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MINUTES

BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT

Board meeting held at
Bundoora Homestead Art Centre
7 Prospect Hill Drive, Bundoora
on Tuesday 12 December 2017
at 5.30pm.

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 (KM), Janette Lewis (JL), JD Mittmann (JDM), Lyndel Wischer (LW), Christina Lew (CL). Guests: Claire Watson (CW) - filling in for Ella Hughes (EH).

3. **APOLOGIES:** Giacomina Pradolini, Michael Brennan, Alice Park, Valentina Maxwell-Tansley, Kade McDonald, Katrina Knox, Cr Gaetano Greco, Cr Susanne Newton, Vicky Guglielmo, Angela Bailey (on Leave), Cr Tim Laurence (on leave).

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

None declared.

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

THAT the Board confirms the minutes of the Bundoora Homestead Board of Management meeting of 19 October 2017.

Moved: Janette Lewis

Seconded: Lyndel Wischer

6. **MATTERS ARISING FROM PREVIOUS MINUTES**

CEO, Mayor and Deputy Mayor engagement – dates and times for a lunch have been requested. Discussion of two possible dates.

Lunch is proposed for 9 February 12:30-3pm at Bundoora Homestead Art Centre and in the calendars of CEO, Mayor, Deputy Mayor and EH.

ACTION: KM to seek board members to attend and arrange a pre-meeting first week of Feb.

Annual Report

A draft is being prepared for 2016/2017. EH to distribute via email next year for feedback. The board indicated they appreciated the format of the previous years and can see it as a potential marketing tool as well.

7. **FINANCIAL UPDATE**

An update from the Gallery Manager as to the financial position of BHAC. A rough overview of café income and costs.

Financial update tabled by CW on behalf of EH. Noted that there is lower than requested café income but this has been accepted. On the café graphs, the downward trend is good on both graphs. Overall, the café is well placed to grow due to the new permanent staff and marketing initiatives.

8. **OPERATIONS PLAN AND PEOPLE PLAN**

Note new opening hours commencing 2018: Thursday- Sunday 10am-5pm.

Whilst the hours have changed BHAC is open more hours per week.

Operations Plan – decision to be made regarding vision statement.

Discussion over vision and decided on:

VISION: To be a leader in contemporary art and heritage experiences that engage, excite and inspire our community

RECOMMENDATION

THAT the Board **ADOPTS** the Bundoora Homestead Operation Plan with the vision statement as outlined in these minutes.

Moved: Kirsten Matthews

Seconded: JD Mittmann

People Plan – update on implementation process and timelines. Potential for Board members to assist with recruitment of two roles in January/February.
CL interested in being on panel for Development and Marketing Team Leader.
LW interested in being on panel for Collection and Heritage Officer.

ACTIONS: KM to approach all members to see who is interested/available and request that they advise EH.
CW to ensure wording for advert regarding Development and Marketing role is clear on how this role relates to Café.

9. GIFT FUND

Update on members project.

Volunteer Clare Sayers will be coordinating the project as per the notes in the minutes early next year.

10. COLLECTIONS POLICY

Latest draft tabled by CW. Update and discussion of draft document.

Further suggestions gathered including changed removing numbers on collections and changing Sub Collections to 'Specialised' Collections.

ACTION: CW to update all elements before long service leave and once Arts Law provide advice to EH, final draft to be updated/circulated by EH in time for adoption at next meeting.

11. HERITAGE INTERPRETATION PLAN

Update on project including funding.

This project was on hold due to limited staffing resources but it's now back on track. Short films will be completed early next year and ready for use. Work to commence on a publication about the hospital history in June 2018 with support of a philanthropic donation to the project of \$25,000.

12. CAPITAL WORKS UPDATE

Update on project including funding.

Café kitchen ventilation – now waiting on the engineer to prepare drawings so they can be sent to Heritage Victoria for sign off. Likely that an additional duct will run through EH's office next to the one already in place.

Reception – final design are done, now working on construction drawings. Hoping to complete project before end of financial year.

Gardens – draft report has just come in from the Heritage Landscape Architect – EH will review in January.

Indigenous Play Space – design almost finished. Currently in negotiations with Council to secure construction funding which is looking promising.

13. GENERAL BUSINESS

- Upcoming Events

Darebin Art Prize continues until 4 March 2018.

Knitting Lab+ is a new project for May 2018 – This project has potential for fundraising activities for the Gift Fund. If appropriate, the Board elects to make proceeds of sales go towards the Indigenous Play space.

ACTION: EH to investigate correct process for enabling donations to this.

Accession – An exhibition of recent acquisitions to be opened by Sasha Grishin AM FAHA on Saturday 17 March 2-4pm. Welcome to Country and Smoking Ceremony. All encouraged to attend. The launch will also open an exhibition *We* featuring Darebin-based artists.

- Workshop themes and dates – a workshop is recommended in April/May with Board members to discuss future sustainability and our bid to secure the next iteration of increased funding from Council.
ACTION: EH and KM to determine date and invite board.
- Bundoora Park Farm Master Plan – Bundoora Park are keen to present about their priorities and actions at our meeting in March.
ACTION: EH to invite Bundoora Park to next meeting.
- Confirmation of forward meeting and workshop dates.
Next meeting: 28 March, 6-8pm
12 June, 6-8pm
- Public Art Framework – consultation
CW reported that she is drafting a new Public Art Framework for Darebin. Thanks board members for participating in the online survey. A roundtable of academics and artists have provided a fresh vision on how Public Art could operate in Darebin.
- Darebin Council Restructure – CW advised that significant change happening in Council, that recruitment is currently underway for all Director level positions. Manager level positions will be early in the new year. This is a major restructure with many senior staff re-applying for their roles.
- Succession Planning.
Noted that some board members' tenure could be coming up.
ACTION: EH to investigate tenure dates and plan strategy for new board members as appropriate

14. DATE OF NEXT MEETING

Wednesday 28 March 2018, 6-8pm
Tuesday 12 June, 6-8pm