

Gold Coast Potters Association
COMMITTEE MEETING MINUTES
 MONDAY September 19th 2022
 VENUE: Benowa Studio
 TIME: 5:30pm



Date: 19.09.2022	Time: 17:42	Chair: Cate White	Secretary: Merrilyn Townhill	Minute Taker: Merrilyn Townhill
Acknowledgment of traditional owners: I respectfully acknowledge the Yugambah People, the traditional owners of the land on which we meet and pay my respects to their elders past and present, and all Aboriginal and Torres Strait Islander Peoples here today.				

PLEASE REMEMBER TO SIGN IN

No.	AGENDA ITEM	COMMENTS & ACTIONS	Responsible	Status
1.0	Attendance and Apologies	Attendees: Cate White, Merrilyn Townhill, Juliet Van Oirschot, Danielle Clarke, Toni Prinsse, Michael Jones Via Zoom: Apologies (and reason):		
2.0	Acceptance of Previous Meeting Minutes	Minutes Accepted: Juliet Van Oirschot Seconded: Cate White		
3.0	INWARD/OUTWARD Correspondence (including emails)		Responsible	Status
	Inward 1:	An enquiry to hire a wheel for 3 months. Event Coordinator used to do this. New process: same as hiring a Kiln. Porsche to add a tab under	Porsche	Add tab to Kiln Hire at each Studio to rent out Wheels. Same process as Kiln Hire
	Inward 2:	Veronica Gaughan is standing down as role of WH&S Assessment Officer at the AGM		
	OUTWARD correspondence (including emails)			
	Outward 1:			
4.0	Business arising from previous meeting		Responsible	Status
4.1	Fire report at Benowa in the Hot Wax Pan outside the studio on the bench seat. Fire blanket was used.		Michael / Wendy	Fire blanket to be replaced In progress Firepower coming at end of month
4.2	A template email has been written to invite prominent Members to Exhibit in the Gallery (Samy Lynton-Jones, Megan Puls, Jo Norton, Larissa Warren, Bill Powers, etc). Also invite Anne-Marie from Made of Australia etc to become a Member. They then can be asked to exhibit in the Gallery. Similar letter to be drafted by Gallery Convenor to invite prominent members to Exhibit. Discuss what is to be offered to these Exhibitors. Need to approach prominent artists & offer gallery space with 20% commission. Develop an agreement which includes insurance -Cate & Juliet		Gallery Convenor	Need to invite artists - TO BE DONE Offer gallery space with 20% commission & develop an agreement to include insurance TO BE DONE
4.3	SINKING FUND: Juliet prepared report Page 4 Clause 4 (g) The licensee will be responsible for its proportionate share of maintenance for the Common Area. In the absence of any other agreement the Licensee will be responsible for 50% of these costs. Evidence of each account is to be provided by the Licensor with a request for payment. Any maintenance and repairs to come out of Sinking fund not General Funds. Any larger jobs ie Paving; apply for a Grant. If Grant unsuccessful then consider using Sinking Fund monies.			Recent update to sinking fund has not been implemented with Sculptors. GC Potters will need to investigate including Sinking Fund contributions in the licence agreement with Sculptors. Sculptures have advised that they can not contribute to the fund due to being non-financial.
4.4	President to organise liaising with the Community Organisations within the area and turn the Christmas Market into a Community project. Parking Plan needed. Get other Community Organisations involved. Due to the Market Convenor standing down and the Events position being vacated suddenly it needs to be discussed if we stick with Christmas Markets being held at Benowa as it is now too late to organise changing venues. We could start canvassing for the Mudgeeraba Market Committee for 2023 Christmas Market.		President	In progress; President to advise Kirsty Emery is the contact in Division 9 Sept: Christmas markets to stay at Benowa and move to Mudgeeraba in 2023
4.5	Place Kaz's pieces into the Old Benowa Post Office Gallery in the Collection Glass Display Cabinet. Apparently these need to be fired first. Could someone make a plaque to sit on the cabinet to identify it as 'GCPA Collection'?		Gallery Manager Jo Mackenzie	
4.6	How Teachers are hired by the Association needs to be discussed, motion placed and then to go into the AGM to be added to the Constitution.		President with Teachers Reps	In progress REMOVE FROM NEXT AGENDA

