

**Gold Coast Potters Association**  
**GENERAL MEETING MINUTES** Monday March 28th 2022  
**VENUE:** Benowa Studio



**Date:** 28.03.2022 **Time:** 17:36 **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	<b>Attendance and Apologies</b>	<p><b>Attendees:</b> Cate White Juliet Van Oirschot, Merrilyn Townhill, , John Musgrave  <b>Via Zoom:</b> Toni, Jaccii Turnbull.</p> <p><b>Apologies:</b> Danielle Clarke, Di Newman, Tobina Sharp</p>		
2.0	<b>Acceptance of Previous Meeting Minutes</b>	<p><b>Minutes</b>  <b>Accepted:</b> Cate White  <b>Seconded:</b> Juliet Van Oirschot</p>		
3.0	<b>INWARD Correspondence (including emails)</b>		<b>Responsible</b>	<b>Status</b>
	<b>Inward 1:</b> Email from John Musgrave regarding teachers appointments. John is concerned that the due process for teachers appointments is not being followed. My concern is that there has been NO liaising between the committee and teachers or teacher representatives. It is existing teachers who will need to work with new appointments and so should have some input into their selection. It is also the association's responsibility to ensure that teaching standards are maintained and that the vetting process is robust enough to ensure this.			
	<b>ANSWER:</b> Teachers Facilities and Admin services agreement has the following clause:  School Representative Only - developing sub-committee reports for Association committee meetings for inclusion on the agendas; - attending monthly committee meetings as representatives of each school sub-committee; - being the point of contact for all studio matters; - <b>support the committee in the hiring of teachers including advertising and organising interviews;</b> - organising teachers' meetings and be responsible for recording the meeting; and			
	John is concerned that we need to keep the standard of Teachers up to a high standard. John suggests that Teachers do a TAFE course; and be funded. That would mean that the Teacher/s would have to go to Lismore to complete the course - not viable. Plan B: Upcoming Teacher to be an apprentice. Acknowledged that Diana had applied in the last recruitment and that Jill Cuthbertson had endorsed her application.			
	<b>OUTCOME:</b> 1. We agree that it's imperative that Teachers are at a high standard and that we are recognised as the premier provider of great lessons. 2. Teachers need to be prepared to fill the gaps when other Teachers need help to fill the gap when they are unable to Teach a class. 3. Be more inclusive of current Teachers regarding the hiring of new Teachers. 4. <b>APPLY FOR A GRANT for an apprenticeship - Grant for Volunteers to do an apprenticeship to become a Teacher</b> 5. <b>New Teachers Pack:</b> to be compiled with existing information and any new collaboration from both Teachers' Reps		5. Grants Team 6. Cate/ Juliet Teachers Reps	
3.1	<b>Inward 2:</b> Liz Thatcher: email regarding List for Grants documents needed. Full Members numbers - DANI Associate Members numbers - DANI Teacher Numbers - CATE Class Numbers - DANI Newsletter numbers - TONI Full Mailing List - TONI Enquiry's numbers (any records kept) - ?? Volunteer Benefits list - MERRILYN Audit for last 3 years - JULIET Brief for scope of work - JULIET / CATE (from last website quote) Quotes - JULIET / CATE (from last website quote)		Dani Dani Cate Dani Toni Toni ?? Merrilyn Juliet Cate/ Juliet Cate/ Juliet	Grant completed and lodged by Cate - remove from next Agenda
	<b>Inward 3:</b> Verbally from Paula (Benowa Librarian) Glaze Workshop: Hit the 'ATTEND BY ZOOM' button - but didn't receive anything. This was for 2 different people with 2 different email addresses. Could this be a glitch? Maybe it's something to do with the emails. Can we upload to website to be able to access as members.		Jaccii	Go out in next newsletter TONI
	<b>Inward 4:</b> Clay prices to be reviewed and new Pricing Sheet to be placed up, once agreed Voted in YES: Unanimous		Juliet for pricing Merrilyn for document	In progress
