

Arts Council Toowoomba Inc. Committee Meeting  
**MINUTES**  
Meeting - Monday 15-08-2011

Present: Jennifer Wright (Summers), Maria Richardson, Kim Besley Scott, Mary-Kate Khoo

Apologies: Dana McCown, Glenda Lynch

Call to order 5.35pm. Welcome.

**Minutes from previous meeting 01/08/11**

Moved Jennifer Seconded Kim

***Business arising from the minutes:***

**Flying Arts** have indicated they are very keen for someone to attend Bundaberg. Maria may be keen to go. Applications for bursaries was 5<sup>th</sup> August.

**ACTION:** Maria to call to see if it's too late to apply. Letitia Norton Ph: 30047510 (and to please ask to change the project completion typo on the RAF grant applic. – It should read 29.11.2012)

**ACT 2011 Postcard Project**

**Kim reported on: images/payment/printer deadlines – Kim is missing application form from Dana, and payment from Judy Rafferty**

Dana has emailed design of backs. MK & Kim collating fronts and backs into a file for printer. Mk has phoned the printer (Greenridge Press) to say the artwork will be delivered in the next couple of days. Kim had one query for Dana ie. whether or not she wants a second Postcard entry as she has paid \$70 but supplied 1 image.

**ACTION: Kim to be printer liason re. quotes etc.**

**ACTION: Maria to replace one of her postcard images and email to MK**

**MK: to finalise the collated pdf. File – Kim to deliver to printer.**

**Flood Marker Project – w/t “Splashing Back”**

**Jennifer:**

**Flying minute: motion to join TAS as an institutional membership \$77**

**Moved Jennifer, Seconded MK**

We used to have reciprocal membership with TAS, which entitled us to hire the venue (as in Avant Garden days). To rejoin it is an annual fee of \$77- (if we post end Sept. they will charge us 50% instead).

The hire of the venue is \$10 per hour and also a nominal fee per participant of \$2- which entitles people to tea/coffee. (They are protective of their lino floor and request tarps be put down too).

**Grant Applications RAF (\$22106) total \$36 571 was sent fri 12<sup>th</sup> & RADF (\$4147-) sent today (Total cost \$7257-)**

**Project start date 24.9 29 Nov 2012. The Flying Arts mosaic tutors will cost \$750- each (x2) for the weekend (includes accom. & travel). Tutors are: Pamela Denise Claudia Williams.**

Everyone in awe of all Jennifer's hard work in researching & getting both these grant applications together.

\*Workshop dates still to be decided.

General discussion on what Jennifer has put committee members down for.

ACT members: Pixie Roediger and Denise Chard are wonderful and very talented local mosaic artists. Jennifer has included them in the budget as mentors and selection panel members. Grant applications would pay them \$400 each.

**ACTION:** Kim to talk to Pixie about the mentoring role for Splashing Back

Traffic Signal Boxes – MK: email sent to Greg Smith TRC – no response as yet.

**ACTION:** MK to phone and follow up.

## **CORRESPONDENCE**

### ***Incoming:***

#### ***Post -***

\* Membership applications – Katherine Wust (has paid by EFT) Proposed by Denise Chard and Seconded by Jennifer Wright (Summers)

**ACTION:** Maria to process

\* Postcard application Sally Nicholl (encl. \$70 chq.)

\* Postcard Application Sally Nicholl (35- chq)

\* Invitations:

- **Women in Harmony** choirs of Toowoomba and Christchurch will sing and share stories with Toowoomba people at a fundraising concert. Redeemer Lutheran Church Hall, Neil Street, 7pm on Aug 13th. Tickets \$15, A, \$5C, \$30F and \$10 conc ph 0409389547/ 46396080.

- to launch of the renovated creative arts building at USQ Sunday 21st August 2011 10-11.30am rsvp phelen.ingram@usq.edu.au or 4631 1092

\* USQ All Sorts variety show by actors musicians and singers MA 15+

, 1-3<sup>rd</sup> and 8-10 Sept, 2011 Opening 7.30 on 1<sup>st</sup> rsvp 29<sup>th</sup> August ph:4631 1111.

#### ***Electronic -***

\* **Dr Gilbert Burgh QAC Director Sthrn Region re speaking at our AGM 17th October**

\* **Junction Arts Festival (24-28 August 2011)** announces its 2011 Festival Program of performances and events, and the free public Opening Reception on Wednesday 24 August, 6pm, at The Junction Room in Civic Square, Launceston.

\* **Cairns Indigenous Art Fair August 2011** newsletter

\* **Creative Regions Thrive** Newsletter

\* correspondence between ACT & Di Baker TRAG, Pamela Armstrong and Judy Phippen re flood marker project guidance/funding.

\* email to Greg Smith TRC

\* **Invitations:**

**USQ Guild Exhibition Opening - Wednesday 10 August** by Mr Kevin Stapleton, General Manager, USQ Student Guild **12 for 12.30pm, USQ Arts Gallery, Toowoomba**

\* **Downlands Art Exhibition 12-13<sup>th</sup> Aug.**

### ***Outgoing:***

***Post/delivery: -***

***Electronic:***

***Jennifer to Suzanne Holman requesting a quote for mosaicing workshop***

*\*Flying Arts(Natasha) requesting a quote for recycled mosaicing workshop  
\*mk to TAS re booking mosaic worksop w'end 29-30th October  
to Joy Heylen re Regional Arts Awards re. her queryabout exhibiting in  
their online exhibition  
\*"Splashing Back" Grant Applications x 2 (RAF & RADF see above)*

Accept incoming mail and endorse outgoing mail :

Moved Jennifer Seconded Mary-Kate

- **Treasurers Report** - Kim Besley Scott. Closing balance: \$6629.74AC 1  
AC 2 \$2- Total: \$6631.74 Moved Kim, Seconded Jennifer.

Jennifer indicated that she will have some receipts for expenses next meeting from grant applications. Maria brought it to Kims attention that some membership payments haven't been receipted (necessary to process memberships).

- **Membership report / applications & renewals: Katherine Wust**  
Maria has spent quite a bit of time reading through info and has rec'd an email from Dana clarifying where everything is/ how to process etc.  
Query re. Pixie Roediger (29.7.11) Her membership application is really a renewal – needing receipt. Kim wrote receipt.

**ACTION:** Kim to check for any others who haven't had receipts written. Joanne Smith already has a receipt number.

Maria advised that some membership renewals haven't got original membership numbers in the spreadsheet.

Paperwork missing for Helen Hancock 14.6, Catherine Parker 21.7, Suzanne Olsen 8.6, Angela Goulton 14.6.

Is there a letter to go with the membership renewals? Kim advised that there is a with compliments slip.

**ACTION:** Kim and Maria to check for "With Compliments" slips. Alternatively the Friday group to look for in roof.

- **Website**

**ACTION:** JWS to ask Tina if she is able to be our website person

**Women in Harmony – Jennifer reported back on a wonderful weekend of performances with Christchurch choir**

**Suzanne Olsen** – grant acquittal –Jennifer helped Suzanne through her grant aquital at the Friday meeting(12<sup>th</sup>). We are now awaiting QAC confirmation of her aquital.

**AGM – new date Monday 10<sup>th</sup> October**

**ACTION:** MK to ring and check if the meeting room will be available.

**Discussion about retaining receipts for expenses and process for claiming. All advised to keep receipts and when substantial amount – claim.**

**FRIDAY morning meeting: Look for "With Compliments" slips Discussion of more grants/ delivery of Fmp Splashing back letters to businesses.**

**Next Meeting: 5.09.11**

**Close of Meeting: 7pm**