

Gold Coast Potters Association
COMMITTEE MEETING AGENDA
 MONDAY July 18th 2022
 VENUE: Mudgeerabs Sculptors Studio
 TIME: 5:30pm



Date: 18.07.2022	Time: 17:34pm	Chair: Cate White	Secretary: Merrilyn Townhill	Minute Taker: Merrilyn Townhill
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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, Toni Prinsse Via Zoom: Danielle Clarke, Jaccii Turnbull, Apologies (and reason): Juliet Van Oirschot (in transit), Michael Jones (son sick)		
2.0	Acceptance of Previous Meeting Minutes	Minutes Accepted: Cate White Seconded: Merrilyn Townhill		
3.0	INWARD Correspondence (including emails)		Responsible	Status
	Inward 1: Jo Mackenzie introduced Kazuya Ishida (aka Kaz), a Japanese Ceramic Artist doing a 3 month residence at Sturt to GCPA to invite to do a Workshop or Demo this year. Cate emailed and asked Kaz to confirm Sturt commitments and availability to do a Workshop. 6/7 August at Benowa has been locked in.		Cate	Kazuya replied advising that a 2 day workshop in early August would suit.
	Inward 2: Weebly advised that our website has been removed and disabled because of a violation of Terms of Service.			This is spam - keep an eye out everyone
	Inward 3: Larissa Warren has submitted a proposal to do a 4 week workshop 'Conversations with Clay'. Have we accepted this?		Juliet/ Cate	Larissa has postponed until the New Year
	Inward 4: Veronica Gaughan is standing down as role of WH&S Assessment Officer at the AGM.			Place into AGM
	OUTWARD correspondence (including emails)			
	Cate emailed the Sculptors and John regarding his violation of his Contract. No response from either yet		Cate	In progress
4.0	Business arising from previous meeting		Responsible	Status
	Michael emailed regarding Future Class Structure and making changes as per discussion at last Committee Meeting			
4.1	A great time to change. We need to pull in through our own circles. Could move to 5 week programmes. Grow our Teachers out of our classes. New class structure has been sent to Teachers and Committee and this is under review for a 2023 start		Michael/ Juliet	In review and will be finalised by end of Term 3 to advertise ready for 2023
4.2	A template email needs to be 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.		Cate/Juliet	Draft template email
	Need to approach prominent artists & offer gallery space with 20% commission. Develop an agreement which includes insurance -Cate & Juliet		Di Neuman	Draft invitation letter
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. A quote has been provided to update the Sinking Fund Report - Juliet to supply Juliet motioned to go ahead with quote. Seconded by Cate to pay for the quote. Unanimous Seymore consultants have been given financials & will get back in due course		Sculptors taking to their committee	Juliet to go ahead with quote to update the Sinking Fund Report Juliet waiting on reply
4.4	Cate 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		Cate will send email to Cnel Tozer and visit him at his new offices in Mudgeeraba	In progress. Cate waiting for appointment time
4.5	Regarding the Kiln from previous minutes. Protocol for firing; there should be at least one cone in the kiln		Porsche to type up a sheet on how to load the kiln correctly and place next to KILNS so better results are gained - PORSCHÉ Instead of labelling a Cone 6, label as Cone 5/6 - PORSCHÉ	In progress
4.6	NEW KILN FIRING HIRE FEES: (see attached proposal) It is proposed that once this has been voted on during the May 2022 general meeting, cost increases will be implemented directly after that meeting. Any current bookings in the pipeline will be honoured at the price they were when booked and paid for but new bookings will be at the increased costs. Cate MOTIONED to increase Kiln Fees. Juliet seconded. Unanimous. New pricing to start at start of June. Anyone currently booked in stays at the old pricing for that pre-booked firing Costs & Fees going up 1st June		Effective 1st June Merrilyn update sheet with new prices	Completed REMOVE FROM NEXT AGENDA