	<b>Inward 5:</b> Letter from GCCC advising that an additional water metre servicing the Potters leased area has not been loaded onto our organisations account. An on-site inspection has confirmed that meter no. 05B843857 (located: RHS G.COAST POTTERS BUILDING) services your facility. Effective 24th August 2021, water consumption for this meter will commence being charged to the Gold Coast Potters Association Inc (account number 8 2727286 4).  To assist with budgeting, the last 12months consumption on this meter was 11KL which equates to \$47.83 (based on 2021/22 rates and charges). Should you have any further queries please do not hesitate to contact me. Juliet to check if this is for the Sculptors or the Potters.		Juliet	Remove from Agenda once Juliet has completed the check
	<b>Answer:</b> Juliet has been out and sourced 7 water meters (at Mudgeeraba). Needs 2 people to work out which water metre belongs to where		Juliet	
	<b>Inward 6:</b> Email from 'Connecting Up' an Australian charity committed to building stronger communities through technology. Register your organisation with us and find your eligibility to receive up to 92% off RRP on brands such as Microsoft, Adobe, Amazon, Zoom and Dell, along with access to weekly webinars and workshops designed for people working in the charity sector. <b>Answer:</b> We already pay for Zoom. Juliet to respond. <b>21.03.2022:</b> Juliet signed GCPA up with Connecting Up which is predominantly IT related discounts for NFPs Zoom has a discounted rate and all sorts of other things that is worth a look - kindly look at their website: <a href="http://www.connectingup.org">www.connectingup.org</a>		Juliet	Remove from Agenda after March meeting
	<b>Inward 7:</b> From the Ceramics Arts Congress (online school) I hope you're well!  My name's Natalie, and I would love to send Gold Coast Potters Association a free VIP Ticket & free promo-pack for our upcoming Australian Ceramics Congress :)  Our Free promo-pack includes: 1 Free VIP ticket for you to enjoy the whole 5-day online event for free. A Free collection of Ceramics Congress Posters, Stickers & Flyers,  Plus, you will also get a discounted rate for an online Expo Booth to promote your business at the event - should you be interested. I was hoping to send this out to you today. What is the best recipient name, contact number and address please?  Natalie Marketing Manager The Ceramics Congress		Cate	Cate to email a reply to ask how to do the online Expo Booth
	<b>Inward 8:</b> Janeen Davidson query her membership enrolment email sent copy of class enrolment – forward to Dani to follow up Tobina provided a copy of her membership form via email		Dani	Completed - remove from next agenda
	<b>OUTWARD correspondence (including emails)</b>			
3.2	Cate emailed Nicci Morgan Same above for 2022. Nicci will respond and has indicated that she will be doing a class in Term 2 <b>OUTCOME:</b> Nicci emailed: confirm my intention to run a 5 week course at the start of term 2 on Wednesday day-time at the Mudgeeraba campus of GCPA. Starting 20 April until 18 May (time tbc). If it goes well and the students want to continue, I will extend for another 5 weeks. Please let me know what you need from me and send through any updated documents I need to review and complete. See Nicci's class up on the website: <a href="http://www.goldcoastpotters.com/classes-days-times.html">http://www.goldcoastpotters.com/classes-days-times.html</a>			Nicci has signed her contract 5 week class   1 week off
4.0	<b>Business arising from previous meeting</b>		Responsible	Status

<p>SURVEY was sent out Some students haven't received. This needs to be investigated. Teachers sent out link and now 28 responses to date.</p> <p>WE HAVE SOME GREAT POSITIVE FEEDBACK: will email the complete survey out once it is closed. Below are the constructive criticisms that may need addressing:</p> <ol style="list-style-type: none"> <li>1. Takes too long for membership to be approved.</li> <li>2. A clay trap at Mudgeeraba would be awesome to stop getting g bitten each time we have to go outside to empty our water. Just a suggestion though I know it's a large piece of work to put that in.