4.7	<p>ONLINE LIBRARY CATALOGUES for Benowa and Mudgeeraba 20.06: Merrilyn has set up the templates in Google and Paula Fraser, our Benowa Librarian is heading up a lovely group of volunteers to transfer the books into the online catalogue. 18.07.22: Paula suggested combining the two Libraries together, perhaps at Mudgeeraba as there is more space. Can't find catalogue for Mudgeeraba. Paula suggested that she can move the book when it is hired, to the Gallery for pick up. Please discuss. Keeping the two libraries. Benowa library now back in the Studio (within the showcase locked cupboard). Students can access this via teacher with Key to look at during class. Online catalogue still need to be completed before borrowing may begin.</p>	<p>Below volunteers to help Paula transfer: 1. Porsche 2. Tobina</p>	<p>In progress Paula needs some help - can anyone help?</p>
4.8	<p>Gallery back room needs cleaning out and open up to the Public. This potentially makes room for 3-4 more members as well as a rotation exhibit in the new Glass Display cabinet of the GCPA collection. These Artists works will be advertised to try to gain more foot traffic through the Gallery. More cleaning and moving needs to be done to open back room to public. Back room of Gallery is fully cleared and set up for display. The back door now meets code of practice for fire/emergency exit and mobility access.</p>	<p>Gallery Manager: Di Neuman</p>	<p>Completed REMOVE FROM NEXT AGENDA</p>
4.9	<p>Booking the Studio - remove the Booking Officer requirement as no longer needed. This was only created during Covid. Members can book into sheet themselves. Code will be in sheet under each month. Booking Officer will still oversee sheet & answer any questions. SUGGESTION: Once member books; they text booking officer to then be text back the code for that month - this way code is not for all to see in sheets? MOTION MOVED to remove the booking sheets altogether. Share the Events Calendar & Class Day/Times Sheets so Key Holder Members can view when the Studio is being used. Change the lock to a door handle lock with keyless entry. Code then issued at the beginning of every new Financial Year to Key Holders, Teachers & Committee. Camera to be installed at Mudgeeraba. UNANIMOUS - MOTION PASSED</p>	<p>Juliet to purchase keyless door handles and camera. Juliet to install camera Dani to have handles installed at both studios</p>	<p>In progress. Juliet to purchase. More than one code required (for when a Teacher/Committee Member leaves)</p>
4.10	<p>Cate to set up Zoom with GCPApres@gmail.com.</p>	<p>Jaccii</p>	<p>Jaccii is returning recording equipment for the next Events Coordinator. Zoom details will be handed over to President CATE SET UP NEW ACCOUNT: REMOVE FROM NEXT AGENDA</p>
4.11	<p>Inward 2: Peter Biddulph has replied to Cate's email regarding teaching classes and workshops. Michael & Jo have been cc'd in, on Cate's reply to Peter to take over the liaising regarding classes & workshops</p>	<p>Jo & Michael</p>	<p>Jo sent Peter a follow up email on 17.08.2022</p>
5.0	<p>President's Report - Cate White</p>	<p>Responsible</p>	<p>Status</p>
	<p>Well, another month has passed, the committee has been busy getting ready for the AGM, we had 2 great workshops and Members demo nights. The gallery and Benowa studio are getting a tidy up and looking great. We have had a wheel and pottery tools donated to us by Susannah Callaghan via Shannon her daughter, for which we are grateful, and I'm sure our members will enjoy it as much as Sue did. We have had an interesting response to our request for volunteers, so fingers crossed. Happy to be getting back in the mud Cate</p>		
6.0	<p>Treasurer's Report - Juliet Van Oirschot - August 31 2022</p>	<p>Responsible</p>	<p>Status</p>

