

COMMITTEE MEETING MINUTES

Meeting: 4 pm – 5.30 pm Wednesday October 22, 2025

Marrar Woon Neighbourhood House, Apollo Bay

PRESENT: Sarah Doyle (Chair), Jo Forrest (Treasurer), Caroline Williams (Secretary), Ordinary Members: Nicole Hanrahan, Jenny Baxter, Kate Bourne.

APOLOGIES: Helen Cocks

CHAIRS UPDATE (10 mins)

- Welcome chat & introductions
- Sarah explained that the draft minutes prepared by the outgoing Secretary were circulated prematurely and subsequently revised by this committee. The version of the AGM Minutes included with this agenda is the revised version, with incorrect and/or irrelevant content removed. She asked whether everyone had read the updated minutes and agreed to their accuracy.

ACTION: Committee members to read through the draft and amended minutes, make comments if needed, and confirm agreement with the amended version.

SECRETARY UPDATE (15 min)

- Handover update and Correspondence
Caroline reported that the secretary handover was mostly completed and that office bearers now had access to Arts Inc G Drive. Further information is still to be provided.
- Reporting requirements for Consumer Affairs Victoria (CAV) and the ACNC (Charity status).
Sarah reported the need to lodge amendments to CAV as follows:
 1. Change of EOFY.
 2. Review the current Apollo Bay Arts Inc. Rules lodged with Consumer Affairs Victoria (CAV) alongside the CAV Model Rules template that the outgoing Committee had informally adopted, with the aim of establishing a single set of Rules that can be formally and legally adopted.
 3. Review the existing 'purpose' of the association, amend if required, for inclusion with our submission.

There is a cost of \$420 to make each change. It is preferable to make all amendments in one submission to save money.

Sarah noted that any changes to the "Rules" for any Association must be taken to an AGM or a Special General Meeting for a vote by members before being formally changed and then lodged with CAV.

Sarah reiterated our purpose as a community arts organisation, which is to support and facilitate the arts locally. We are able to support by providing an umbrella structure under which our activities sit and facilitate by providing connections, reinvesting in our activities and providing grant funding for local creatives. She stated that 'making money' was not an objective in any of the iterations of the existing rule/purpose. She asked all to review the existing rules and the model rules regarding their purpose.

ACTIONS:

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- Jo to call CAV re: the deadline for changing the EOFY date
 - Sarah will circulate both sets of Rules again for review by the Committee.
 - Committee members to review the rules and purpose section, to be discussed and confirmed at the next meeting.
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- Communications update and job allocations:
 - AGM outcome - names and positions of the new Committee have been advertised in the News Sheet and via e-newsletter. Apollo Bay Arts website will be updated as soon as we can gain access to the web login.
 - allocation of jobs: website, social media, Mailchimp, News Sheet, ABRadio messaging

ACTIONS:

- Sarah will write e-newsletters, manage the website and (for the moment) social media. Plan to pass on social media management role.
- Jo to check member list to confirm our membership numbers and match Mailchimp email list with membership list.
- Newsheet updates - TBC. The committee will revisit who will take this role at a later date.
- Committee members to be allocated supporting tasks at a later date .

TREASURER UPDATE (5 min)

- Handover and banking status:
Jo reported that the Treasurer handover is still in process. The previous Treasurer is still preparing the 2025 Financial Report for submission to the ACNC, with an informal audit being provided by consultant Geoff Schmidt, for a fee of \$300. Geoff has also established financial reporting templates for the subcommittees.
- 2025 Creative Arts Grants payment/processing update. Peter Day has been allocated a \$500 grant as approved by the previous Committee prior to AGM. Jo confirms that all grant applications have now been paid.
Sarah talked about simplifying the grant application process. Kate mentioned that Bendigo Bank and the Newsheet have easy processes for grant applications. There was a discussion about introducing small grant applications throughout the year in addition to the twice-yearly grant rounds. For discussion again at the next meeting. (Context was the situation where the Historical Society missed out on a grant from Arts Inc. last year). Jo to follow up on whether they still need a grant.
- Additional discussion: There was a discussion about changing the new rules around the maximum amount a sub-committee can spend before needing to send it to this Committee for approval. Currently, it sits at \$300. An amount of \$500 was discussed as a more appropriate figure.

ACTIONS:

- Jo to complete the treasury handover, including obtaining and submitting the report to ACNC, and providing financial update at next meeting.
- Jo to confirm that Peter Day has received grant money, and follow up with the Historical Society about their (rejected) grant application.

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- Jo to look at the current system and caps for requesting approvals for infrastructure spending, and circulate for discussion at the next meeting.
- Grant round application periods vs. year-round grants to be discussed at the next meeting. Grant application process to be confirmed at next meeting.

ITEMS FOR DISCUSSION (20 mins)

- **Ordinary Members** CAV rules do not require an Ordinary Member to be replaced. The only stipulation is that there is a *maximum* of five Ordinary Members . Before 2024-25 there were only three Ordinary Members.

Sarah explained to the Committee that Ordinary Members have never been obliged to also sit on a sub-committee and act as the “Rep” for that committee. She stated that the main roles of Ordinary Members are to provide more voices to a vote, and to support the office bearers in their duties.

Ordinary Member Susan Nicholls has submitted her resignation. Cathy Donovan has applied to fill the Ordinary Member casual vacancy on the Committee in place of Susan Nicholls. Jo has circulated Cathy's expression of interest as part of these minutes, see Appendix 1 below - a copy of Cathy's email. Please note that Cathy has since requested to become an Art Show Committee member instead.

