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# AGENDA

## BUNDOORA HOMESTEAD ART CENTRE BOARD OF MANAGEMENT

Board meeting to be held at  
Bundoora Homestead Art Centre  
7 Prospect Hill Drive, Bundoora  
on Wednesday 31 October 2019 at 6:30pm.

1. ACKNOWLEDGMENT OF LAND
2. WELCOME AND INTRODUCTIONS (present, quorum = 5 members)
3. APOLOGIES: JD Mittman, Angie Bedford, Giovanna D'Abaco, Vicky Guglielmo, Cathy Henderson
4. DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST
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 June 2019.

Moved:

Seconded:

6. MEMBERSHIP  
Resignation of Board member Valentina Maxwell-Tansley.  
Membership expires for several members 1 July 2020.

Recruitment timeline:

January/February – recruitment, review applications, phone interviews

March 2020 – finalise list of proposed new members

May 2020 – Council report and adoption of new members

7. ANNUAL REPORT 18/19  
Review of draft Annual Report.  
Timeline: Final draft 4/11/2019  
To Council Business 18/11/2019  
Council Meeting 16/12/2019

*Recommend that a small number of Board members work on the final draft and agree via email that it is ready to send to Council by 4/11/19?*

8. CAFÉ BUSINESS PLAN  
Update on Social Enterprise feasibility study. Request for Quote was delayed but is now in train to be promoted – will be sent to all Board members for distribution.
9. REPORTING TO COUNCIL ON FUTURE SUSTAINABILITY (PART 2)  
What should staff be working towards and measuring?

10. REVIEW OF GOVERNANCE CHARTER

Council adopts the Section 86 committee each year at the Statutory meeting (November), it would be timely to review the charter and propose any changes that may be useful for the ongoing governance of the service.

There is also the review of the Local Government Act to consider although no decisions or announcements have been made in relation to this.

11. HERITAGE INTERPRETATION PLAN

- Update on conversation with Kingsley Munday regarding his private donation
- Update on plans to hold a Smith Family event – times and dates, event plan

12. FINANCIAL UPDATE

An update from the Gallery Manager as to the financial position of BHAC.

13. CAPITAL WORKS UPDATE

- Café kitchen upgrade
- Signage
- Sushi Snake Play Space
- Major works – HVAC, electrical switchboard, slate roof, fire panel

14. GENERAL BUSINESS

- Upcoming Events (Homestead and other)
- Meeting dates for 2019/2020
- Board member to MC or speak at next opening?

## IMPORTANT DATES

DATE	TIME	TYPE	LOCATION
23 – 25 October		Ella on leave	
13 – 22 November		Ella on leave	
11 December	6:30	Board Meeting and drinks?	Preston and local bar?
23 December – 2 January 2020		BHAC closed	
1 February	2pm	Mixed Show opening	BHAC
11 March	6:30	Board Meeting	BHAC
16 – 29 March		FUSE, Darebin's new festival	Everywhere!
6 April – 27 May		BHAC closed – major works	
30 & 31 May (TBC)		Reopening Party! A1 Salon opens	BHAC
3 June	6:30	Board Meeting	BHAC

## ACTION TRACKER

DATE	ACTION	RESPONSIBILITY	DEADLINE
19/9/18	Board to supply bio and picture for BHAC website	Everyone via email to Ella	31/12/18