

## **Newstead Arts Hub, general committee meeting - 2015-07-13**

### **Minutes**

Attending: Claire C, Sarah K, Phillip McD, Prue McA, Philip G, Andrew S  
Apologies: Geoff, Don, Julie, Saide

#### **Writing of grant applications:**

AS reported on meeting with Malcolm from Regional Arts Vic, Friday morning. Several funding opportunities of various types were suggested. GP and JP have notes re specific opportunities and funding bodies.

CC, AS, SK, PG & PMcD expressed interest in learning how to write funding applications. Suggestion that we arrange a time with GP to discuss strategy, and that he pass on skills and advice.

#### **For future discussion re Site Plan:**

PG reported a response to the recent Echo article from 'Dawn' (not sure last name...) who is very interested in co-ordinating landscaping and grounds, suggestion of a Victorian garden?

#### **Visit similar arts organisations in region:**

Suggestion to visit nearby community arts organisations to see what they're doing, and learn from them - good opportunity to think about the issues we will need to address in establishing a vision and business plan. This could be undertaken after the opening, and once additional artists and community members have joined the organising committee. Maybe use the community bus for a day excursion to Avoca and Beaufort. CC offered to research.

SK has been chasing up Mark Anstey from Lot 19 to visit us and discuss his experience. Busy this evening, but will hopefully attend a future meeting.

#### **Further discussion relating to the opening event:**

##### **Artists submitting work:**

AS spoke with JP before meeting; JP has been contacting artists individually by phone. Reports 18 artists verbally committed to submitting artworks. 4 more from postal applications, already added to google docs spreadsheet. Likely to have minimum 30 - 40 artists contributing.

PG spoke to Karen Pierce re artwork done by primary school children - suggestion that if we want to have some of their work included in opening exhibition, it is ready to go. AS to refer this to JP.

SK has added Mary Casper's artist list to the basic email list. Emails have gone out, plus a few additional copies posted, but compiled database awaits Melissa's input.

JP also advised that we have been offered significant amounts of professional quality picture hanging track from someone in Portsea. She will follow up on this offer, maybe by Thurs this week. We're unsure exactly of what condition/quantity of rail we're being offered, but the price is free...

### **Official Invitations:**

Jean Parson at VicTrack will handle invitations for official guests, incl Mt Alex council. Maree Edwards MP to officiate, confirmed. We need to invite some additional guests, incl. local art gallery owners, Newstead Historical Society, Landcare... need to finalise a list.

SK reported that she has looked at Dja Dja Wurrung website, and they quote a list of prices to attend ceremonies, dependent on extent of involvement. SK offered to contact Jean Parson and seek VicTrack's contribution toward costs.

### **Promotion:**

AS has prepared a 'final' version of the flier artwork, adding that it is now the official opening, officiated by Maree Edwards MP. This flier to be contributed to next Echo, along with some words from CC. AS to email flier to CC

### **Catering:**

Discussion around need for a catering plan to provide for around 150 - 200 guests (plus ravenous kids). Expectation of needing around 50 plates of food; cake, scones, muffins, plus maybe other dishes (incl gluten free option preferably). While some committee members could volunteer for a communal bake-in at the rec reserve kitchen, it was expected that additional catering would be required. Options include the Primary School team, the CWA, or 'Cake' at Castlemaine. SK to contact CWA, AS to phone Kylie Richardson and seek quotes.

Arrange an urn for tea making, and PG to ask kindergarten to set up their coffee machine (fundraising activity for them). Crockery could be sourced from rec reserve?

### **Organisation on the day:**

Suggestion that a number of 'go-to' people be appointed for the day:

Artist/artworks liaison: JP?

Catering and venue setup: ??

VIPs, guests and running schedule: Jean Parson/Victrack??

### **Venue heating:**

Committee members were highly approving of the shift to meeting in the smaller room!