4.7	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.		Below volunteers to help Paula transfer: 1. Porsche 2. Debby Morris 3. Merrilyn 4. Tobina	In progress
4.8	Gallery back room needs sorting out so that access can be cleared and used through the Ambulent Access Door. Volunteers for this please? Di to pick a Sunday date. Need around 4 Volunteers to help move things around. Suggestion to swap fridges around - any objections? This will give us more room; potentially 4-5 more members exhibiting in the back room. 20.06: Waiting on quotes for the new storage plinths before arranging working bee. Currently back door can be opened for access. Also require a date to move library. 18.07: The books are worth a lot of money; need to do a costing on how much the books are worth for insurance purposes. This is being done within the sheets. Take the pieces out of lockable cupboards in Benowa Studio to make room for books (now that we have the keys). Need to keep 2 libraries.		Paula, Merrilyn & Di	Friday 29.07.22: MOVE LIBRARY DAY All volunteers welcome to help
4.9	Would like to create a WEBSITE CHANGES Sheet so that Kirstin can just be given a list of tasks at the beginning of the each week to change, instead of many different emails from many people. I think we would keep a person in this role longer if it is managed better. Get in touch with Kirstin Farr to be made aware - Merrilyn setting up sheet. MT will ring every week & then email & remind		Merrilyn	Completed REMOVE FROM NEXT AGENDA
4.10	Dani would like to motion to have a new lock and set of keys. Quote from Access Hardware to supply new padlock with 20 keys = \$622.51 (see above) 2 padlocks and 20 keys = \$724.43 Seconded by Dani. Unanimous. Motion passed.		Dani	Order has been placed, waiting to hear back
4.11	Inward 1: Email from Wendy Lane to do the Facilities & Maintenance role and is in the process to do a handover with Juliet. Thank you Wendy - we appreciate you taking on this role - it has been vacant for a little while.		Juliet Merrilyn to set up Gmail	Completed REMOVE FROM NEXT AGENDA
4.12	Inward 2: Need to discuss the clay prices again as they are a lot more volatile than they used to be and prices are going up from one month to the next. Is there any way we can receive an auto updated price list from Picassos as we have to ask each time we see an increase? New prices emailed to everyone on 11.06.2022. OUTCOME: The prices will fluctuate depending on what the GCPA pays after Juliet reconciles the invoices.		Juliet Merrilyn	Sheet has been updated Completed - REMOVE FROM NEXT AGENDA
4.13	Dani moved motion that a paid 'Keyholder' Kiln Firing you are responsible for the firing if you hire - but you are responsible for other people work that is being fired. Which means you can fill the kiln with whatever work you want to fire. Seconded by Cate. 5 for and 1 against - Motion passed		Kiln Hire Procedure & Kiln Conditions of Use to be updated and sent to Porsche	Completed REMOVE FROM NEXT AGENDA
4.14	Motion made by Dani to remove limit of 3 Kiln firings provided there is no wait list. Committee members to pay full price on fourth firing and any subsequent firing thereafter. Seconded by Juliette. No objections - Motion passed		Kiln Hire Procedure & Kiln Conditions of Use to be updated and sent to Porsche	Completed REMOVE FROM NEXT AGENDA
5.0	President's Report - Cate White		Responsible	Status
	Hello Members The Teachers are all back fresh after the School holiday break and most classes have been filled. I am looking forward to hearing from Jo about her winter school stint at Sturt. Also looking forward to hearing from Juliet who is currently at the Australian Triannual Ceramics in Alice Springs! Planning has started for the Spring Market. Applications have gone out for Stall Holders. If you are wanting to do Stall kindly contact the Market Day Convenor at GCPAmarkets@gmail.com to obtain a application form. We will be needing volunteers to help set up and pack down; please contact Cate via email at president@goldcoastpotters.com. We also need volunteers to do demonstrations (hand building or wheel throwing) to go for 1 hour please get in touch with Dani at members@goldcoastpotters.com Have