

## **MINUTES – CSA Committee Meeting**

**Clifton School of Arts at 10.00 AM on Wednesday 15 September 2021**

### **Via Zoom**

**Meeting Began at 10.10 AM**

**1 ACKNOWLEDGEMENT OF COUNTRY – (DR)**

The Clifton School of Arts Stands on Dharawal Country, the Traditional Homelands of the Wodi Wodi People. We pay our respects to the First Nations People of this Country

**2 ATTENDEES**

Prue Watson (PW), David Roach (DR), Hugo Zweep (HZ), Bernie O'Donnell (BOD)

**3 APOLOGIES**

None

**4 CONFLICT OF INTEREST DECLARATIONS**

None

**5 APPROVAL OF NEW MEMBERS**

Motion: Moved BOD Seconded PW

That we confirm the membership of Mark Fetterplace

Passed Unanimously

We have 109 financial members, with 21 who have not, as yet, renewed their membership

**6 MINUTES OF THE COMMITTEE MEETING 25 & 27 August 2021 (BOD)**

Motion: Moved BOD Seconded HZ

That the online approval of Minutes of the Meeting of 25 & 27 August be confirmed

Passed Unanimously

**7 A CSA NEWSLETTER AND THE DISTRIBUTION OF COMMITTEE MINUTES**

Motion: Moved BOD Seconded PW

That we confirm the Committee decision of 14 April 2021 that, in future, we replace the

distribution of Committee Minutes to members with a regular newsletter that includes a summary of the major issues considered at recent Committee Meetings, containing a link to the CSA website where the full minutes and attachments of the most recent Committee Meeting will be available.

Passed Unanimously

## 8 CONFIRMATION OF ONLINE DETERMINATIONS

Motion: Moved HZ Seconded DR

That *Chronicles from Clifton* be sold at \$25 a copy

Passed unanimously

## 9 BUSINESS ARISING FROM the 25 & 27 August Committee Meeting

### 9.1 Procedures for Managing the Casual Hires Public Liability Policy (BOD) (Attachment I)

#### 9.1.1 Motion: Moved BOD Seconded HZ

That the procedures for Managing the Casual Hires Public Liability Policy be adopted

Passed Unanimously

#### 9.1.2 Motion Moved HZ Seconded PW

That BOD and HZ draft a policy for regular hires initiated by CSA, with respect to Public Liability Cover and financial arrangements. To be considered at the CSA Committee meeting on 13 October, 2021

Passed Unanimously

### 9.2 Terms of CSA's Public Liability Policy for Excess on property damage and personal injury (HZ)

HZ advised that he is awaiting a response from the insurer on this matter

### 9.3 Venue Hire Terms and Conditions (BOD/PW) (Attachment II)

#### 9.3.1 MOTION: Moved BOD Seconded PW

That the definitions of casual and regular hirers be accepted

Passed Unanimously

#### 9.3.2 MOTION Moved DR Seconded PW

That HZ & BOD redraft the Venue Hire and Terms Conditions, for

consideration at the Committee Meeting on 13 October 2021'

Passed Unanimously

## 10 EXTENSION SUB-COMMITTEE (DR)

DR Reported that the additional information requested by Wollongong City Council has been provided to our architect Tim Anitohos for forwarding to WCC.

## 11 MARKETING SUB-COMMITTEE (PW/DR/HZ/BOD)

DR reported that in tandem with designing the newsletter, the Committee is also undertaking a redesign of CSA's website and details of this will become apparent over the next few months.

## 12 FUND RAISING SUB-COMMITTEE

### 12.1 Progress report on the CSA's application for Designated Gift Recipient (DGR) Status (BOD)

A CSA Member, Sarah Gardner has agreed to manage the CSA's application for DGR status. The requirements involved in each stage of the application have been identified. It is planned that a special resolution will be made to the General Meeting of 4 December 2021 to amend the CSA constitution to include provisions that are required for DGR status.

Motion: Moved BOD Seconded PW

That DR write to Sarah Gardner thanking her for taking on this important role.

Passed Unanimously

### 12.2 Other fund-raising developments (HZ)

HZ reported that preliminary contact had been made with a number of people who may be able to help or put us in contact with donors for the construction of the proposed extension. However, this will not be further activated until we have development consent.

