

# Minutes Meeting 2 Newstead Railway Artshub June 15 2015

**Date:** 15<sup>th</sup> June

**Venue:** Railway Station

Meeting opened at 7.30pm

**Present:**

Julie Patey, Phillip McDonald, Philip Mitchel Graham, Andrew Skeoch, Sarah Koschak, Geoff Park, Prue McAdam, David Famington.

**Apologies:** Horse, Melissa Proposch, Claire Collie, Don Culvenor

## **ITEMS FOR DISCUSSION**

### **1.1. OPENING - SUB COMMITTEE report**

- There was a change of date to sat 29<sup>th</sup> August 3-5pm
- Food for catering will be donated and we be asking for scones and jam and cream, slices, sandwiches, tea and coffee and milk and sugar and herbal teas
- Schedule had been established for timeline for artists and works delivered and hanging and collection and weekends opening
- Document created to send out by email via Melissa
- Flyer incorporating photograph of railway Station from 1910 is being designed to send out to all public
- Article for Echo being penned for next issue

Action: All

### **HANGING SYSTEM IN ROOMS**

- 1.2.** Hanging system for Gallery space discussed. We need to get quotes using the current system (metal track rail, connectors, wires and hooks), which was put in by builders, and also an economical (cheaper) simple hanging system using readily available materials sourced from Bunnings.

Action: Julie Prue and Phillip

### **BUDGET**

- 1.3.** Geoff reminded the group to consider the budget as a central concern. David suggested using people to train up with skills to be on going and to incorporate social enterprise as a long term aim.

Action: All

### **NAMING THE FACILITY**

- 1.4.** A lengthy discussion was had about the name of the new refurbished Railway Station and after much discussion it was decided to use a temporary title , Newstead Artshub and in the future put considerable time in to developing a new name which would include the community needs and the vision for the hub in to the future. The keys thoughts

- Resolve a name that is inclusive
- Good brand name
- Historical and community

Action: All at a Designated time

### **FRIENDS OF**

- 1.5.** Begin **Friends of the Railway Station** \$10.00 per head to join to support

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### **EMAIL AND POSTAL**

**1.6.** Create a gmail account      [newsteadarts@gmail.com](mailto:newsteadarts@gmail.com)

**1.7.** PO box 144 Newstead 3462

For general correspondence until a new one is set up

### **1.8 DEVELOPING A WEBSITE**

Geoff thought it was important to have the website sooner than later and the Integrating in the communication and email addresses and data collection should be established early and built on to. He will discuss with Green Graphics and come to us with a costing. Melissa will also be knowledgeable in this area.

Action: Geoff and Melissa

### **1.9 REVIEW KEY AREAS FORM MEETING 1**

- Masterplan
- Set up
- Community engagement
- Bookings and Events
- Business Plan
- Whole site plan
- Budget
- Volunteers & Personnel

### **1.10 IMMEDIATE CONSIDERATION**

- Parking bays
- Signage
- OHS issues (vermin control)
- Disability access

**Meeting closed at 9.17pm**

**Next Meeting Monday 29<sup>th</sup> June at Railway Station**