



# ArtSouthWA

## Annual General Meeting Agenda

<b>Date:</b>	Sunday, February 16 <sup>th</sup> 2025
<b>Time:</b>	3.00pm arrive for a 3.30pm start
<b>Place:</b>	Lotteries House

Item	Description	Responsible																								
1	Welcome and introductions	Chairperson																								
2	Apologies	Secretary																								
3	Review of actions from previous annual general meeting	Chairperson																								
4	Acceptance of minutes of previous annual general meeting	Chairperson																								
5	Chairperson's report (including report on 2023 art trail)	Chairperson																								
6	Treasurer's report including financials	Treasurer																								
7	Questions to Chairperson	Chairperson																								
9	Election of committee members	Returning officer																								
10	<p>General Business</p> <p>1: Motion: To increase the ArtSouthWA membership fees for 2025 &amp; 2026 to:</p> <p style="text-align: center;"><b>Annual Membership Fee</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Membership Type</th> <th>2024</th> <th>2025*</th> <th>2026*</th> </tr> </thead> <tbody> <tr> <td>Individual</td> <td>\$81.00</td> <td>\$90.00</td> <td>\$99.00</td> </tr> <tr> <td>Gallery/Retail (1-10 exhibiting artists)</td> <td>\$152.90</td> <td>\$160.00</td> <td>\$176.00</td> </tr> <tr> <td>Gallery/Retail (11-20 exhibiting artists)</td> <td>\$236.40</td> <td>\$250.00</td> <td>\$275.00</td> </tr> <tr> <td>Organisation/Group (2-10 members)</td> <td>\$150.00</td> <td>\$160.00</td> <td>\$176.00</td> </tr> <tr> <td>Organisation/Group (11-20+ members)</td> <td>\$234.00</td> <td>\$250.00</td> <td>\$275.00</td> </tr> </tbody> </table> <p>*Membership period is 1<sup>st</sup> January to 31<sup>st</sup> December</p>	Membership Type	2024	2025*	2026*	Individual	\$81.00	\$90.00	\$99.00	Gallery/Retail (1-10 exhibiting artists)	\$152.90	\$160.00	\$176.00	Gallery/Retail (11-20 exhibiting artists)	\$236.40	\$250.00	\$275.00	Organisation/Group (2-10 members)	\$150.00	\$160.00	\$176.00	Organisation/Group (11-20+ members)	\$234.00	\$250.00	\$275.00	Chairperson
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	<p>2: For discussion – New membership Tier for remote artists &amp; galleries. Fee Cost, inclusions/exclusions &amp; criteria required to meet Remote Membership</p> <p>3: New Committee members to register for Director ID Australian Business Registry Services <a href="https://www.abrs.gov.au/director-identification-number/apply-director-identification-number">https://www.abrs.gov.au/director-identification-number/apply-director-identification-number</a></p>	
11	Meeting close	Chairperson



## ANNUAL GENERAL MEETING 18 FEBRUARY 2024 MINUTES

**Venue:** Lotteries House, North Road, Albany WA

**Present:** Merry Robertson (Chair), Margaretha Lachmann, Diana Henderson, Bev Doig, Anne Sparrow, Claudia Form, Steve Cowley, Stephanie Northcott, Abigail Parker, Vicki Brown, Carol Hope, Mary Chilton, Cheryl Dowdell, Seirah Woodward

**Proxies:** Russel Nelson, Barry Mackie

**Item:**

### 1. Welcome and Introductions

A quorum was present and the meeting was opened at 15.25pm

### 2. Acceptance of Apologies:

Apologies from Barry Mackie, Caroline Smith, Laura Newbury, Sue Noakes, Russel Nelson CLA, Sobrane, Sally Marshall, Jane Michael, Catherine Higham, Simone Klose, Ron Baker, Marjan Bakhtiarikish

### 3. Actions from Minutes of 2023 AGM

The review of actions from previous minutes was not necessary.  
Audit was not required by funding bodies  
Comparison with previous years has been provided to the board throughout the year.

### 4. Minutes of the 2023 AGM

The Minutes of the 2023 Annual General Meeting held on 12th February 2023 were confirmed as a true and accurate record.

Moved by Bev Doig  
Accepted by Diana Henderson

### 5. Chairperson's Report

Chairperson Merry Robertson presented her report summarising the significant events and actions undertaken by ASWA in 2023. Full report was issued prior to the meeting.

Moved by Merry Robertson  
Accepted by Margarethe Lachman

### 6. Treasurer's Report including Financial Statements

Claudia Form presented the Treasurer report statements for the year ending 31 December 2023.

- Board to consider if external review / audit of financial records is needed (no legal requirement)

The Treasurer's report was recognised as true and accurate record.

Moved by Claudia Form

Seconded by Margarethe Lachman

## 7. Questions to Chairperson

Question: VB Strategic Plan – Will the new strategic plan be disseminated to members?

