



Gold Coast Potters Association COMMITTEE MEETING MINUTES MONDAY October 17 2022 VENUE: Mudgeeraba Studio TIME: 5:30pm																																											
Date:	17 Oct 2022	Time:	17:30	Chair:	Emma Micklew																																						
				Secretary:	Minute Taker: Amanda Slater																																						
PLEASE REMEMBER TO SIGN IN																																											
No.	AGENDA ITEM	COMMENTS & ACTIONS			Responsible	Status																																					
1.0	Attendance, apologies and acknowledgement	Attendees: Emma Micklewright, Juliet Van Oirschot, Cate White, Amanda Slater, Michael Jones, Via Zoom: Danielle Clark  Apologies (and reason): Kaitlin Grenside, Nicole Barrett																																									
		<i>I would like to acknowledge the Yugambah people as the first nations people of the Bunjalung land on which we meet today. I would like to recognise their culture, history and connection to the land, sea, and sky. These peoples have been using clay in various ways since the dreamtime and I would like to pay my respect and gratitude to their elders past, present and emerging.</i>			Emma Micklewright	Request for this to be placed on website. Will be checked prior																																					
2.0	Acceptance of Previous Meeting Minutes	Minutes: Cate White Accepted: Juliet Van Oirschot Seconded:																																									
3.0	INWARD Correspondence (including emails)				Responsible	Status																																					
		1. Meg Filip re documentation required for application for Xmas market signage 2. Councillor news - Mudgeeraba Community Centre open day 5 Nov & promotion of community group			1. Meg Filip 2. Amanda Slater	1. Waiting on reply on application 2. Forward to kaitlin. See whether any involvement (ie demonstration) available																																					
	OUTWARD correspondence (including emails)																																										
	No outward correspondence																																										
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	Completed. New fire blanket not required																																					
4.2	A template email has been written to invite prominent Members to Exhibit in the Gallery (Samy Lynton-Jones, Megan Puls, Jo Norton, Bill Powers) (Note: Emails not sent to Larissa Warren, Samy Lynton-Jones due to unclear email addresses).				Diana Neuman - Gallery Convenor  Merrilyn has put into a Google Doc so it doesn't get lost	Completed. Email sent																																					
4.3	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'?				Jo Mackenzie - Gallery Manager	Fired & ready to go in display cabinet. Emma to place in cabinet																																					
4.4	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.				Below volunteers to help Paula transfer: 1. Porsche 2. Tobina	In progress Kym (Wed night student) to assist. Connect Kym to Paula Fraser for handover																																					
4.6	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. 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				Juliet to purchase keyless door handles and camera. Juliet to install camera  Dani to have handles installed at both studios	Update:  More than one code required (for when a Teacher/Committee Member leaves) Key in lock box. If key holding member, the studio is available and free to use. Digital pad key locks have been purchased and will be installed for Benowa & Mudgeeraba this weekend (Sat 22 Oct). No need to change codes frequently. Changed when required and will be available to members. Code is not to be shared. If calendar/events calendar up to date members can see when space available. Events on website are not current. Booking sheet to be converted into events sheet. Members should be welcomed. Allow sense of ownership. Regular changing of code good idea for security purposes, however monthly is too frequent. Adam to install key locks this Saturday. Email to be sent to keyholding members with code advice. Same code. (Current: 3145) Events doc is up to date for 2023																																					
4.7	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.				Kaitlin Grenside (Publicity) Michael Jone (Teacher)	Invitation for offers to be sent with newsletter. Highest bidder, but needs to be a financial member. Accurate description required in order to advertise correctly. M1ones to provide description & instructions to Kaitlin.																																					
