

North Fremantle Community Arts Development AGM Minutes

4:45pm Thursday 26th March 2009

Attendance: Heather Fairhurst, Layla Goodman, Madeleine Clews, Lindsay Lovering, Jan Turner, Louise Barlow, Noeleen Vincent, Hugh Chevis, Claire Coleman (ex-officio administrator), Annette Grayden, Colin Barlow.

Apologies: Gerry Macgill, Janice Miller-Eves,

Quorum achieved. Meeting chaired by Hugh Chevis.

Previous Minutes

Minutes from 8th May 2008. Tabled Madeleine, seconded Lindsay. Minutes accepted. No matters arising.

Chairman's Report

Presented by Madeleine Clews.

Matters arising: more resources need to be directed to advertising and marketing the October performances. More opportunities need to be developed to involve John Curtin theatre students in October performance. Signed service agreements for administrator and book-keeper were tabled. For further details see attached Chairman's report.

Report accepted – moved Jan, seconded Louise.

Treasurer's Report

Presented by Layla Goodman.

Profit-Loss statement tabled. \$3357.87 profit from 2008 program year.

Auditor's statement for 2008 program year tabled.

Accounts accepted – moved Annette, seconded Heather.

Election of Office Bearers

Chairperson – Madeleine Clews nominated, seconded Annette. Elected.

Vice-Chairperson – Jan Turner nominated, seconded Annette. Elected.

Secretary – Claire Coleman (ex-officio)

Treasurer – Layla Goodman nominated, seconded Louise Barlow. Elected.

Committee – Heather, Annette, Louise, Colin all nominated and seconded. Gerry nominated by Madeleine (in absentia), seconded Jan. All elected.

Vote of thanks to Janice and Andrea from 2008 committee, and to Felicity 2008 administrator, who will not be continuing with the committee in 2009.

General Business

Auditor Appointment of auditor 2009

Previous auditors have been less thorough but more economical than 2008's auditor Cafarelli and Associates. Cafarelli is more expensive but very thorough and efficient. Cafarelli and Associates to be appointed again 2009. Additional costs should be covered provided we meet our budgeted fundraising targets.

General Meeting

Chaired by Madeleine Clews.

Acceptance of new members by committee

Claire to check all membership fees have been paid and present final list for committee's rubber stamp at next meeting.

Administrator

Claire Coleman has been appointed after a thorough interview process involving meeting several applicants. Vote of thanks to interviewing panel. Claire has discretionary funds of up to \$500. Madeleine can be consulted for amounts up to \$1000. Anything above that amount must be referred to the committee. General membership to be notified of any amount over \$3000 via email.

Book-Keeping

Yvonne Hadad has been appointed for up to 2 hours per week.

Orchestra Commitments 2009

- Rockingham Environment Festival (March 28)
- Elders Morning Tea at St. Paul's (16th June – tbc)
- Children's Festival (20th September)

- October workshops and Concert (8-10th workshops, 11th concert)
- Garden Week -- Melville Nurseries/Tea-Rooms suggested by Barlows for String Beans & Quartet (14th or 15th November)
- North Fremantle Christmas concert

Charitable Fund Management Committee

Needs to include at least 2 people from originating group – Peter or Graham (Madeleine to approach and gauge availability), Gerry, Madeleine and Lindsay.

Motion to appoint committee -- moved Jan, seconded Annette.

Pilot Choir

Lucy Haigh has expressed interest in piloting a children's choir as conductor/administrator She has previous experience setting up children's community choirs in the UK. Notices have been sent out to schools in the Fremantle catchment area seeking interested primary school aged children.

Budget will run at:

\$500 repertoire

\$3000 professional (choral director/admin)

\$1200 accompanist

Grand total \$4700.

Can apply to City of Fremantle to cover costs of music etc, but they will not cover professional fees. Other funds will need to be sought. Set to begin in early Term 2. Suggested that we advertise choir amongst String Beans as well, for themselves or other musical friends. 20 singers is the target number for commencement.

Setting up a choir for the residents of the former Hillcrest aged care facility also discussed. Timing is very good as a lot of research is going into the correlation between positive aged care and singing at the moment. Lindsay to follow up idea with Lucy. Possible set-up grant from Healthway/Lotterywest?

Fund-raising 2009

\$7,465.84 donated from City of Fremantle charitable fund to NofCAD's charitable fund. Not to be used for operations, otherwise no limitations on how the money can be spent.

Budgeted income from fundraising is \$2200.

Film night can be very lucrative. Possibility of setting up our own outdoor cinema discussed but seems quite complicated compared to going to an existing venue. Suggested that we look at FTI as a possibility, and speak to the Lesley-Ann Barrett about her possible involvement. Jan, Colin and Louise to form fundraising sub-committee, with assistance from Annette.

Colin suggested a fun-day with the North Fremantle Bowling Club and the String Beans, as has been done previously as part of the Fremantle Fiesta. The sundowner last year was also very successful, and could be a fundraising opportunity with a gold-coin donation.

Internet Development/Maintenance

Madeleine is now conducting maintenance of the website and will be claiming a small fee (\$20/hr) for her time.

Telephones

The current pre-paid mobile phone is very expensive and impractical. Claire has been appointed to switch it to a plan.

The organisation is now at a point where we need a landline and answering machine of our own (we can also run the fax machine through it). Madeleine/Claire to investigate.

Other business

Grant acquittal is complete. The year was ended at a profit largely due to sponsorship from Fremantle Ports. The surplus is being set up as a contingency/emergency fund at the Bendigo Bank.

Motion: NoFCAD establishes a separate contingency fund at Bendigo Bank in Fremantle, using unspent monies from previous years, with four authorized signatories to be the book-keeper (Yvonne Hadad), the administrator (Claire Coleman), the chairperson (Madeleine Clews) and the treasurer (Layla Goodman). Moved Colin, seconded Annette.

Drama program set to begin in last three weeks of Term Two, to be run by Rachael Robins with oversight by Andie Holborn. Possibility of including intermediate orchestra with drama program in crossover discussed and agreed upon as a good idea.

2009 original composition applications need to commence. Claire to get process going.

Andrew is having a break for Term Two to organise Australian String Teachers' Association conference in Perth 2008. Claire to discuss with Andrew/Ronnie about any potential for String Bean involvement in the conference, which will need to be correlated with our calendar.

Sheila Barlow and Damon Clark who have been involved with the String Beans previously will guest conduct during Term Two.
Madeleine to contact Ronniet to find out if any assistance can be offered with her olive oil fund-raising for the conference.

Two more stands need to be purchased. Claire to follow up.

Meeting closed at 5:53pm.

**Next committee meeting scheduled for Thursday 18th June
4:45pm.**