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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, 17 April 2018
at 6.00pm.

1. **ACKNOWLEDGMENT OF LAND**

The Chair, Kirsten Matthews, 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 (Chair) Valentina Maxwell-Tansley, Cr. Gaetano Greco Kade McDonald, Lyndel Wischer, Alice Park, Janette Lewis.

Guests: Ella Hughes, Gallery Manager.

3. **APOLOGIES**

Cathy Henderson (General Manager), Christina Lew, JD Mittman, Vicky Guglielmo (Manager), Cr Susanne Newton, Cr Tim Laurence, Angela Bailey (on leave of absence).

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 12 December 2017.

Moved: Kirsten Matthews

Seconded: Lyndel Wischer

6. **MATTERS ARISING FROM PREVIOUS MINUTES**

Internal Advocacy – The Board agreed to invite the CEO and new General Manager to lunch at the Homestead. At this meeting the Chair will raise the idea of holding a Council Briefing here at the Homestead. It could be that the Annual Report is presented at this Briefing and a quick overview of BHAC outcomes and future is provided.

Annual Report – the draft Annual Report for 16/17 was discussed. The Board agreed to the draft contents. Kade and Kirsten offered to provide feedback so that a final draft can be presented to Board members via email before our next meeting. Additions include: data analysis on where applicants to the DAP and Salon are from, noting arts media vs general media coverage, noting how BHAC is meeting the outcomes of the Council Plan, noting limited external funding as no additional staffing resources,

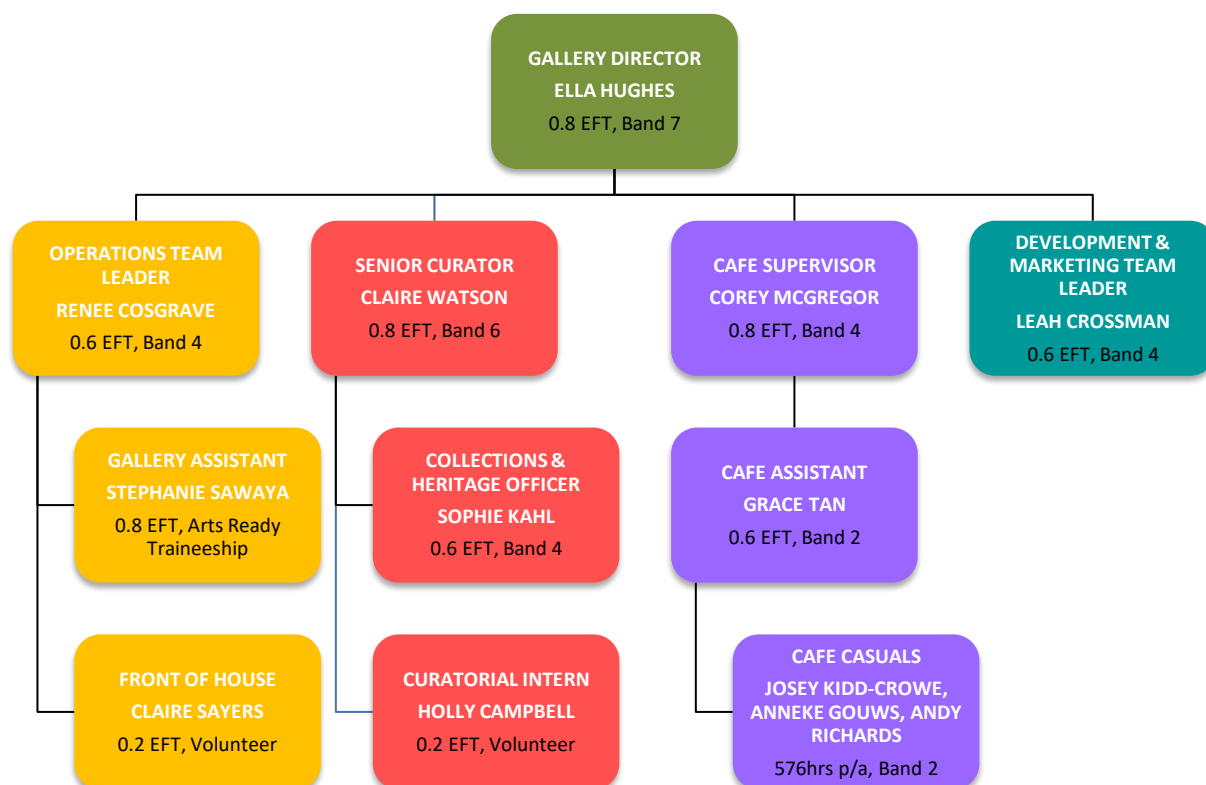
Craft Lab+ update – the Board notes that fees from the sale of works cannot be placed in the Gift Fund as they are not donations but purchases. As per other exhibitions BHAC will not be involved in the sale of any works. This means no commission is charged and the artists can negotiate with the purchasers. BHAC staff will assist if requested.

7. FINANCIAL UPDATE

An update from the Gallery Director as to the financial position of BHAC. Q2 budget has now been adopted and the discrepancies in the previous report have been addressed – this includes a reduction in café income.