Nicole said she is considering whether she will continue as an Ordinary Member as she was co-opted to the general committee under the belief that this was required.

It was noted by Sarah that under the CAV Rules, the Chair and/or the Committee is able to appoint an Ordinary Member casual vacancy without taking it to the Membership base for vote.

ACTIONS: .

- Sarah/Jo to invite Jo Robertson to be an ordinary member if Nicole decides to resign.
- **Transparency and inclusivity:** Re-opening meetings to interested members; providing agendas and minutes for each meeting to all members; bringing all requests submitted to the Secretary to the Committee for discussion and vote.

Discussion about Arts Inc meetings going forward. Jo mentioned that meetings used to be open to all members, and that members could speak at meetings. It was put to the Committee that all members should receive an agenda and the minutes by email.

There was agreement that members can submit an agenda item prior to a meeting, which will be included if appropriate. The main business will be conducted first, after which there can be general discussion time if people want to stay for that. The minutes will go out to everyone.

- **Volunteer and Member Event**

Discussion about the format of Volunteer and Member celebration. Until 2024 there was no separate celebration. Sarah suggested that from 2026 we could return to having a celebratory focus for the AGM, where members could gather and enjoy some music and food together to celebrate the

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achievements of the year after the business of the AGM had concluded. To be confirmed at the next meeting.

For this year however, a volunteer event day and venue was agreed upon. The proposed date and time were agreed: Friday 12 December, 5.00 - 7.00 pm at the Arts Inc. Gallery. Drinks and food to be bought and supplied by Arts Inc.

Discussion about gifts for volunteers: It was agreed that, as introduced in 2024, each group would nominate a member of their team to be awarded a gift in recognition of their contribution to their team.

It was agreed that the vouchers would come from Hawkeye giftshop. Gift Voucher amount would be \$50. The teams are Gallery, Pottery Club, WORDfest and Art Show.

ACTIONS:

- Sarah - Confirm food and drinks supplier for the volunteer event, and book the Gallery
- Jo to Purchase gift vouchers
- Recognition of outgoing committee and decision on volunteer voucher recipients - to be confirmed at next meeting.

• Art Show 2026: dates; Committee formation; Honorariums background; 50th year in 2027

Dates confirmed: 3 - 12 April 2026; Committee formation in process; discussion about location being Mech Hall this year in preparation for 50th year – no decision of this.

Honorariums and committee members' roles discussion. It was noted that the former Committee voted at the May 2024 Committee meeting to 1) approve the payment of an honorarium to the 2025 Art Show Committee 2) it was also agreed that honorariums would be reviewed for the 2026 Art Show.

Direct excerpt from Committee Meeting Minutes - May 2024:

"Proposal put forward that an honorarium payment be provided in 2025 for the Apollo Bay Art Show event team, subject to who would take payment. Moved - by Karen Keegan, Seconded - Gareth. The President abstained from the vote, 1 in the negative, rest in the affirmative, motion passed."

To be further discussed at the next meeting.

Suggestion of call-out for 2026 Art Show committee members/approaching community members to become involved.

ACTIONS:

- Community members to be approached/ call out to be actioned
- Decision about location of 2026 show and infrastructure requirements to be discussed at next meeting

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- **Creative Arts Grants - Brief discussion around the application process going forward.**
Covered in previous discussion.

EVENTS & ACTIVITIES REPORT (5 mins)

Reports from group:

WORDfest plans are well underway for next year with some mega star authors booked in and Pottery poetry workshops planned.

Pottery Club will be exhibiting their annual group exhibition in the Gallery and are involved in the Barham River project.

Gallery: Annual fundraiser group exhibition running Melbourne Cup long weekend. Theme "Real & Imagined". Next in is the Pottery Group exhibition. Full summer season.

Art show: Committee still forming. Discussion on holding the art show at the Mech Hall this year as a test run for the 50th year show. There may be a barrier to that in needing new art show panels and appropriate lighting.

There was talk of asking the Shrub Club to share the cost of these panels so that the Barham River project could also use them.

Jo and Jenny are to invite some new members to the Art Show committee. Some ex-members have indicated they are happy to support and mentor the new committee members.

NOTED: Currently, each Ordinary Member also sits on an Arts Inc. sub-committee. This is not a condition of their appointment as Ordinary Member; however, at present, they act as the logical representatives. Another member from a sub-committee should be invited to provide the update to this Committee if the nominated rep. is unavailable. Representatives are as follows:

Word Fest: *Kate Bourne*; Pottery: *Helen Cocks*; Art Show: *Jenny Baxter*; Gallery: *Nicole Hanrahan*; Creative Village: *Jane Gross* (only as required)

Next Committee Meetings:

Wednesday 10th December 2025, 4pm at Marrar Woon

APPENDIX 1 - email from Cathy Donovan on Tue, Oct 21 expressing interest in joining the committee. Cathay has since offered to join Art Show committee without joining the Arts Inc committee.

Hi Caroline,

I am not sure of the process to flag this inquiry. I wanted to let you know that if a casual vacancy arises on committee at some stage in the future, which the committee wants to fill, I would be keen to be considered.

I am a member of Apollo Bay Arts and was an apology at the AGM due to being in Brisbane.

I have been a past Arts Inc committee member, live locally, and involved in many ways in the local arts community. I also have a lot of experience in governance of not for profit boards and committees at community, local and state government level.

Best wishes, Cathy Donovan