## 13 BOOKINGS (Attachment III)

Motion: Moved BOD Seconded HZ

That the Bookings Report be received

Passed Unanimously

## 14 CORRESPONDENCE – (BOD) (Attachment IV)

Motion: Moved BOD Seconded DR

That the Correspondence report be received.

Passed Unanimously

## 15 TREASURER'S REPORT (AW) (Attachment V)

MOTION: Moved HZ Seconded BOD

That the Treasurer's report be received.

Passed Unanimously

## 16 GENERAL BUSINESS

### 16.1 Membership (BOD)

#### 16.1.1 Motion: Moved BOD Seconded

That the DR write to Maureen Hayden to thank her for her long-term membership of and contribution to the CSA

Passed Unanimously

#### 16.1.2 Membership Renewal (BOD)

We have 21 members who have not renewed their membership. Six members have indicated that they are not renewing because they have left the area or have reached an age where they find it difficult to attend meetings.

### 16.2 Grants

The Shellharbour Club Grant (The Imperial Hotel), successfully applied for by Alison Wiig and Blue Potter on behalf of the CSA, is to be used to renew the lighting on the ground floor of the CSA.

#### 16.2.1 Project Management of Lighting Project

Motion: Moved DR Seconded PW

That CSA member, Peter Wilson, be asked to project manage the renewal of the CSA lighting downstairs in the CSA building.

Passed Unanimously

### 16.3 Events and Activities

#### 16.3.1 Events & Activities Coordinator (Attachment VI) (PW)

Motion: Moved PW Seconded HZ

That the Events Report be accepted

Passed Unanimously

### 16.3.2 The Gentle Project

DR reported that he is working with Wollongong Art Gallery and the University of Wollongong to develop The Gentle Project. Sculptor and much-loved teacher, Ian Gentle, lived and worked at the CSA and taught at the UOW during the 1980's and 1990's influencing a whole generation of local artists. Scheduled for late 2023, it is hoped that this public art project will incorporate a major retrospective of Ian's work, a virtual recreation of his CSA studio, workshops, forums and much more.

### 16.3.4 Other

Nothing to report

## 16.4 History Group (HZ)

### 16.4.1 Motion Moved DR Seconded BOD

That a proposal to have a local history conference at the CSA in 2022 be placed on the agenda for the incoming CSA Committee to consider.

Passed Unanimously

### 16.4.2 Report

HZ reported that a preliminary check of historical material in CSA's possession had been made, which revealed that much of the photography needs to be upgraded before we can mount the proposed 110<sup>th</sup> anniversary exhibition. Enquiries have been made with the Illawarra Historical Society, the Wollongong Library, and a local historian. Further searches will be made elsewhere, including the University of Wollongong. Material will be selected from these enquiries, and displays will be designed to fit into the History Room on the ground floor of the CSA building, utilising the new lighting about to be installed. It is expected that most of the material in the proposed exhibition will remain as a semi-permanent exhibition.

## 16.5 Priorities and action plan for 2022 (HZ)

HZ reported that we have been mapping plans for operations of the CSA into the future. These plans include more frequent participation by members in the running of the CSA, that may include the establishment and running of special interest groups requested and operated by members. It is expected that these plans will be ready for the incoming CSA Committee

17. **REPORT ON COMMITTEE NOMINATIONS AND THE ORGANISATION OF THE AGM AND GM ON 25 SEPTEMBER 2021**

Nominations close on 18 September 2021.

Motion: Moved DR Seconded PW

That HZ and BOD examine and recommend on voting procedures for the AGM, given the meeting is being conducted via Zoom.

Passed Unanimously.

18. **SCHEDULE FOR UPCOMING COMMITTEE AND GENERAL MEETINGS (Attachment VII)**

The Meeting Finished at 12.14 PM

## **IMPLEMENTING THE CASUAL HIRES POLICY**

1. Need to maintain a register of casual hires, in case the Insurer requests to see it..
2. The policy is intended to cover one-off events on a single day. If for some reason the event happens over a weekend, the additional day will use up an extra hire.
3. In the event we reach 30 hires before the end of a 12 month period and more hires are booked, CSA must let the Insurer know and it will add additional hires. CSA needs to clarify the additional cost at that time.

## VARIATIONS PROPOSED TO VENUE HIRE TERMS & CONDITIONS

### Existing Clause in CSA Events Hire Terms & Conditions

#### 1.5 Insurance

Insurance for works exhibited, and any materials brought into The Venue, and Public Liability Insurance for all risks associated with an event, are the responsibility of the Hirer.