4.8	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 kiln hire sheet.				Porsche Bagg (Teacher)	Add to newsletter this can be done but will be reassessed in Jan as we may need the wheels in classrooms																																					
5.0	PRESIDENT'S REPORT - Emma Micklewright				Responsible	Status																																					
	I don't have any major updates for members this month but I do want to say a big thank you to our previous committee members for their dedication and contribution to bringing the association to where it is today and that also applies to all our continued committee members. I would also like to say thank you to everyone for welcoming me into the committee and also my fellow new committee members.  We have some exciting things coming up for the end of the year like the Christmas markets and the student showcase which should be a lot of fun for all of our members to get together and celebrate our wonderful community.  Over the last month I have been spending some time meeting with some of our committee members and getting to know them and their roles and also finding out where people would like to see the association head in the future. I hope to continue to chat with more committee members, teachers and members over the coming month. I've also been going over a lot of documents for the association from leases to the strategic plan and facility agreements. I'm very excited for our planning day in January and to also look deeper into how we can make the association run as smoothly as possible. I am excited to continue to learn and contribute to bringing the association to the forefront of the QLD pottery world.																																										
6.0	TREASURER'S REPORT - Juliet Van Oirschot - 30 September 2022				Responsible	Status																																					
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6.1	Contacting Treasury: accounts@goldcoastpotters.com Copies of all Invoices: xero.inbox.srh8c.qjbdnb2cxpncd@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 \$3,764 from card sales via both school and Gallery, \$924 membership fees, \$947 for kiln and wheel hire and any necessary deposits, \$1,200 for teachers rent. Also pleasingly there is interest earned for the first time in a long time of \$28.15.																																										
6.4	EXPENDITURE - Major expenditure this month was \$1,380 for electricity, \$1195 reimbursement of expenses incurred by members on behalf of the association, \$199.60 card machine expenses, \$230 annual Zoom membership, \$3160 workshop provider invoices, Gallery member sales reimbursement of \$154, Rates of \$679, lease fees of \$419 and water of \$106. A single remaining key deposit refund of \$50 and various rats and mice like Grants Hub subscription, web phone for listings, mailchimp and a lodging fee with the Department of Fair Trading. 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.																																										
6.5	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	this will be an item on January's workshop																																					
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 & MAINTENANCE REPORT - Wendy Lane				Responsible	Status																																					

	<p>1. Glazing table downstairs at Mudgeeraba has been repaired with stabilising and new waterproof board.                  2. Fire safety servicing completed at both studios and gallery with a new fire extinguisher provided to replace expired at Mudgeeraba. Inspector reluctant to replace blanket cover at Benowa as in his opinion still adequate.                  3. Gardening and some gutter clearing completed at both studios. Have decided to micromanage gardener in the future due to a bit of slacking off which seems to be typical...                  4. Waiting on cost for repair of wheel area power point Benowa from Electrician.                  5. Still waiting on asbestos work quotes for Mudgeeraba toilets to come in from various providers, continuing to follow up.                  6. Am meeting with Council appointed asbestos inspector Friday October 14, Benowa site only, have informed Michael Jones who is planning to remove it prior.                  7. Engaged a contractor to replace damaged whirlybird on roof at Benowa studio while I was away in Canberra past week, was all arranged and then he ghosted so engaged another who is replacing October 2nd approx...                  8. Pest inspection carried out at Mudgeeraba, Benowa up to date til Feb next year...                  9. Handyman booked for October 11 Tuesday to replace table surface Mudgeeraba studio.                  10. Gardener booked for October 28th                  11. Giving up on the zip in favour of kettle, more cost effective with repairs and practical given studio numbers.</p> <p>Have booked the gardener for 29th Nov &amp; 2nd December for gutters and gardens. Just insurance against rainy weather, if one of those days is rainy, will move gutter clean to following week. With the goal of having gardens looking great for the markets.</p>		
7.1	<p>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 apart 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.</p>		
7.2	<p>Photos and measurements, for repairs/carpentry work were emailed to 4 contractors for the following work. (Awaiting quotes).                  Mudgeeraba:                  1. Back door latch not lining up/stuck                  2. Resurfacing of carport work table                  3. Asbestos sheeting/mould situation -toilet block Benowa                  Benowa                  1. High Wedging table top/asbestos                  2. Mini kiln table top/asbestos to be replaced.</p>	Wendy	
8.0	<p><b>MEMBERSHIP REPORT – Danielle Clarke</b>                  No report. Some keyholder requests.                  Confirming process is online application form. Keyholding members need to be approved by Committee.</p>	Responsible	Status
9.0	<p><b>WORKSHOPS &amp; EVENTS - Cate White</b></p>	Responsible	Status
9.1	<p>Workshop report- we have tentative verbal agreement from several Sunshine Coast potters for workshops next year. We have to rebook Larissa Warren, I'm looking at engaging a couple of experienced potters to do "autumn and winter school during school holidays for members of intermediate to advanced skills 4-5 days.                  School holiday children's classes, proposed date for xmas Sunday the 11th or 18th and have committee meeting before.                  Meg is doing a great job organising the markets. We have a video call next week for a market stall program to reduce work load and enable us to keep data on previous stall holders ext.                  I will properly change booking system over to Humanitix as this is more inline with community organisations.</p>	Cate White	Event calendar up to date
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	<p>Motion was passed in August meeting to pay future workshop facilitators 37% of member day fee ie Facilitator receives \$110 if membs pay \$300 and also that in the acceptance/ agreement all works by major workshop exhibitors be donated to association to add to our collection.</p>	Treasurer to add into Contract	In progress
9.8	<p>11 December (Time to be confirmed) KILN WORKSHOP - Porsche                  Booking link details - coming soon</p>		
9.9	<p>13 November 4 - 5:30pm - Free Member's Demonstration                  Michael: Underglaze                  Booking link details: <a href="https://www.trybooking.com/BZMGZ">https://www.trybooking.com/BZMGZ</a></p>		
9.10	<p>11 December 4 - 5:30pm - Free Member's Demonstration                  TO BE CONFIRMED                  Booking link details: <a href="https://www.trybooking.com/CBQBB">https://www.trybooking.com/CBQBB</a></p>		
9.11	<p>Peter Biddulph WORKSHOP to be organised; Jo Mackenzie has all the details</p>		
10.0	<p><b>GALLERY REPORT - Di Neumann</b></p>	Responsible	Status
10.1	<p>New display room 4 now ready. This is a fantastic opportunity for members of GCPA to join the gallery team.                  We are inviting new gallery team members to display and sell their work in the gallery. As a Gallery member you will be required to work a shift in the gallery approximately once every 10 to 12 weeks on a Saturday (9am to 3pm), plus volunteer for other events and periodic working bees in the gallery. GCPA retains a commission of 20% for all work sold.                  Long term gallery member Karen Morrison has left the gallery team while she takes a break from pottery. Her expressive artwork will be missed.</p>	Di Neumann	Email sent re this.
