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MINUTES

BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT

Board meeting to be held at
Bundoora Homestead Art Centre
7 Prospect Hill Drive, Bundoora
on Wednesday 19 September 2018 at 6:30pm.

1. **APPOINTMENT OF TEMPORARY CHAIR**
Lyndel Wischer was appointed to act as Chair for this meeting in Kirsten Matthews' absence.
2. **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.
3. **WELCOME AND INTRODUCTIONS** (present, quorum = 5 members)
Members: Lyndel Wischer (Acting Chair), Kade McDonald, Valentina Maxwell-Tansley, Janette Lewis, JD Mittman (via teleconference), Cathy Henderson (arrived 7pm)
Guests: Vicky Guglielmo, Manager Creative Culture and Events. Ella Hughes, Gallery Director.
4. **APOLOGIES:** Kirsten Matthews, Cr. Tim Lawrence, Cr. Susanne Newton, Cr. Gaetano Greco
5. **DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST**
Nil.
6. **CONFIRMATION OF MINUTES OF PREVIOUS BOARD MEETING**

RECOMMENDATION

THAT the Board confirms the minutes of the Bundoora Homestead Board of Management meeting of 17 April 2018.

Moved: Lyndel Wischer

Seconded: Valentina Maxwell-Tansley

7. **MATTERS ARISING FROM PREVIOUS MINUTES**

CEO, Mayor and Deputy Mayor engagement – report back on lunch:

- Engagement with the Islamic Museum was raised and supported by Board members
- Board to host a VIP networking event on a Friday night in March 2019 (alongside These Monuments Don't Know Us exhibition). Event to include private tour of the facility. Board to start a Google doc for invitation list. Make this an annual event – discuss 2020 event soon so that it can be planned.

Annual Reports – update on progress. One or both reports will be ready for adoption at the next meeting.

8. **FINANCIAL UPDATE**

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

The board would like to see more detail in the graphs – e.g. what shows and events were on at the time of peaks and troughs? Comparison of visitation and income? Can we have a more accurate view of income based on daily takings as EFT POS comes in so late the financials are not accurate?

9. BOARD RECRUITMENT

Review of process to date.
Review of shortlisted applicants.

RECOMMENDATION

THAT the Board recommends to Council the appointment of Peta Clancy and Angie Bedford to the Bundoora Homestead Board of Management for a period of two years as per the Bundoora Homestead Board of Management Charter.

AND THAT Valentina Maxwell-Tansley conducts further phone interviews with 4 identified applicants and makes a recommendation via email as to their appointment.

Moved: JD Mittman

Seconded: Janette Lewis

10. HERITAGE INTERPRETATION PLAN

Update on project.
Seeking funding for book publication – seeking support from the Board.

Board suggestions for funding opportunities include:
Speak with La Trobe History Department
ARC Grant?
Creative Partnerships?

Future book opportunity – Aboriginal custodianship of the land and language – ILA grant

The Heritage Interpretation project will be launched on Thursday November 29 at 3pm. A number of dignitaries and funding bodies will be present and all Board members have been invited to attend.

11. CAPITAL WORKS UPDATE

- Café kitchen ventilation – installed but noisy, awaiting proposal to reduce noise
- Temporary HVAC upgrade to humidifiers - completed
- Café kitchen upgrade – waiting for café ventilation issues to be resolved
- Reception desk – installed, privacy screens to be added
- Way-finding Signage – in design phase
- Sushi Snake Play Space – now in last round of consultation prior to tender
- Major works – HVAC, electrical panel and slate roof still TBC

12. BOARD PRIORITIES

- Update on the Board informal catch up and project developments –Board members have been working on the donation box project and will present on this at the next meeting
- Next major projects:
 - Measures and Evaluation Framework – 3 year plan
 - Marketing Plan – Creative Culture and Events, Arts Precincts, Consultant
 - Public Programs Strategy – review and test The Mess as a program space
 - Public Art Framework - update

13. GENERAL BUSINESS

- Upcoming Events (Homestead and other)
- Bundoora Park Farm Master Plan
- Confirmation of forward meeting and workshop dates
- Board names, bios and photos on website? Yes, Ella to send a reminder to all members
- ICAN mural panel – JD and Kade will assist the Creative Culture & Events team with this selection panel

14. DATE OF NEXT MEETING

Wednesday 12 December 2018, 6:30pm – 8:30pm (at Preston TBC?)
Drinks at a local bar to follow.

Meeting closed at 8:40pm

APPROVAL OF MINUTES

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

Signature _____

Kirsten Matthews

Date _____