</li> <li>3. The new cone 6 glazes are mostly uninspiring. Many of the colours are too one dimensional eg the black is very flat &amp; lifeless compared to the previous black . Many are just shiny without any interesting textural highlights</li> <li>4. I'm happy with everything except the glaze...we should get more variety especially for the gas firing.</li> <li>5. Would like to see more workshops and demonstrations or specialised short courses. Option to participate in regular alternative firings like raku/pit/etc. Glazes available for members (used to be a couple, is this still offered? Could there be some arrangement for use of a wider variety on fee for use?). Need more variety of glaze test tiles examples at Mudgeeraba. Need better stools for the wheels at Mudgeeraba. Use Mudgeeraba location for some of the demonstrations/workshops/meetings to make attendance easier for southern based members. Gallery - is there an alternative location that would improve patronage or an option for collaboration to place works in a more prominent location or have pop-up site? Online promotion is helping, will this be sufficient? UNDER MEMBERSHIP QUESTION of membership of value to you:</li> </ol>																																										
<p>4.1. Completed the website form about joining membership and then received nothing further 2. Hardly use now, we could stay longer right after the class but not anymore. It is very disappointed to change</p>	Merrilyn																																									
<p>4.2. What to do with recycling Student reclaim - do we offer to members   do we re-cycle and use for a fundraiser   do we re-cycle &amp; sell; given the clay shortage at the moment. Jo coming in to clean out Pug Mill. <b>Re-cycled clay to go to Liz &amp; Helen - Liz to provide a proposal.</b> Send out a Mailchimp to ask for someone to re-claim - they are to receive 50% and 50% to go to the fundraiser. REMOVE FROM FUTURE MINUTES Jo unscrewed it, emptied it and a lot of build up of plaque. Use steel wool to remove. Pugmill needs to be working before reclaim can happen <b>It is emptied and operational. It is corroded. Current slops can not be re-cycled due to unknown vitrification point (ie Colne 6 &amp; Cone10 being mixed)</b> <b>Can only be used as land fill.</b></p>	Liz/ Helen Toni	Remove from next Agenda if the slops have been collected for land fill.																																								
<p>4.3. Cate motioned to pay per month for the Grants Hub so we can view Nationally and Internationally. Juliet seconded   Motioned passed. <b>Has this been implemented?</b></p>		Juliet signed up 31.03.2022 Remove from next Agenda																																								
<p>4.50. Gold Coast Sculptures Association: Pindara sign to be discussed (as monies were received from Pindara for electricity). Cate to follow up at meeting on Friday 21st January with Sculptures Society <b>Outcome:</b> Met with new Sculptors committee. They were not aware of the sign. They will follow up with Pindara. Sculptures are in a bit of strife. only have 2 teachers and the new committee members have not been to Mudgeeraba Agreement may be with Nan</p>	Juliet to chase up with Nan if there is an agreement in writing	Juliet has the paperwork. Sculptors have this on their bill. Remove from next Agenda.																																								
<p>5.0. <b>President's Report - Cate White</b></p>	Responsible	Status																																								
<p>5.1. Well, everyone is busy as usual doing multiple roles. Thank you to the teachers and Nicci Morgan for helping Kyong out when she broke her leg. Kyong tells me its healing well and she will be ready to start in term2. Rental charge negotiations with teacher went well and everyone is keen for the rest of the year. We say goodbye to Amy who will be missed good luck in your new adventures. Welcome back to Nicci Morgan, pleasure as always to have you on the teaching team.</p> <p>The Market Day planning committee had a shakeup with Jo resigning after many years hard work and commitment coordinating most of it on her own, she will be missed I'm sure. This has led to other committee members jumping in so this regular festivity can continue for our members and wider arts community. Let's see what the year brings. Community clay Sundays are off to a flying start thanks to Helen and Liz, I look forward to popping in.</p> <p>Keep Muddy Cate</p>																																										