	Nothing to report	
<p>Business Cheque Account (GCPA Working Account) No 10242370 Balance at 30 July 2022</p>	\$117,847.14	\$117,847.14
<p>Plus Credits</p>	\$18,128.56	\$18,128.56
<p>Less Debits</p>	-\$19,245.03	-\$19,245.03
<p>Plus interest (FYTD \$13.09)</p>		
<p>Balance as per bank statement at 31 August 2022 (latest statement)</p>	\$116,730.67	\$116,730.67
<p>Gold Coast Potters Assoc Inc. Business Web Account (Sinking Fund Working Account) No 21500229 Balance at July 28 2022</p>	\$17,825.62	\$17,825.62
<p>Plus Credits</p>		

Less Debits		
Plus Interst FYTD (FYTD \$ 0.78)		
Balance as per bank statement at 28 August 2022	\$17,825.62	\$17,825.62
Gold Coast Potters Term Deposit (Sinking Fund Fixed Deposit) No 22065203 Balance at 17 January 2022 (latest statement)	\$89,807.96	\$89,807.96
Plus Credits		
Less Debits		
Plus Interest		
Balance as per bank statement at 17th July 2022	\$89,807.96	\$89,807.96
Total Funds at June 30 2022	\$224,366.15	\$224,364.25
Less Sinking Fund allocation (Building)	\$107,635.48	-\$107,635.48
Available capital	\$116,730.67	\$116,728.77
<i>Bank statements are available on request.</i>		

6.1	Contacting Treasury: accounts@goldcoastpotters.com Copies of all Invoices: xero.inbox.5rh8c.qjjb2xcnpxcnd@xerofiles.com		
6.2	Please remember that all expenditure claims must be supported by receipts and any expenditure over \$100 must be supported by an approval signed by the President, Secretary and/or Treasurer.		
6.3	INCOME - Summary of majority of income for month of August \$4,247 from card sales via both school and Gallery, \$1060 members, \$1359 for kiln hire and deposit, \$5,400 for teachers rent and \$5600 for workshops.		
6.4	EXPENDITURE - Major expenditure this month was \$551 for gas, \$4,050 to Picassos, \$300 demonstration expenses, \$100 for Mens Shed to make gallery plinths, \$3,300 workshop, Annual Audit fees \$792, \$515 to Gold Coast City Council, \$217 card machine expenses, maintenance costs of \$885, Gallery member sales reimbursement of \$638 and one off costs of \$735 to update the sinking fund projections. In addition there was a refund of \$6500 that was paid in error the previous month by John Musgrave.		
6.5	DEPARTMENT BUDGETS As part of our forward planning, we are going to allocate annual budgets to each department within the association. It will be the responsibility of each subcommittee to provide their budget. Juliet will finalise a budget for the coming year with each area as no budgets were submitted, despite multiple requests.	Treasurer	Outstanding Budgets: Events Gallery
6.6	The transfer of funds into the Sinking Fund, recommended total amount from the last Seymour Consulting Report is \$12,500 for Benowa and \$10,710 for Mudgeeraba. A total of \$26,210 needs to be transferred into the sinking fund accounts from the business cheque account, pending ratification and Treasurer attendance at August Committee Meeting	Treasurer to complete transfer. Must be done in a branch	This was voted on in July meeting and motion was passed
7.0	Facilities and Maintenance Report –	Responsible	Status
	Table downstairs at Mudgeeraba has been refurbished, taken it from something unstable and unusable to a fully functional large standing table that is ideal for glazing and the use of wax. Zip machine at Mudgeeraba has malfunctioned for second time - electrician has been called but since the unit went out after a lightening strike it may be permanently fried. Will purchase an electric jug as back up.	Juliet and Wendy	
7.1	The entry into Benowa Studio opposite to the steps is a bit of a hazard. With my knee I have had to be so careful coming out of there onto those rubber mats. If that is supposed to be a disabled entry and exit it is not that great.	Juliet and Wendy	Juliet supplying a Risk Assessment
7.2	Three quotes were acquired for the gutters to be cleaned with the cheapest quote supplier chosen also seeming the most competent. Gutters were cleaned on all buildings a part from a section at the front at Mudgeeraba where the contractor will be returning this coming week, Friday July 15th with a cordless drill to remove the wire mesh to access built up mulch and leaves, and to use the hose to determine whether down pipes are clear of debris and their possible effect on flooding/water damage issues on front balcony and rear wall in kiln room.		