you ever wanted to be a Centrefold? Volunteers wanted for fundraising Calendar to raise money for Ovarian Cancer and Prostrate Cancer. Please get in touch with Cate (president@goldcoastpotters.com) so I can organise a schedule of the photo shoot. This is also in honour of one of Members whom we lost recently. Thank you to all the new volunteers for taking on a sub committee role. We are still looking for more help. If you have any admin skills or just want to help out at a Market, email secretary@goldcoastpotters.com A big thanks to Jo Mackenzie who is representing GCPA at the Gold Coast Show on the Friday doing demonstrations. If you are going to the Show, make sure you drop in and see Jo. The AGM is coming up fast and we need Nomination Forms filled out and sent into the Secretary as soon as possible. Exciting times ahead with a new Committee coming on board. Stay happy in the mud Cate			
6.0	Treasurer's Report - Juliet Van Oirschot -		Responsible	Status
	Business Cheque Account (GCPA Working Account) No 10242370 Balance at 30th May 2022	\$106,841.15	\$106,841.15	
	Plus Credits	\$15,037.85	\$15,037.85	
	Less Debits	\$16,874.10	-\$16,874.10	

Plus interest (FYTD \$51.69)			
Balance as per bank statement at 31st 2022	\$105,004.90		\$105,004.90
Gold Coast Potters Assoc Inc. Business Web Account (Sinking Fund Working Account) No 21500229			
Balance at May 28 2022	\$17,824.09		\$17,824.09
Plus Credits	\$0.75		\$0.75
Less Debits			
Plus Interest FYTD (FYTD \$4.46)			
Balance as per bank statement at 28 April 2022	\$17,824.84		\$17,824.84
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 January 2022			
Total Funds at April 30 2022	\$212,637.70		\$212,637.70
Less Sinking Fund allocation (Building)	\$107,632.80		-\$107,632.80
Available capital	\$105,004.90		\$105,004.90

<i>Bank statements are available on request.</i>			
Contacting Treasury: accounts@goldcoastpotters.com			
6.1	Copies of all Invoices: xero.inbox.5rh8c.qjbdnb2xcnpxcnd@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 \$5,240 from card sales via both school and Gallery, \$2,544 workshop fees, \$6,245 membership fees, \$396 for kiln hire and a final \$195 wheel hire and deposit.		
6.4	EXPENDITURE - Major expenditure this month was \$9735 and \$1120 for insurances, \$1756 to Picassos, \$1770 workshop expenses, \$1314 for Electricity, \$546 Volunteers morning tea and some reimbursement of expenses and Gallery Members payments.		
6.5	The City recently completed the annual Residual Current Device (RCD) operational testing (operating time / current test) at your ? leased facility. Please find attached electrical report which requires the clubs action. Within the next 60days , can you please engage your licensed electrician to complete the recommended actions. 6000190152 Findings - Top hinge bracket has fallen off, Possible entry points to vermin Recommendations – repair switchboard door hinge. Seal holes in switchboard Please send the electrical compliance certificate as evidence as soon as works completed	Juliet	Wendy to complete
6.6	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. We would like this all to be finalised ready for our new financial year June 1 2022. Please get in touch with any queries. This is a repeat message as the deadline is getting closer. Juliet offered to meet with Jacqui and help prepare budgets together	Juliet	Waiting on Events & Markets budget Waiting on Gallery budget - Jacqui & Juliet to complete. AGM is almost here.
6.7	The Committee needs to vote on the transfer of funds for the 2021-2022 financial year 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. If the vote is recorded in the minutes I can go ahead and action it. There is adequate funds in the cheque account. Cate second the motion. Unanimous. Motion Passed	Committee to VOTE	MOTION PASSED
6.8	For the committees information I have made a complaint to the auditors regarding the level of service we received both last year and to date this year. I am hopeful after a chat with them that we will be right to have our AGM in August as normally scheduled not having to postpone.		AGM has been changed to September.