<p>5.2. Mudgeeraba members kiln hire use Kiln 1 and 3 if teachers not using it, particularly while waiting for kiln 3 repairs. Also cost out as they are both larger than mini and maxi at Benowa. Half full kiln (half for member at bottom + half for teacher). Follow the same process to book the kilns. Cate advised that this would mean more work for teachers. Juliet to write up a schedule to be looked at at the next meeting. Could students bring in their own work - NO. <b>Answer:</b> Kiln 3 was out of order, now back in order. Can students share kiln with teachers (students seeing a lag in firing as not enough work going through). Juliet to complete</p>	Juliet	In progress Juliet has written the proposal Jo needs to give feedback 1. Use the school kilns at Mudgeeraba if useable 2. Share the school kilns if teachers want to get work thru more quickly Waiting for Jo's feedback																																								
<p>5.3. THE MUDGEERABA STREET PARTY: We should have a stall? This is to advertise the association. Offer Gallery members a place. Gives exposure. Teachers to do Roster. Yes</p>	Cate	Cate to book stall																																								
<p>5.4. AUCTION OF MEGAN PULL'S bottle: to be donated to the flood victims Donate monies to the Usmore High school ceramics programme. \$150 raised <b>Motion to match \$150 for total of \$300 to donate - Unanimous</b></p>	Juliet	Juliet to send donation 3.04.22: Have to find name of the Ceramics Teacher as can not donate directly to Usmore High School Ceramics Programme or change the place to where GCPA is donating to?																																								
<p>5.8. Studio Technician. Re-think the title of the role; change the Committee Role of Facilities &amp; Maintenance to GRANTS or WORKPLACE HEALTH &amp; SAFETY. Look at either a part-time basis in charge of Facilities &amp; Maintenance &amp; OH&amp;S Role. These are 2 key roles that can't be filled. Does not need to be a Committee Member. Could be a Grants Role so they are across the Budget. A BUDGET NEEDS TO BE COMPLETED BY END OF TERM 1 for Facilities &amp; Maintenance and Work Place Health &amp; Safety <b>Outcome:</b> We need an external person (such as a property management) but that depends on funding. Juliet moved a motion: Facilities &amp; Maintenance Role to be changed to the Grants Officer Role. Seconded by: Cate Unanimous - Motion passed Continued investigation of financial opportunities to hire a facilities &amp; maintenance to be replaced with a grants officer. <b>Tender to be written for property management. Advised that this is part of the Teachers role. Juliet to advise</b> (Still looking for a volunteer. Working out a budget for a Facilities &amp; Maintenance Officer)</p>	3.04.2022: Changes have	In progress																																								
<p>5.9. Thursday class – either approach past teacher to do 1-2 workshop type master classes . Spoke with Amy on Sunday. <b>OUTCOME:</b> Currently have no Teacher. send out expression of interest on social media and a list of other places.</p>	Cate	In progress																																								
<p>6.0. <b>Treasurer's Report - Juliet Van Oirschot - 31st JANUARY 2022</b></p>	Responsible	Status																																								
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<p>6.2. The month of February sees the commencement of Term 1 and a resumption of normal income and expenditure. The income of \$7,930 was comprised of kiln hire of \$650, teachers rent of \$5376 and the remaining income from card sales either at the gallery or in class.</p>																																										
<p>6.3. Our expenditure of \$4,048 was made up predominantly of repairs and maintenance of \$1400, Materials from Picasso's \$902, Expense claims \$550, Wheel hire refunds \$300, Kiln Hire refund of \$200, rates of \$630</p>																																										