7.3	<p>Photos and measurements, for repairs/carpentry work were emailed to 4 contractors for the following work. (Awaiting quotes).</p> <p>Mudgeeraba: 1. Back door latch not lining up/stuck 2. Resurfacing of carport work table 3. Asbestos sheeting/mould situation -toilet block</p> <p>Benowa 1. High Wedging table top/asbestos 2. Mini kiln table top/asbestos to be replaced.</p>	Wendy	
8.0	Membership Report – Danielle Clarke	Responsible	Status
	We currently have 120 members who have paid for their memberships. 2 new memberships below		
8.1	Deena Richardson - current student of Kyong: Become a key holder Workshops	Voted in	
8.2	Kim Foster - not doing any classes - workshops & Members Demos	Voted in	
9.0	Workshops and Events - VACANT	Responsible	Status
9.1	<p>Motioned was passed in August meeting to publish and book workshops and demos up to 12 months in advance. An invitation needs to be sent out asking for the next 12 months to be filled in with Workshops. Also Demos to be filled in by Teachers for the next 12 months</p>	Events Coordinator/ Teachers Reps	
9.2	Motion was passed in August meeting to pay future workshop facilitators 37% of member day fee ie Facilitator receives \$110 if membrs pay \$300 and also that in the acceptance/ agreement all works by major wokshop exhibitors be donated to assosiation to add to our collection.	Treasurer to add into Contract	
9.3	<p>6th September Porsche: GAS FIRING Get your work completed and pass into your Teacher so they can place onto the shelves in the Gas Kiln Shed ready for firing. What a treat!</p>		Members Instagram page - suggested by Jaccii
9.4	<p>11th September 10:30am-2:30pm Porsche: KILN WORKSHOP Booking link details https://www.trybooking.com/CBPQA</p>		
9.5	<p>Free Member's Demonstration 11th September 4 - 5:30pm Danielle: Throwing on the Wheel Booking link details https://www.trybooking.com/BZMGW</p>		
9.6	<p>Wheel Throwing Clinic Workshop with Michaela Kloeckner 18th September 9:30am - 3:30pm Booking link details: https://www.trybooking.com/BZMGL</p>	Workshop has been cancelled due to Michaela having hand surgery.	Money being refunded to paid participants.
9.7	<p>Free Member's Demonstration 9th October 4 - 5:30pm Nicci: Photographing your work Booking link details: https://www.trybooking.com/BZMGX</p>		
9.8	<p>11th December Time to be confirmed Porsche: KILN WORKSHOP Booking link details coming soon</p>		

