



the place
to live

MINUTES

BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT

Board meeting held at
Bundoora Homestead Art Centre,
7-27 Snake Gully Drive, Bundoora
on Wednesday, 28 June 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 their elders past and present.

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

Present: Kirsten Matthews, Kade McDonald, Lyndel Wischer, Angela Bailey, Valentina Maxwell-Tansley, Christina Lew, Cr Susanne Newton (arrived 6pm), Cr Gaetano Greco (arrived 6pm), Cr Tim Laurence (arrived 6:10pm).

Guests: Ella Hughes, Gallery Manager.

3. **APOLOGIES:** Michael Brennan, Janette Lewis, JD Mittman, Alice Park, Giacomina Pradolin, Vicky Guglielmo, Katrina Knox.

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

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

THAT the Board confirms the minutes of the Bundoora Homestead Board of Management meeting of 15 February 2017.

Moved: Valentina Maxwell-Tansley

Seconded: Lyndel Wischer

6. **APPOINTMENT OF CHAIR**

Valentina Maxwell-Tansley has completed more than 12 months as Chair of the Board. Gaetano expressed the Board's thanks to Valentina for her excellent work and for steering the Board through an important year of decisions and actions.

No formal nominations for a new chair were received prior to the meeting.

Kirsten Mathews nominated herself as Chair. The nomination was accepted and the Board thanked Kirsten for making herself available for the role.

THAT the Board confirms Kirsten Mathews as Chair for a 12 month period from 28 June 2017.

Moved: Valentina Maxwell-Tansley

Seconded: Angela Bailey

7. **MATTERS ARISING FROM PREVIOUS MINUTES**

Nil

8. **FINANCIAL UPDATE**

Ella Hughes provided a snapshot update of the financial overview for the 2017/2018 financial year. The board expressed a keen desire to see the café finances separated from the gallery operating budget.

Ella has researched this with our finance team and can report that we will be able to separate this for the 2018/2019 financial year but that some costs are shared and hard to report on individually.

9. FUTURE SUSTAINABILITY

Update on the development of new future sustainability documents:

- | | |
|--------------------|--------------------------------------|
| 1. Operations Plan | 4. Business Development Plan |
| 2. People Plan | 5. Measures and Evaluation Framework |
| 3. Marketing Plan | |

Ella Hughes presented a Strategic Planning Update that outlines key actions and milestones for the 2017/2018 year. The board acknowledged the ambitious nature of the work and the time consuming nature of some items. It was discussed that some deadlines may need to be extended as the timeline may be too ambitious. Ella will review with the Board at the next meeting.

Vision: Christina and Ella are working on some revised vision statements. These will be presented in the draft Operations Plan.

People Plan – A consultant (Wendy Dunstan) has been assisting with the drafting of the Operations Plan and People Plan. Drafts will be made available for the next Board meeting.

Social Enterprise for the Café – as outlined in the Strategic Planning Update this project will not be on the Gallery Manager's agenda until later in the financial year. Lyndel recommended Corina Watson from Collingwood Children's Farm as a good contact for the project.

10. GIFT FUND

Kirsten and Lyndel are working with Ella to confirm a time for the supporters morning tea. (Postscript – this event was held on 31 August 2017 and a report will be presented to the Board at the next meeting)

11. MAPS ACCREDITATION

We have successfully completed our MAPs accreditation. The assessors were very impressed with our documentation and plans. There is a small amount of paperwork to complete prior to receiving official notification.

12. COLLECTIONS POLICY

A draft document is still in development but the Board can expect to see a draft at the next meeting.

13. GENERAL BUSINESS

- Playspace update – both the Wurundjeri Land Council and the Darebin Aboriginal Advisory Committee have received a presentation on the proposed playspace. Both groups would like to meet with Steaphan Paton (the artist). It was proposed that a meeting could be arranged here at the homestead for both groups. The Board expressed interest in specifically recruiting an Indigenous Board member.
- Reception redesign – we are awaiting final designs so that the work can be costed and a timeline put in place for construction
- The Board would like to invite all Councillors and members of the Darebin Aboriginal Advisory Committee to the VIP preview event for the Darebin Art Prize.
- Ella presented the Board with a list of upcoming events.
- Cr Gaetano Greco and Cr Susanne Newton left at 7:30pm.
- **Meeting Closed at 8pm**

14. DATE OF NEXT MEETING

Another four meetings need to be scheduled for the 2017/2018 financial year. Ella will send proposed dates. No workshops have been scheduled.
Next meeting to be held at Preston with a tour of the Art Store.

APPROVAL OF MINUTES

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

Signature _____ Date _____
Kirsten Matthews