<p>6.4. <b>DEPARTMENT BUDGETS</b> 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.</p>	Juliet	Waiting on Events & Markets budget Waiting on Gallery budget - Jacqui																																								
<p>7.0. <b>Facilities and Maintenance Report -</b></p>	Responsible	Status																																								

	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. 7.1 Juliet to make signs to warn of asbestos; to be glued on, not nailed in.	Juliet	Remove from Agenda once Juliet completes Juliet waiting on report from Council to put up signs
8.0	<b>Membership Report – Danielle Clarke</b> We currently have 125 members as follows:  10 Lifetime Members 115 Financial Members  We have 3 new students to vote in plus 3 more applications were received during the meeting:	Responsible	Status
8.1	<b>Debby Morris</b> applied to become a member: Potter classes with Jo Mackenzie for 6 weeks. Wants to Exhibit in Gallery, at Markets, become a keyholder, hire the Kiln, volunteer, gain access to workshops		Voted in
8.2	<b>Aleasha Darke</b> applied to become a member: Pottery classes with Jo Mackenzie for 7 months. Wants to exhibit at a market, become a keyholder, Hire a kiln, gain access to workshops		Voted in
8.3	<b>Judy Taubner-Ragg</b> applied to become a member:		Voted in
8.4	<b>Jeni Maxwell</b> - Attending Jo's classes. Been potting for 5 years. Wants to Exhibit in Gallery, at Markets, become a keyholder, hire the Kiln, volunteer, gain access to workshops		Voted in
8.5	<b>Janeen Davidson</b> - Jo's class - this one was lost		Voted in
8.6	<b>Ingrid Firmin</b> - Kyong's class for Term 1. Wants to Exhibit in Gallery, at Markets, become a keyholder, hire the Kiln, volunteer, gain access to workshops		Voted in
8.5	Send all new members (4 months into membership) receive how to become a keyholder so the process is started earlier	Dani	
8.6	Send all new students (within 1 month of starting class) a Student Pack	Dani	
8.7	Table for members consideration rise in membership fees reflective of CPI and general running cost of association. Currently \$60 per annum. Committe wishes to increase the membership and increase by 5% per annum. <b>Motion to increase to \$80</b> as of next year and then by 5% each annum. Stay as Financial Year. Motion moved by Cate. Seconded by Jaccii 1 abstained. Motioned passed.	Danielle	Juliet to create wording to go onto Membership Invoicing to add the price increase is covered.
9.0	<b>Workshops and Events</b> - Jaccii Turnbull Copied from last Minutes as no updates.  <b>Members Demonstrations</b> These demonstrations are free as one of the benefits of being a GCPA member. Our member's demonstrations are scheduled to be the first Sunday afternoon from February 2022 through to our last one in November 2022. Depending on the demonstrator's availability these date's may slightly change but these are the days each month we are aiming for.  <b>Workshops</b> There is a lot in the pipe line so be sure to keep reading the Mailchimp emails being sent to you so you don't miss out! We already have March and May set up; see below point 9.3 Ahead for the rest of the year with dates to be confirmed....  "Sculpting the Human Form" with <b>Lyndall Bensley</b> , a well known Ceramic Sculptor.  "Wheel Throwing Clinic" workshop with <b>Michaela Kloeckner</b> , known for her work, as a past President and Teacher of the GCPA  "2 Day Sumptuous Surfaces" workshop with <b>Shannon Garson</b>  Jaccii	Responsible	Status
9.1	MEMBERS' DEMO: <b>April 10th 4:00pm-5:30pm</b> Our hardworking committee member, Juliet Van Oirschot will be providing a demonstration on "Garden Stacks" check out her "Trout Ceramics" for a sneak peak on her beautiful work: <a href="https://instagram.com/trout_ceramics?utm_medium=copy_link">https://instagram.com/trout_ceramics?utm_medium=copy_link</a>		
9.2	MEMBERS' DEMO: <b>12th June 4:00pm - 5:30pm</b> with Anne Mossman on <b>Nerikomi</b> . Zoom should also be offered on this Demo		
9.3	WORKSHOP: <b>Sunday 29th May 9:00am to 3:00pm</b> - 1 day workshop with Anne Mossman "How to colour clay bodies and their applications" a hands-on workshop demonstrating how to colour clay bodies, develop patterning and use the patterns in thrown, hand built and slip cast vessels.		