### Recommended Variations to the current conditions

#### 1.5 Insurance

##### (Wording from Prue's lawyer friend)

*The Hirer will carry sufficient insurance including public liability insurance to provide coverage for any liabilities arising out of the hire of the Venue. The amount of coverage that is required will be communicated to the Hirer and will depend on the nature of the event being held at the Venue. CSA Inc may request evidence of insurance policies*

**OR**

##### (My suggestions)

#### Casual Hirer

*A Casual Hirer is a hirer (other than an incorporated body, sporting club, association of any kind or profit making/commercial activities) who hires the Venue for no more than a total five (5) days over a calendar year (or a twelve (12) month period). Casual Hirers are covered by the Clifton School of Art's Casual Hirers – Public Liability Insurance.*

#### Regular Hirer

*A Regular Hirer is any Hirer who is not a Casual Hirer and must provide the CSA with evidence of the Hirer's current Public and Products Liability Insurance. The Hirer must have Public Liability Insurance cover of no less than \$20 million indemnifying the Clifton School of Arts.*

*Regular Hirers must supply a copy of their policy renewals each year.*



## **1.6 Liability**

### **Existing Clause in CSA Events Hire Terms & Conditions**

*CSA Inc will not be responsible for any damage caused to works exhibited or any materials brought into the Venue by the Hirer unless the damage is the result of negligence by CSA Inc.*

### **Recommended Variations to the current conditions**

(Wording from Prue's lawyer friend)

*The Hirer is financially liable for any and all damages caused during the function by any of their guests or any other person attending the function, whether in the part of the Venue reserved by the Hirer or in any part of the property. This shall include any damage or loss to any property, furnishings, utensils or equipment therein by the wilful or negligent act of the Hirer, its employees, agents or guests and shall pay to CSA Inc on demand, the amount required to make good or remedy such damage including*

### **DO WE NEED A CLAUSE SUCH AS THAT FOLLOWING?**

NSW Child Protection Legislation - Hirer's who provide services for children and wish to use or hire the CSA'S ROOMS must have appropriate Child Protection policies or procedures in place. For further information on the Child Protection Checklist please contact NSW Sport and Recreation on 13 13 02

<b>Bookings as at 15 September 2021</b>	
<b>2021</b>	
<b>Date</b>	<b>Event</b>
Wednesday, 10 November 2021	CSA Committee Meeting
Thursday, 25 November 2021	Kath Orton Workshop
Saturday, 4 December 2021	CSA General Meeting - Christmas Party
Monday, 6 December 2021	Judy Bourke IAVA
<b>TO</b>	<b>TO</b>
Sunday, 19 December 2021	Judy Bourke IAVA

**ONGOING BOOKINGS - Jess Steadman Yoga**

Tuesdays 7.30-8.30 AM

Thursdays 6.30 -7.30 PM

<b>2022</b>	
<b>Date</b>	<b>Event</b>
Friday, 4 March 2022	Vyv Wilson Art Exhibition
<b>TO</b>	<b>TO</b>
Sunday, 13 March 2022	Vyv Wilson Art Exhibition
Friday, 18 March 2022	CSA 110th Anniversary Celebrations & Book Launch
Saturday, 19 March 2022	CSA 110th Anniversary Celebrations & Book Launch
Sunday, 20 March 2022	CSA 110th Anniversary Celebrations & Book Launch
Sunday, 3 July 2022	NAIDOC Week Illawarra Aboriginal Corp
<b>TO</b>	<b>TO</b>
Sunday, 10 July 2022	NAIDOC Week Illawarra Aboriginal Corp
Thursday, 6 October 2022	Scarborough School Art Show
<b>TO</b>	<b>TO</b>
Sunday, 9 October 2022	Scarborough School Art Show