10.3	<p>Sadly we didn't get enough people interested to make this event (details below) viable. Including gallery members the most on any of the proposed nights was 8 persons interested. The gallery members will discuss revisiting this idea next year but unfortunately this year we won't be holding this event. We are extending opening hours on a Sunday for the four weeks (one is the market day) to lead up to Christmas.                  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 be 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.                  Fri 18, 25 Nov; Fri 2, 9, 16 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.</p>	Di Neumann	<p>Night Markets CANCELLED                  Emma to meet with Di re opening times &amp; future approach toward Gallery. Current model not working.                  (Survey GCPA members to determine what they want from the Association - Emma to draft survey)</p>
11.0	<p><b>Publicity, Advertising and Social Media Report - Kaitlin Grenside</b></p>	Responsible	
11.1	<p>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.</p>	Toni and Di Neuman	<p>In progress                  Need volunteer help to complete                  Emma to discuss this during catch up with Di</p>
12.0	<p><b>Teachers Representative, Benowa - Michael Jones</b></p>	Responsible	Status
12.1	<p>Nothing to report</p>	Michael Jones	
13.0	<p><b>Teachers Representative, Mudgeeraba -</b></p>	Responsible	Status
13.1	<p>Nothing to report</p>		
14.0	<p><b>Grants Officer - Nicole Barrett</b></p>	Responsible	Status
14.1	<p>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</p>	Grants Team	Apply for grant
14.2	<p>Solar panels could be a grant - The school roof would be ideal to place solar panels. Outcome: Yes, go ahead</p>	Grants Team	Apply for grant
14.3	<p>Grant for sealing of driveway and grounds. MICHAEL advised that Contractors need to dump their asphalt somewhere; if no Grant, ring around these people</p>	Grants Team	Issue revisited & discussed. Apply for grant
15.0	<p><b>NEW GENERAL BUSINESS</b></p>	Responsible	Status
15.1	<p>Motion: Make Anne Mossman and Megan Puls Life members for their ongoing contributions to Gold Coast Potters and Australian ceramics in general.</p>	Cate White - Events & Workshops	Has to be done at an AGM. Nominations passed at meeting. Membership agreed upon at AGM.
15.2	<p>Determine start date for association as we may be due for our 50th birthday celebration and this could be a big deal for Gold coast in general.</p>	Cate White - Events & Workshops Emma Micklewright (President)	Council may provide source of information. Emma to ask Council. Website says 1977. Emma to contact Nanette Hall re archival material and information
15.3	<p>Studio rents change (as per email 12 Oct from Jo Mackenzie)</p>	Jo Mackenzie	Trial of a per head charge period needs to be limited to certain number of terms (2). Need to allow chance for teacher to build up a class (ie 2 terms). Agree to look at modified fee structure in order to build a following.
15.4	<p>Potential new teacher - Mudgeeraba.</p>	Juliet Van Oirschot	Sheree from Firebird Studios. Teaching at Mudgeeraba. Discussion re charging and trial period offered.
15.5	<p>Stall Manager Software &amp; Quote</p>	Cate White	Not discussed during this meeting
15.6	<p>Calendar invites - can we please for all committee meetings utilise the calendars in GCPA emails and to personal emails for invites</p>	Emma Micklewright	
15.7	<p>Website</p>	Emma Micklewright	WIP - branding. Looking at Microsoft suite. They have a non for profit. Sharepoint, Teams. Kaitlin looking at back end
15.8	<p>Instagram handle has been changed - now GoldCoastPotters. The change has had other repercussions and needs to be changed back to original</p>	Emma Micklewright	Emma to check
16.0	<p><b>NEXT MEETING DATES - General Meeting 21 November 2022 (Benowa)</b></p>		
17.0	<p>Meeting closed at 6:57pm</p>		