7.0	Facilities and Maintenance Report –	Responsible	Status
7.1	Asbestos inspection arranged via GCCC, existing report did not show asbestos except in toilet area, however new inspector insisted surfaces be retested. Currently awaiting formal report, however he did inform me that there were multiple sheets of asbestos intermixed with Masonite. I have taken photographs of the indicated areas to place signage. Juliet to make signs to warn of asbestos; to be glued on, not nailed in.	Juliet to create signs	Remove from Agenda once Juliet completes. Juliet waiting on report from Council to put up signs
7.3	Gallery power points to be checked in Gallery. Add in powerpoint into the Studio to house the Security Camera on separate point so it doesn't get switched off.	Wendy Lane	
8.0	Membership Report – Danielle Clarke	Responsible	Status
	7 new members		
8.1	Emma Micklewright - Classes with Michael Term 3 2022 : Workshops	Voted in	
8.2	Lisa Teague - Classes with Michael Term 3 2022: Exhibit in Gallery, Exhibit at Markets, Workshops	Voted in	
8.3	Kym Oneto - Classes with Michael Term 3 2022: Volunteer, Workshops	Voted in	
8.4	Rhonda Ellsmore - Classes with Jo Term 3 2022: Exhibit in Gallery, Exhibit at Markets, Hire a Kiln, Workshops	Voted in	
8.5	Itekitar Mazid - not known to anyone - wnat to exhibit at Market, Volunteer, Workshops	Voted in	
8.6	Aeisha Gillen - Classes with Jo from Term 2 2022: Become a keyholder, Workshops	Voted in	
8.7	Ting Ting Wang - Classes with Jo, Kyong & Nicci for 12 months: Exhibit at Markets, become a keyholder, Hire a Kiln, Workshops	Voted in	
8.8	Send all new members (Last week of Term) how to become a keyholoder so the process is started earlier Dani sends this out when they first become a Member. Do they need reminding? Yes, if we want more key holder members.	Dani	Dani to send email out
9.0	Workshops and Events – Jacqui Turnbull	Responsible	Status
	Jacqui is stepping down as from end of this Committee Meeting.		
9.1	Free Member's Demonstration 17th July 4 - 5:30pm Michael Jones: Hand build large vessel Book link details: https://www.trybooking.com/BZMGJ	Teachers Reps	Teachers Reps to contact Teachers for their preferred month and type of Demo to be presented Completed: REMOVE FROM NEXT AGENDA
9.2	Free Member's Demonstration 14th August 4 - 5:30pm TO BE ADVISED Book link details (to save missing out):coming soon		Cate suggested QR Code via text message for each Members Demo
9.3	2 day Workshop "Sumptuous Surfaces" with Shannon Garson at Benowa 20th & 21st August 9am - 4pm Booking link details: https://www.trybooking.com/BZMGR If you would like the detailed information brochure please email events@goldcoastpotters.com		Members Instagram page - suggested by Jacqui
9.4	6th September Porsche: GAS FIRING Get your work completed and pass into your Teacher so they can place into the shelves in the Gas Kiln Shed ready for firing. What a treat!		
9.5	Free Member's Demonstration 11th September 4 - 5:30pm Danielle: Throwing Booking link details https://www.trybooking.com/BZMGW		
9.6	11th September Time to be confirmed Porsche: KILN WORKSHOP Booking link detailscoming soon		
9.7	Wheel Throwing Clinic Workshop with Michaela Kloeckner 18th September 9:30am - 3:30pm Booking link details: https://www.trybooking.com/BZMGL		
9.8	Free Member's Demonstration 9th October 4 - 5:30pm Nicci: Photographing your work Booking link details: https://www.trybooking.com/BZMGX		
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:coming soon		
9.11	11th September Time to be confirmed Porsche: KILN WORKSHOP Booking link detailscoming soon		
10.0	Gallery Report – Di Neumann	Responsible	Status

	We welcomed a new member this week to the gallery - Wendy Lane. Her beautiful work is now on display. With Spring market approaching Gallery members meeting is on the 30th of July and we are looking forward to market day. A date for library removal is needed soon as these plinths will be delivered once finished. The working bee date will be set for painting and clean out of back room after library removed. Also the question of fridges swap. A bar fridge size is ideal for the gallery.	Di to liaise with Paula for Library removal	
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	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 agreement with any restoration works, due to the historic nature of the building
10.2	IDEA: Larger Plinths could be built with a hinged door for storage of catering equipment and excess gallery equipment; what would be the budget for this and any objections? 20.06: Have organised a quote from Mens Shed, waiting on further information with sizing and material cost options. Quote from Men's shed is \$100 donation for ALL three large storage plinths with discreet door. Juliet approved the expense. These are currently being made from donated recycled materials. We will have to paint these ourselves. For the items such as brooms and cleaning supplies a storage cupboard/pantry style will need to be purchased. Will find prices for one these. This will clear the back room to be open to the public display.	Juliet approved quote. Di placed the order. Waiting for these to be built and delivered.	In progress
11.0	Publicity, Advertising and Social Media Report - Toni Prinsse	Responsible	Status
	Class advertising has finished which is great and now we Karin and I will be on to advertising the Spring Market. I have started the organisation of the Spring Markets with a timeline, sending emails & checking enquires and applications as they come in. I will have handed the organisation of the Markets over to the Market Committee at a meeting I have organised by the time this meeting has occurred.		
