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MINUTES

BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT

Board meeting held at
Darebin Council, 350 High Street, Preston
on Wednesday, 19 October 2017
at 6.00pm.

1. **ACKNOWLEDGMENT OF LAND**

The Board acknowledged that we are meeting on the land of the Wurundjeri People, the traditional custodians of the land, and paid respect to elders past and present.

2. **WELCOME AND INTRODUCTIONS (present, quorum = 5 members)**

Present: Kirsten Matthews, Kade McDonald, Lyndel Wischer, Angela Bailey, Giacomina Pradolini, Alice Park, Janette Lewis
Guests: Ella Hughes, Gallery Manager.

3. **APOLOGIES**

Katrina Knox, Christina Lew, Michael Brennan, JD Mittman, Valentina Maxwell-Tansley, Vicky Guglielmo, Cr Susanne Newton, Cr Gaetano Greco, Cr Tim Laurence.

4. **DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST**

Board member Angela Bailey has agreed to take on the Acting Curator role at BHAC while Claire Watson is seconded to the Public Art Framework project and while Claire takes Long Service Leave in early 2018. Angela will take leave from the Board during this period. Angela will miss the December and March Board meetings.

5. **CONFIRMATION OF MINUTES OF PREVIOUS BOARD MEETING**

RECOMMENDATION

THAT the Board confirms the minutes of the Bundoora Homestead Board of Management meeting of 28 June 2017.

Moved: Lyndel Wischer

Seconded: Kade McDonald

6. **MATTERS ARISING FROM PREVIOUS MINUTES**

Café financial reporting – It is not possible to separate the café expenditure and income from the Homestead at this stage but Ella will organize this for next financial year. Some costs are shared and can't be separated out.

Review of Strategic Planning timeline – see Operations Plan item below.

7. **FINANCIAL UPDATE**

Ella Hughes provided a snapshot update of the financial overview for the 2017/2018 financial year. There are some monies that will not appear in our budget until after Q2. This will have an impact on bottom line and can be reviewed in early 2018. The CFO has been informed that income reduction will be required as the income estimate for the café was increased without consultation and the café ventilation has not been installed resulting in lower than anticipated capacity.

8. OPERATIONS PLAN AND PEOPLE PLAN

Operations Plan – discussion focused on absorption of Public Art and likely impact – further clarity to be built into Operations Plan of what the team can and cannot take on at this time. Vision to be clarified by Kirsten, Christina and Ella with a full draft ready for adoption at the next Board meeting

People Plan – the Board are satisfied with the revised People Plan and are satisfied that the Gallery Manager can now enter into the Introduction of Change process – informing staff of the changes and providing them a formal opportunity to give feedback before the People Plan is fully implemented.

RECOMMENDATION

THAT the Board ADOPTS the Bundoora Homestead People Plan and that the Gallery Manager should instigate the Introduction of Change process as per the Darebin Council Enterprise Agreement in order to implement the restructure process.

Moved: Janette Lewis

Seconded: Kade McDonald

9. GIFT FUND

Kirsten provided a review of the supporter's lunch and the research done to date.

Notes from the discussion include:

- Can we take donations online?
- Board agreed that we are not in a position to implement a full Friend's Group program but that a simplified membership opportunity could be developed:
- Membership \$50. Need to make clear this is not a tax deductible gift but also offer members the opportunity to make an additional donation at the time of purchasing their membership.
- Receive invitations and programs by mail
- Invitation to a Board engagement/activity/lunch
- 2 for 1 Devonshire Teas
- Membership Card
- 2-4 special events each year e.g. a special history talk, curators tour, Christmas lunch. The aim is to utilise events that are already planned but provide members with an special invitation or additional offer (e.g. come 30minutes early and have a cuppa). Events just for members could be designed but these would be ticketed and members would be asked to purchase tickets. It could also be that members are offered a discounted price on already planned events.
- Ella to discuss making this a project for our volunteer Clare Sayers to work on.

10. COLLECTIONS POLICY

The draft document has been delivered to the Collections group (Kade, JD, Angela, Kirsten) for feedback. Our aim is to have a full draft complete for adoption at the next Board meeting however this is contingent on legal advice regarding the Foundation Fund.

11. GENERAL BUSINESS

- Upcoming Events: VIP Preview of Darebin Art Prize, Launch and Announcement of Darebin Art Prize, Cloudstreet (Ella to send note re tickets)

- Workshop themes and dates – postponed to next meeting
- Bundoora Park Farm Master Plan – Ella explained document and process. Board agreed they would be happy to hear from the Master Plan group about their plans and provide feedback.
- Confirmation of forward meeting and workshop dates. 12 December 2017, 28 March 2018, 12 June 2018
- CEO engagement – it was agreed that the Chair/members should approach the new CEO Sue Wilkinson for a meeting time in the new year to advocate for the Homestead and raise long-term planning goals and issues. If a new Mayor or Deputy Mayor is elected in November then a meeting should also be held with these Councillors.
- We are required to present an Annual Report to Council each year and Ella will begin work on this, the Board agreed to stay with the format of last year's report.
- Meeting Closed at 7:45pm.

12. DATE OF NEXT MEETING

12 December 2017

28 March 2018

12 June 2018

APPROVAL OF MINUTES

Once confirmed at the next meeting, minutes must be signed by the Chair:

Signature _____

Kirsten Matthews

Date _____