## CORRESPONDENCE 6 May to 11 September 2021

## RECEIVED

No	Date	From	Subject
1	25/06/2021	Wollongong City Council	DA - Request for further information
2	6/07/2021	Programmed Property Services	Request to complete contract
3	15/07/2021	Shaw Landscape Group	Landscape Quotation
4	19/07/2021	Prolegis Lawyers	DGR Quote
5	21/07/2021	Wollongong University	Quotation Printing History Book
6	26/07/2021	Vyv Wilson	Use Zoning Category for CSA DA
7	16/08/2021	Wollongong City Council	Notification of proposed change in parking conditions at Clifton School
8	16/08/2021	WCC	Re request for funding for printing of Chronicles From Clifton
9	16/08/2021	Wollongong City Council	Notification of proposed change in parking conditions at Clifton School
10	17/08/2021	Tim Antiohos	Permissible Use of the CSA building
11	18/08/2021	Dawn Crowther	WCC Mayor & Miners postponed celebrations
12	27/08/2021	Alison Wiig	Resignation from CSA Committee
13	27/08/2021	Dawan Crowther	Resignation from CSA Committee
14	28/08/2021	Blue Potter	Resignation from CSA Committee
15	3/09/2021	NSW Fair Trading	Certificate of Incorporation

## TO

No	Date	To	Subject
1	3/06/2021	Mayor, WCC	Invite to 100th Anniversary Celebration
2	5/07/2021	WCC	Request to change address of CSA for correspondence
3	16/07/2021	CSA Members	President's Report to the Members
4	19/07/2021	Wollongong City Council	Request for assistance with the printing
5	19/07/2021	Sydney Mechanics School of Arts	Request for assistance with the printing
6	28/07/2021	Vyv Wilson	Blue Potter Response
7	23/08/2021	Lee Evans	Changed Date for 100th Anniversary Celebrations
8	27/08/2021	Tim Antiohos	Permissible Use of the CSA building
9	29/08/2021	2022 NSW Seniors Festival Grants Program	Grant application submitted
10	31/08/2021	Dawn Crowther, Alison Wigg & Blue Potter	Vice President's letters re resignation from CSA Committee

**Treasurer's report up to and including 31 August 2021**

- Membership account 10270575 stands at \$1,950 an increase of \$480 in August
- CSA Business account 10052316 stands at \$102,638.19 an increase of \$3,531.20 in August.

This is made up of income

\$130.00 Venue hire

\$ 40.00 memberships

\$6,831.00 grant from Shelly's for downstairs lighting

**Total \$7,001 income**

**Expenses;**

\$2,407.30 Programmed property services final installment

\$ 89.91 electricity

\$ 473.00 DK media website hosting + update

\$ 200.00 petty cash

\$ 89.00 ISBN for Chronicles from Clifton

**\$ 210.59 Pump out**

**\$3,469.80 in total**

**Difference +\$3531.20**

## CSA Events Report September 2021

Women of Steel Fund Raising Event has been postponed to 10 February 2021. We were very pleased to see the documentary has been shortlisted for the prestigious 2021 NSW Premier's History Awards. Caroline Baum will be interviewing Women of Steel director Robynne Murphy at the CSA Fund Raising Event in February.

Victoria Hartcup's drawing workshop scheduled for November will be postponed until next year. We will shortly inform you of the new date. Michele Elliot's Kantha, Visible Mending textile workshop is also postponed until next year. However, Kath Orton will be holding a workshop, on Thursday 25 November, more details later.

Bob Brown Foundation's documentary, Forest Defenders and Photographic exhibition has been postponed until next year. Details to follow.

**SCHEDULE OF CSA MEETINGS 2021**

Wednesday, 20 January 2021	Committee Meeting	Commencing at 10 AM
Wednesday, 10 February 2021	Committee Meeting	Commencing at 10 AM
Tuesday, 16 March 2021	Committee Meeting	Commencing at 1.30PM
Wednesday, 14 April 2021	Committee Meeting	Commencing at 10 AM
Wednesday, 9 June 2021	Committee Meeting	Commencing at 10 AM
Wednesday, 21 July 2021	Committee Meeting	Commencing at 1.30 PM
Wednesday, 25 August 2021	Committee Meeting	Commencing at 10 AM
Wednesday, 15 September 2021	Committee Meeting	Commencing at 10 AM
Wednesday 13 October 2021	Committee Meeting	
Wednesday, 10 November 2021	Committee Meeting	Commencing at 10 AM

**GENERAL MEETINGS**

Wednesday, 24 February 2021	General Meeting	Commencing at 6 PM
Wednesday, 5 May 2021	General Meeting	Commencing at 6 PM
Saturday, 14 August 2021	General Meeting	Commencing at 10 AM
Saturday, 25 September 2021	AGM & General Meeting	Commencing at 10 AM
Saturday, 4 December 2021	General Meeting	Commencing at 10 AM