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	To be completed
11.2	I am in the process of creating a procedure for Teachers, Gallery and Committee Members on how to Share Posts to Story's. Once I have provided this can everyone start sharing our posts especially from the Gallery to try and get our name out there. If members can do this too that would be really helpful. We have a new Instagram Account so if you haven't already can you please follow it @postoffice_galleryinstagram & Facebook linked		
11.3	I have drafted an email in Mailchimp to go out to Members for Volunteer Sub Committee positions.	Merrilyn & Toni	Completed REMOVE FROM NEXT AGENDA
11.4	Does our WH&S plan and Covid plan need to be on the website? The current links do not have documents attached and I would like Kirstin to remove them. Does there need to be a Covid Plan Revision?		Remove from Website
11.5	Covid - I have created a document that has the current relevant Covid Information. I have reviewed some of our document that need to be amended to reflect this. Are Key Holders and Students now able to use the tools etc at the studio now the Covid restrictions do not apply.		
11.6	Just letting you know I think 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	Need to do a risk assessment
12.0	Teachers Representative, Benowa - Michael Jones	Responsible	Status
	We are quite few classes down this term. Tuesday morning, Wednesday morning Thursday evening and Saturday morning all at Benowa are nut up and running. We need to look at some publicity measure to try and build them up again. The loss of 4 classes is a substantial loss of income for the association. Kyong seems to be managing well with her class at Benowa. I will keep in touch with wherever the term. I have almost finished the fence repairs. It was a bigger job than I first thought. I will report on that at the meeting.		Wasn't discussed as Michael was an apology
12.1	Students Showcase - 19th November - Sculptors Gallery Students to nominate categories for Awards Students are voting on the nominations Each Student to have a table and may sell. Gallery will be open; Juliet will keep this open to match the Showcase hours?	Jo and Michael	This is a private function and does not need to be advertised. CHECK AT TEACHERS MEETING
12.2	John's Retirement Recognition: Cate moved a motion that the Association offers to purchase a piece of Johns work (\$worth tbc) in Benowa as recognition of his retirement - will need committee approval to move forward. Cate will make approach to John by email. Jo Mackenzie has tried unsuccessfully to contact John to date	Cate to email John & then inform Committee if motion to be put forward	Cate approached John and John is responding via email. 18.07: No response as yet
13.0	Teachers Representative, Mudgeeraba - Jo Mackenzie	Responsible	Status
	Nothing to report		
13.1	Ceramic book and magazine drive. Teacher Jo Mackenzie is also a Lismore TAFE student. They recently lost the most amazing ceramic library in the floods. Jo is co-ordinating with the Lismore librarian to bring in any donated ceramics books, journals and magazines. If agreeable I would like to pick a time period, and allow drop offs at the Mudgeeraba, Benowa studios and the gallery. It would also be great if the association could help me promote this amongst the members. I would then transport all the books down to Lismore.	Jo Mackenzie	Jo to organise last date for drop off to Benowa Gallery (last Sat in July)
14.0	Grants Team Report - Helen Crandall	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	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.		TEACHERS TO DISCUSS AT TEACHERS MEETING
15.4	Adding in two Sub Committee roles do go under the Media Position; Publicity Gallery Officer and Publicity Mailchimp officer	Toni	
15.5	Sadly, Nan's husband died on Sunday. Cate has organised a hamper.		
15.6	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.	Merrilyn	Email Sandy with update
15.7	Cate to set up Zoom with GCPApres@gmail.com.	Jaccii	Jaccii to send Cate link for Teachers meeting
16.0	NEXT MEETING DATES - Committee meeting 15th August & AGM date changed to 19th September		
17.0	Meeting closed at 6:14pm		