

Minutes Meeting 1 Newstead Railway Artshub May 2015

Date: 30th May

Venue: Railway Station

Meeting opened at 9.30am

Present:

Julie Patey, Melissa Proposch, Claire Collie, Phillip McDonald, Philip Mitchel Graham, Don Culvenor, Andrew Sceoch, Sarah Koschak, Geoff Park

Apologies: Horse, Prue McAdam

ITEMS FOR DISCUSSION

1. HANDOVER REPORT

- 1.1.** Keys were handed to committee at Wednesday handover. There are two keys for every lock. All keys allow you in to premises and doors will open out from inside but will lock once outside for security. Doors have padlocks on them and need to be carefully bolted top and bottom for these to be effective. Action: All
- 1.2.** Lease has been signed. It is our responsibility to maintain the interior of the building to standard and the council is responsible for the building itself. We need to take care of negotiation of anything that we want to affect change on the inside of the building
Action: All
- 1.3.** It is noted that VICRAIL have been excellent to work with and we should acknowledge in all our promotions. Action: All
- 1.4.** Paint for touch up has been left for the committee in the shed. Action: All
- 1.5.** The footprint of the whole property needs to be considered and grounds and up keep to be allocated responsibility to someone in next decision making process. Action: next meeting
- 1.6.** Insurance issues
 - We are covered for 20 million Public Liability with glass inclusive
 - We don't have employers insurance
 - All sub contractors and exhibitors should have own insurance , workcover and extra public liability
 - We need to look in to volunteer liability insuranceAction: Don Culvenor

2. FORMING EXECUTIVE STRUCTURE

2.1

Election of Chair

Andrew Skeoch was nominated by Don Culvenor and Seconded by Geoff Park Accepted.

Election of Secretary

Julie Patey was nominated by Melissa Proposch, Seconded by Don Culvenor Accepted.

Election of Treasurer

Position of treasurer was left open until further notice and the treasurer role will reside with 2021.

RE Finance A Cheque book will be made available through 2021 Action: Don Culvenor

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REPORT TABLED RE GRAND OPENING ARRANGEMENTS

3.1

Sarah Koschak reported on the meeting held on Sunday

- duties of people to tasks.
- Exhibition theme discussion
- Entry details for exhibiton
- Catering considerations
- Possible dates July? August?

DECISIONS MADE

- Have soups and breads, cakes and drinks all donated by community
- Coffee machine on site. Ask Kindergarten if they want to set up
Action: Phillip Graham
- Braziers in the surrounds
- Entertainment for the kids
- Provide vintage car for viewing
- Provide opinions board and invite ideas Action: Julie Patey Easel and papers

3. DATA BASE AND CONTACTS LISTING

3.1. Melissa offered to set up database of different groups of community and artists and council and government contacts.

3.2 It was suggested we initiate a "FRIENDS OF THE STATION " for \$10.00 per year

4. OVERVIEW AND PRIORITIES

It was decided to form some essential subgroups

- **Master plan for site**
- **Programming incorporating bookings and events**
- **Business Plan and Planning Timeline**
- **Branding Identity and Marketing**
- **Building and maintaining relationships with community**
- **Setting up the site and the running of facility**

Meeting closed at 11.30am

Next Meeting Saturday 13th June at 9.30am