

**Clarence Valley Council  
Grafton Regional Gallery Advisory Committee  
MEETING**

5.30pm Wednesday 26 June at the Grafton Regional Gallery

**AGENDA**

	<b>Welcome</b> by Niomi Sands	
	<b>Acknowledgement of Country</b> <i>We acknowledge the Bundjalung, peoples, Traditional Custodian of these lands on which this event is taking place and pay tribute and respect to the Elders both past and present of the Bundjalung, Gumbaynggirr and Yaegl nations which lie within the Council boundary.</i>	
	<b>Attendance</b>	<i>Lesley Apps, Heather Brown, Bree Hiatt, Steve McKimm, Rhonda Tetley, Des Schroder &amp; Niomi Sands</i>
	<b>Apologies</b>	<i>Geoff Crispin, Robyn Tychsen, Clr Peter Ellem &amp; Pam Fysh</i>
	<b>Previous meeting minutes approval</b>	<i>Minutes of meeting held 21/2/19 approved by Committee Chair Bree Hiatt by email with no changes requested.</i>
	<b>Declarations of Interest</b>	
	<b>Business for this meeting</b> <i>Directors report card Collection Building update Introduce Strategic Plan and organise an extraordinary meeting to discuss Gallery website update</i>	

**Clarence Valley Council  
Grafton Regional Gallery Advisory Committee  
Wednesday 26 June from 5.30 pm to 6.30pm  
Main Gallery  
Minutes**

**Attendance:** Lesley Apps, Heather Brown, Bree Hiatt, Steve McKimm, Steve, Rhonda Tetley, Des Schroder (CVC), Niomi Sands Gallery Director

ITEM	DESCRIPTION	DISCUSSION / COMMENTS / ACTION / RECOMMENDATION	Action Officer
1	<b>Welcome</b>	Bree Hiatt	
2	<b>Acknowledgment of Country</b>	Niomi Sands	
3	<b>Apologies</b>	Geoff Crispin, Robyn Tychsen, Cllr Peter Ellem, Jane Kreis & Pam Fysh	
4	<b>Declarations of Interest</b>	Nil	
5	<b>Adoption of previous meeting minutes</b>	Adoption of minutes of meeting held 21 February 2019 approved by Committee Chair by email with no changes requested.	
5.1	<b>Business Arising from previous Minutes</b>	Nil	
6	<b>Directors Report and Business for this meeting</b>		
		<p><b>Visitation:</b> Streamlining data collection, to gain good understanding of attendances for each month as stats are being better recorded as they are requested whenever an outreach exhibition occurs. Total year to date visitation = 35,6420 which includes JADA on tour visitor numbers.</p> <p>2017/18 visitor numbers were low even though this included Archibald visitor numbers.</p> <p>Have had great attendee numbers for public programs.</p> <p>Social media and website visitation is excellent.</p>	

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		<p><b>Finance:</b> Have achieved 2018-19 income budget allocations, and are on track to achieve efficiency savings of \$30,000 as allocated.</p> <p><b>General:</b> This quarter Art After Dark a public program for adults was introduced with 14 people booking in, providing a good profit margin, aiming to break even or make a profit. There's a need to focus on marketing to get programs filled and grow audiences, although have competition with sport, music etc. Niomi is unsure how to grow audiences next year due to the redevelopment. Plunge opening and events were successful, Gallery Foundation's Art in the Paddock and Friend's Soup Day events were both booked out and very successful and all provided positive feedback. As we have migrated to using digital platforms big events are being booked out early, and it is much easier to manage bookings. A cash register has been ordered for the Gallery shop and will fasten up some of our processes as we are trying to get away from doing everything by hand. A stocktake will be carried out to gain an understanding of stock levels.</p> <p><b>Collection:</b> Niomi emailed a request to the committee re approval for purchase of two of Julie Hutchings <i>Battle Scars</i> exhibition works as she felt that it was really important that the purchase was made. Donation requests to the permanent collection: 1. Geoff Crispin's offer of donation from his personal collection: Several Aboriginal art works and a number of his ceramics. A committee discussion was held and the outcome was that all the ceramics and would be accepted as most were from Geoff's <i>Form, Fire &amp; Fruition</i> exhibition curated and toured by the Gallery around 10 years ago and the smaller ceramics from Ethiopia are important as they help to explain and demonstrate Geoff's art practice. The artwork by Flossie Black will be accepted as Flossie heavily influenced Geoff's work. Lesley Apps arrived at 5:50pm 2. John Beeman work suggested by Peter Boehm Committee decided against this donation as John Beeman is not a collection artist, this is not a new work and the focus is on donations of works for artists already in the Collection.</p>	

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		<p>3. Heather Prowse personal works Committee decided against this donation, although Heather is a local artist, the works are not in premium condition and would require significant expenditure on conservation.</p> <p>Niomi is very mindful of storage, is focused on current Collection artists and is of the opinion that we should be more selective when accepting donations as to be sustainable in the long term.</p> <p>A form has been developed for collection donations.</p> <p>Rhonda suggested that it is better to have one item of really good quality rather than several that are not of high quality and that it would be good to have a collection that people are envious of.</p> <p>Lindt Collection copies are being offered for tour through NETS.</p> <p>Niomi wishes to develop some touring exhibitions to gain more income and get the Collection out there. Need to be smarter re storage by deframing and placing works into Solander boxes and use stock frames.</p> <p><b>Building Update:</b></p> <p>Over past months have been going through the detailed design process, Sisa Rasaku is the Project Manager. It was identified that help was required and approached Complete Urban an architectural firm that deal with local government to assist with writing the specs, which will help in readiness for tendering. Public Works will help with the contract and manage construction.</p> <p>The tender will be for design and construct.</p> <p>Workshops were held with key stakeholders and a quantity survey will be held halfway the design process to ensure that budget is adhered to.</p> <p>Some decisions are around being a high rating green building although Prentice House can't have solar due to heritage rating, Niomi hopes that some maintenance will happen in 2019-20 ie fixing of fences and verandahs.</p> <p>Someone will be appointed to 'way finding' accessibility.</p> <p>Tenders to go out in August and looking at handing over back section to the successful tender in November – December. The build will take around 12 months, weather dependant.</p> <p>There have been little tweaks to plans to stay within the budget and outcome of this will be known in the next couple of weeks.</p> <p><b>Strategic Plan:</b></p> <p>The build is an opportunity to update the strategic plan and see what the place will look like in the future. Quotes were obtained and Kerren Law was appointed to create the plan. Two workshops were held with staff and Kerren has</p>	

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		<p>a good understanding of what we should be doing.</p> <p>Niomi would like to hold an extraordinary meeting with the committee for Kerren to give an overview of the plan. Will hold this later in July as it's important to get feedback as Niomi sees the committee as a governance group.</p> <p><b>Website:</b></p> <p>Architecture for the new website is complete and looking at getting the site launched by late July. Trying to change the voice of our website by reframing and being more dynamic.</p> <p><b>Marketing:</b></p> <p>Tested a digital marketing campaign with the DEX for the CVIAA exhibition, the reach was amazing and worked well. Looking at targeting future projects that are interesting.</p>	
7	<b>Items for next meeting</b>	Extraordinary Strategic Plan meeting with Kerren Law	
8	<b>Next meeting date</b>	Wednesday 24 July from 5:30pm – Prentice House	
9	<b>Meeting close</b>	6.25 pm	

**NB:** Minutes approved by Bree Hiatt Committee Chair via email response 30/7/19 at 8:58am with no changes requested.