\$50 / calendar year to join)
- 4) Agree to the code of conduct and model rules

| Action items | Person responsible | Deadline |
|---|--------------------------------|---------------|
| ✓ Finalize Objects of association | Diana Briscoe | Within 3 days |
| ✓ Finalize members benefites / limitations / membership | Diana Briscoe / Louise Elliott | Within 3 days |

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|---------------------|----------------------|-------------------|----------------|
| Agenda item: | Management Committee | Presenter: | Ashley McHardy |
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Discussion:

Introduce the Management Committee

Conclusions:

We have filled all 7 positions – we will re-visit at each AGM and roles will stay in place unless someone steps down. May revisit in future (ie. Term of 2 or 3 years in role)

| Action items | Person responsible | Responsibilities |
|-------------------------|--------------------|--|
| ✓ President | Ashley McHardy | Scope / Facilitator |
| ✓ Vice President | Colin Bushell | Marketing |
| ✓ Secretary | Diana Briscoe | Meeting Minutes / assist with membership |
| ✓ Treasurer | Louise Elliott | Document Control / Financials / Budgets |
| ✓ Marketing Facilitator | Kirstie Page | Assisting with Marketing |
| ✓ Grants Facilitator | Leona Reif | Grants application / research |
| ✓ Event Manager | Lisa Taylor King | Organizing Event(s) |

Observers:

NA

Resources:

NA

Special notes:

NA

Signed: _____ **Date:** _____