10.0	<b>School Representative Benowa</b> - Jo MacKenzie NO REPORT	Responsible	Status
11.0	<b>Gallery Report</b> - Di Neumann For February and March the sales in the gallery was total of \$1079. Majority of that being in February. The Gallery does not currently have a 'Student of the month' work and ask the teachers to please coordinate to provide some student work.  Gallery members have agree that no "subjective" assessment of new members work to the gallery. We would like to strongly encourage any financial member of the association to exhibit and become a member of the gallery. Those interested to email postofficegallery@goldcoastpotters.com to obtain further information.  The members of the gallery also request the reconsideration of the Christmas markets being at Benowa as this market has established good will in the community and is the biggest sales day in the gallery. We suggest any new markets at Mudgeeraba be in addition to the Christmas markets at Benowa. We would like the continued exposure for the post office gallery that the market creates.  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.	Responsible	Status  Nicole to investigate and do proposal and present to Grants committee  The council & heritage board must be in agreement with any restoration works, due to the historic nature of the bulding
12.0	<b>Publicity, Advertising and Social Media Report</b> - Toni Prinsse	Responsible	Status
12.1	With Juliet, Jaccii and Karin I am currently preparing for and promoting the Mother's Day Art Market. Next I will be looking at teachers requirements for Advertising classes for Karin to post to Social Media. Then I will be creating the next newsletter so if you have any items for that please forward them to me asap.  www.postofficegallery.weebly.com - if no one is maintaining this website, it should be shut down. Get in touch with Lyn Rogers to shut down.  <b>Outcome:</b> Keep the Gallery website to increase the SEO of both. Back link each website to each other to increase rankings. It was voted at a previous meeting to delete this website. 16.02.2022 via Signal chat it was agreed to keep the website and that the Gallery Manager and the Publicity Co-ordinator & Website Officer will ensure that it is maintained. Next Agenda - to purchase Domain Names	Toni	Domain names need to be purchased  replace all existing numbers on all platforms with the new one
12.2	Di Neumann has organised a new phone number for the association. It just needs the answering message to be set up. Next steps will be for Di and I to find all the websites where we are listed with an incorrect phone number and have it amended"		
13.0	<b>Teachers Representative</b> - Michael Jones Classes are running smoothly given Kyong Hee's circumstances. Kiln firings are on schedule and work is being processed at an acceptable rate. I have replaced the pyrometer on Maxi as it was showing ware and tare. The Ashmore Rd side door to the kiln room is now able to be opened for cross ventilation as it gets very hot with out air flow . There is a lock on the steel door as back up security , it does not need to be opened to access the solid door . Lock code is on the wall next to door.	Responsible	Status
14.0	<b>Grants Team Report</b> - Helen Crandall To proceed with drafting application for <b>Website funding</b> , copies of the following information is required:	Responsible	Status
14.2	1. Website brief given to tenders 2. Quotes received 3. Full membership numbers for years 2019, 2020 and 2021 4. Teacher numbers for years 2019, 2020 and 2021 5. Class timetables for years 2019, 2020 and 2021 6. Student numbers for years 2019, 2020 and 2021 7. Any data available regarding enquiries for the years 2019, 2020 and 2021. 8. Anything else that will assist in affirming the benefit to members of the new website.	Danielle	To provide listed documents

	<p><b>Gambling Community Benefit Fund (GCBF)</b>  The website proposal fits eligibility criteria.  Round 113 will open <b>21 February 2022</b> and close midnight <b>31 March 2022</b>.  If GCPA has received more than \$15,000 from the GCBF within the last 2 years then we would be considered a low priority.  The other closing dates for 2022 will be:  <b>31 May 2022</b>  <b>31 August 2022</b>  <b>31 October 2022</b></p> <p>Passcode to be received from Shirley Battack - Toni to email</p> <p><b>Move a motion</b> that the association commits a portion of the quote for the website that we receive for the grant. The assoc committ to paying a max of \$10K towards the 38K. Go for middle quote and be a co-funded to a maximum of \$10K with the Grant application for the Gambling Fund</p>		
14.3	(Website) <b>Unanimous</b>	Grants Team	Grant completed and lodged. Remove from next agenda
14.4	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 <b>Outcome:</b> Yes, absolutely	Grants Team	Apply for grant
14.5	Solar panels could be a grant - The school roof would be ideal to place solar panels. <b>Outcome:</b> Yes, go ahead	Grants Team	Apply for grant