9.9	Free Member's Demonstration 13th November 4 - 5:30pm Michael: Underglaze Booking link details: https://www.trybooking.com/BZMGZ		
9.10	Free Member's Demonstration 11th December 4 - 5:30pm TO BE CONFIRMED Booking link details: https://www.trybooking.com/CBQBB		
9.11	Peter Biddulph WORKSHOP to be organised; Jo Mackenie has all the details		
10.0	Gallery Report - Di Neumann	Responsible	Status
	Nothing to report		
10.1	Nicole Barrett requests the committee approval to proceed with investigating opportunity of obtaining QLD Community Sustainability Action Grant (\$50,000) which is applicable for the protection and restoration of heritage buildings that create community environments - Gallery fits the criteria. This could be used for maintenance issues in the gallery. OUTCOME: Nicole to investigate and do proposal and present to Grants committee prior to being submitted 4.08.2022: Nicole has been in contact with council and the senior heritage officer Gold Coast to gather required information 19.09: This grant has not released the intake dates for 2022/2023. It was assumed it would be in September as it was last year but unfortunately as of current, this grant is not on offer. Please remove until grant is available again.	Nicole Barrett and Di Neumann Nicole is gathering info for grant app. Next intake for applications for this grant is September	The council & heritage board must be in agreeance with any restoration works, due to the historic nature of the bulding REMOVE FROM NEXT AGENDA
10.2	4.08.2022: Mens shed quote for the counter has been organised using some of the timber table tops we have excess of. Update – Men's shed quote for new shop counter with counter top varnished is \$100 donation to the Men's Shed. Purchase a glass display case (\$150 from Ikea with lights) to showcase GCPA Collection. Purchase a better quality paint for the plinths: means less painting in the long run. A low sheen wash and wear paint 10lt for \$202.90 Juliet is donating a bar fridge. Motion passed in August meeting to purchase all of the above.	Di - organising purchase of counter Di - purchasing Glass Display cabinet from Ikea Di - purchasing paint for Plinths Juliet - dontaing bar fridge	COMPLETED REMOVE FROM NEXT AGENDA
10.3	Gallery members had a meeting on 30th July and are keen for the improvements in gallery. Members of the gallery will be organising a twilight market for 5 weeks starting mid November. There will the spaces for GCPA Members. Welcome to any volunteers to help with arranging this. Excerpt from Gallery minutes: AGREED – to do Friday night markets mid-November to December, offer a tables to GCPA financial members. Gallery members to get prime location. a. Fri 18th Nov b. Fri 25th Nov c. Friday 2nd Dec d. Friday 9th Dec e. Friday 16th Dec FRIDAY NIGHT MARKETS • Non-Gallery members to pay \$15 for a table – funds used for advertising of the event. • Cook sausage/BBQ sizzle to raise funds for the gallery – more of a social event. Possibly fund repainting of the gallery.	Di Neumann	Night Markets have been placed onto the Events Calendar
11.0	Publicity, Advertising and Social Media Report - Toni Prinsse	Responsible	Status
	I am resigning from my position as Publicity, Advertising & Social Media Coordinator at this meeting due to personal issues that no longer leave me with enough time to do the role as well as play with clay. We do have a nomination for this role being Kaitlin Greside who will be voted in during the AGM. I have enjoyed my time and met some fantastic people and will miss working with the Committee Members. Karin Adams will be looking after Mailchimp, Tanya Lord is looking after GCPA Social Media. Toni		
11.1	WIX - move Gallery Website to Wix - YES 20.06: Toni and Di have started this, Kirsten Farr unable to work on this project at this time.	Toni and Di Neuman	In progress Need volunteer help to complete
12.0	Teachers Representative, Benowa - Michael Jones	Responsible	Status

	Nothing to report		
12.1			
13.0	Teachers Representative, Mudgeeraba -	Responsible	Status
	Nothing to report		
13.1			
14.0	Grants Team Report	Responsible	Status
	Nothing to report		
14.1	How we could fund getting in an artist - would the committee be open to apply for someone to come and do a couple of workshops Outcome: Yes, absolutely	Grants Team	Apply for grant
14.2	Solar panels could be a grant - The school roof would be ideal to place solar panels. Outcome: Yes, go ahead	Grants Team	Apply for grant
14.3	Grant for sealing of driveway and grounds. MICHAEL advised that Contractors need to dump their asphalt somewhere; if no Grant, ring around these people	Grants Team	Apply for grant
15.0	New General Business	Responsible	Status
15.1	At the last teachers meeting it was agreed that Mudgeeraba become a dedicated School with a 12 month syllabus and that students could apply for RPL through Lismore TAFE once this has been organised with Lismore TAFE.	New committee to follow up	
15.2	Motion moved to sell Small kiln at Mudgeeraba has not been used for over 2 years. Should this be put out to Financial Members to do an expression of interest with a sealed bid. Unanimous. Motion passed.	Secretary	
15.3	Toni advises that we have some interest from Key Holder Members to learn how to use the Gas Kiln so they can hire it. Who is knowledgeable and would like to run a gas kiln workshop. Let's set a month now.	Porsche to do Workshop in January	
16.0	NEXT MEETING DATES - AGM date is 19th September & Committee meeting 17th October & General Meeting 21st November		
17.0	Meeting closed at 6:20pm		