8. RECRUITMENT UPDATE

All staff are now recruited as per the People Plan. Board members will have an opportunity to meet the new team at the next opening on Saturday 19 May (*Crocodlity* and *One on One*). The new staff structure is:



9. GIFT FUND

There are a number of changes proposed at the Australian Tax Office and Australian Charities and Not-for-profits Commission. Our DGR status is currently awarded via a Gift Fund endorsed by the ATO. Soon all DGRs will be managed by the ACNC and all will be treated as charities. However, Local Government cannot be a charity and so an “exemption” or work around will be included in the new plans. It is unclear exactly what this will look like at this time but further information should be available later in the year.

Janette recommended seeking a copy of the “exposure draft” of any new policy or legislation so we can review it.

It is important to note that a majority of our Board members need to be “Responsible Persons”. Ella will provide further information to the Board on the definition of “responsible persons” as it relates to recruitment.

The Board are interested to explore a “launch” of the Gift Fund and a fundraising activity like a ball or gala here at the Homestead.

10. COLLECTIONS POLICY

The draft policy has been through final reviews including staff, Board members and Museums Australia (Victoria) who provide our MAPs accreditation. The draft is now ready for adoption.

RECOMMENDATION

THAT the Board acknowledges and adopts the Darebin Collection Policy.

Moved: Kade McDonald

Seconded: Valentina Maxwell-Tansley

11. BOARD WORKSHOP

The Board have identified the following subjects for the Board workshop on Sunday 27 May:

- Consolidation of the new Operations Plan
- Targeted recruitment of new Board members including a focus on Indigenous members, responsible persons as defined by the ATO, cultural diversity and people who can support the future growth of the Homestead.
- Growth strategy and gaining the next stage of investment from Council as per the Future Sustainability report.
- Programming – ideas generation in relation to the Council Plan, Arts Strategy and Operations Plan
- Changing the Board charter so the Board can begin to think outside the grounds of BHAC
- Expectations of Board members
- Alignment of strategy, programs, marketing
- Review funding from Council and clarify spend
- Review business strategy and what we have achieved/not achieved
- Brainstorm how we can best tell the story of the Homestead (note CDN work)

The Board have requested that Vicky Guglielmo facilitate the discussions.

Ella will coordinate a meeting for Vicky, Kirsten and other Board members to discuss the program for the workshop further.

12. BOARD SUCCESSION PLANNING

To be discussed further at the Board workshop. Ella to provide details of the process and requirements to meet the requirements of the ATO (DGR Gift Fund) and the Charter (Section 86 Board of the Local government Act).

13. HERITAGE INTERPRETATION PLAN

The short films are in final draft and a link will be provided to Board members to view them online.

14. CAPITAL WORKS UPDATE

We now have clearance from Heritage Victoria for the works required to reception and to the Café Kitchen. The Facilities Maintenance team are currently seeking quotes. Work should begin in the next 2-4 months however the delays we've experienced have been numerous and there may be further hurdles along the way.

15. DONATION TO COLLECTION – LOFTY CANNON PHOTO ALBUM

Jillian Parkes, niece of Henry 'Lofty' Cannon (a returned serviceman who spent time at Bundoora Repatriation Mental Hospital – suffering from acute PTSD) would like to donate Lofty's personal photo album.

In the album are photos of Lofty in various army camps, administering treatments, family photos, holiday pictures, and pictures of him alongside Captain (Dr) John Cade.

This donation is particularly significant as it relates directly to the story/film we have produced of the relationship between Lofty Cannon and legendary cartoonist Robert Searle (while serving time as POWs in Changi, Lofty administered lifesaving care to Searle). This is a key story in the history of the hospital era of the Homestead.

This donation would have no strings attached and Jillian has discussed the donation with her family prior to making the offer.

RECOMMENDATION

THAT the Board accessions the gift of Lfty Cannon's Photo Album into the Hospital Heritage specialised area of the Darebin Art Collection and a letter of thanks be sent to Jillian Parkes for her kind donation.

Moved: Kade McDonald

Seconded: Janette Lewis

16. GENERAL BUSINESS

- Upcoming Events: Opening of two shows Crocodility and One on One is on Saturday 19 May at 2pm. Craft Lab+ workshops begin soon and continue through May, June and July. Full details about Craft Lab+ will be available online.
- Bundoora Park Farm Master Plan – Phil Tulk, Manager Parks, was unable to attend this meeting but will be invited to attend the next.
- Confirmation of forward meeting and workshop dates. See below.
- Public Art Framework – final stages of consultation now underway.
- Darebin Council restructure – General Managers have all been appointed and the last stage of recruitment is underway at the Manager level.
- Board resignations – Ella and Kirsten will prepare cards and Coffee cup gifts for departing members.
- Meeting Closed at 7:45pm.

17. DATE OF NEXT MEETINGS

DATE	TIME	TYPE	LOCATION
Sunday 27 May 2018	TBC	Board Workshop	TBC
Tuesday 19 June 2018	6:30pm – 8:30pm	Board Meeting	Bundoora Homestead Art Centre
Wednesday 19 September 2018	6:30pm – 8:30pm	Board Meeting	Council Meeting Room, Preston
Wednesday 12 December 2018	6:30pm – 8:30pm	Board Meeting	Bundoora Homestead Art Centre
Wednesday 20 March 2019	6:30pm – 8:30pm	Board Meeting	Bundoora Homestead Art Centre
Wednesday 12 June 2019	6:30pm – 8:30pm	Board Meeting	Bundoora Homestead Art Centre
2019	TBC	Board Workshop	TBC

APPROVAL OF MINUTES

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

Signature _____

Date _____

Kirsten Matthews