14.6	Grant for sealing of driveway and grounds	Grants Team	Apply for grant
15.0	<b>New General Business</b>	Responsible	Status
15.1	In collaboration with Teacher's reps start on teachers pack and handover to do list for new teachers.		
15.2	When someone joins a class that they receive a 'Welcome Pack' that has the following included: 1. Membership form <b>COMPLETED</b> 2. Why become a member + benefits + how to <b>COMPLETED</b> 3. Why become a key holder + how to <b>COMPLETED</b> 4. Events Calendar <b>UPDATED</b> 5. Volunteer form - positions vacant + how to <b>TO BE COMPLETED</b> These sheets can either be downloaded as PDFs and emailed to member OR printed and hand given. <b>Add in rules:</b> how to have fun in a happy community space. Yes, this is to be set up. <b>To be given out in Term 2</b>	Dani / Merrilyn / Cate	5. Volunteer Form - <b>Merrilyn to complete</b> 6. Rules - Teachers sent form that they use: <b>Tobina to complete</b>
15.3	Domain Name: Find where it lives and the log in details. Emails need fixing. <b>Need to buy Domain Names.</b>	Cate/ Merrilyn	doteasy has the registered name of goldcoastpottery.com Gallery website needs to be completed by Di & Toni
15.4	A template email needs to be written to invite prominent Members to Exhibit in the Gallery (Samy Lynton-Jones, Megan Pulls, Jo Norton, Larissa Warren, Bill Powers, etc. Also invite Anne-Marie from Made of Australia etc to become a Member. They then be asked to exhibit in the Gallery. Similar letter to be drafted by Gallery Convenor to invite prominent members to Exhibit.	Cate/Juliet Di Neuman	Draft template email Draft invitation letter
15.7	SINKING FUND: Juliet prepared report Page 4 Clause 4 (g) The licensee will be responsible for it's 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. <b>Outcome: How much money needs to be put aside for necessary repairs/maintenance.</b> Sinking fund should be set up both across Sculptors and GCPA, if Sculptors move away -there needs to be money set aside. We need to change from bank accounts and re-name accounts and formally write to sculptors to do an annual contribution \$25,000 each for 2022 & 2023. 50%/50% to be responsible for every building. They have agreed that they will pay for the repairs of the ramp. Vote on the sinking fund to be used as ongoing maintenance fund. Building, services, metal roof, skylights, electrical, asphalt, gardens, tree lopping; not day to day maintenance.	Juliet / Cate	Juliet to notify Sculptors of their responsibilities in the sinking fund
15.8	Motion to change current account at .4% and change to a Sinking fund account. Seconded by Cate. Unanimous	Jaccii	Still waiting on council
15.8	We do alternate meetings. Future Benowa meetings can not be held on a Monday night. Ask for a key to Benowa Sculpture Studio	Jaccii	Jaccii emailing to ask for key
15.9	Midge from Sculptors Society has asked to provided with access for Elgas	Juliet	Juliet to give access
15.10	Teachers would like Students to pay the Associate member fee which is \$20 per term via eftpos on first day of term?	All teachers	Yes, teachers can
15.11	SUNDAY - High Tea for \$39 per head for volunteers - in agreeance. Invite Jo McFaul as well.	Cate	To be booked
16.0	<b>NEXT GENERAL MEETING DATES</b>		
71.0	<b>Meeting closed at 7:26pm</b>		