Response: MR – draft currently being viewed by funding orgs (at their request with approx. costings). BD – MR and BD working hard to get it to a stage so funding can be allocated to tasks. Strat Plan has been delayed by the 20th year celebrations. MR tight time constrains for current funding applications (RAWA). MR increased inclusivity and a continuation from old plan. BD – Volunteers for strategic plan review with the new board but timing is tight. GSDC support has been encouraging. New Board input can still tweak and change actions. RAWA and RDA are currently previewing the Strat Plan. VB the membership have the right to review and input. MR – prepared draft with/without funding/resources allocated can be sent to members for input for those who would like to input.

## 8. Election of Board Members

The 2023 Committee stood down. Steve Cowley was appointed as Returning Officer to oversee the election of the new Board members.

Position	Nominee	Nominated by	Accepted and approved by Returning Officer after Member Vote
Chairperson	Simone Klose	Simone Klose	Carried
Vice Chair	Sierah Woodward	Sierah Woodward	Carried
Treasurer	Stephanie Northcott	Stephanie Northcott	Carried
Secretary	Margarethe Lachman	Abigail Parker	Carried
Ordinary Member	Carol Hope	Carol Hope	Carried
Ordinary Member	Lata Wright	Lata Wright	Carried
Ordinary Member	Abigail Parker	Abigail Parker	Carried
Ordinary Member	Vicky Brown	Stephanie Northcott	Declined: Interested but not sure of commitment level. Happy to help on a project or task.
Ordinary Member	VACANT		
Town Representatives	Denmark – Jonathon Hook		

	Mt Barker – Barry Mackie		
	Gnowangerup		
	Kendenup- Margarethe Lackman		
	Manjimup- Manjimup Arts Hub Fay Dunstan		

**9. General Business**

Steve Cowley handed the meeting over to Sierah Woodward to chair the rest of the meeting.

**10. Meeting closed 4:38pm**

## **FINANCE REPORT | Compiled by Anne Sparrow**

2024 was a challenging year for grants. We applied for a lot but success was limited and yet we were successful for multi-year funding which provides a stable income to support an admin role.

### **FUNDING**

ArtSouthWA also receives ongoing operational funding to deliver the Art Trail from Regional Arts WA and TourismWA.

Grants specifically for the Art Trail were received from City of Albany, Albany Community Bank (Bendigo Bank), CBH and Southern Ports.

Sponsorship was received from Regional Development Australia: Great Southern, Great South Development Commission, Designer Dirt and the Museum of the Great Southern in Albany. Additional support/in-kind arrangements were arranged with Albany Advertiser, Great Southern Couriers, Southerly Magazine, RTRFM and Strikepoint and Adrenaline design (which was extremely valuable for prizes, promotions and booklet distribution).

Donations and prizes were received from Busy Blue Bus, Albany's Historic Whaling Station, Forrest Hill Vineyard, West Cape Howe Wines, Designer Dirt and Hilton Garden Inn. The prizes provide incentives for the surveys that provide us with invaluable data for reporting and future funding.

### **ACCOUNT ADMINISTRATION**

Book-keeping was undertaken by Eclipse Consulting with oversight from Stephanie Northcott and Melida Frost.

### **AUDIT**

No audit has been done on the accounts as a decision hasn't been made about engaging an independent bookkeeping reviewer. It is not a legal requirement to get the books audited, but an external review, periodically, is always a good idea for peace of mind.

### **FINANCIAL POSITION**

Reports provided:

- Income and Expenditure, 1 January to 31 December 2024
- Balance Sheet as at 31 December 2024

The Income and Expenditure report shows a modest profit of \$7326.54. There was no expenditure from retained earnings. Grants, sponsorships increased. Modest increase in SACT fees whilst modest decreases in income from memberships and notable decrease for SACT specific grant funding. Though this looks lower it is more simply a coding shuffle from grants to sponsorship by the City of Albany funding code.

ArtSouthWA maintains a reserve fund as annual funding is never guaranteed. Should there be a shortfall in grants, memberships or fees one year, we would have some to draw on the reserves to complete our obligations to the event participants and our members.

In 2023 ArtSouthWA committed 10% of the RASI grant awarded, with \$3000 transferred to the Reserve fund. This did not happen in 2024 due to uncertainties in funding at the time. It is recommended to not do this in 2025 while the organisation is in an expansion phase with the addition of the Easter Arts Festival and the 2026 Albany Bicentenary Heritage Halls projects coming up.

# Balance Sheet

Art South WA Inc

As at 31 December 2024

	31 DEC 2024	31 DEC 2023	31 DEC 2022
<b>Assets</b>			
<b>Bank</b>			
AUD PayPal	287.70	65.44	-
Debit Card Account	364.14	13.40	133.89
Operating Account	47,919.34	41,427.48	41,613.08
Sandhurst Managed Fund	23,332.21	23,070.53	19,271.64
<b>Total Bank</b>	<b>71,903.39</b>	<b>64,576.85</b>	<b>61,018.61</b>
<b>Current Assets</b>			
Accounts Receivable	395.00	-	220.00
<b>Total Current Assets</b>	<b>395.00</b>	<b>-</b>	<b>220.00</b>
<b>Total Assets</b>	<b>72,298.39</b>	<b>64,576.85</b>	<b>61,238.61</b>
<b>Net Assets</b>			
	<b>72,298.39</b>	<b>64,576.85</b>	<b>61,238.61</b>
<b>Equity</b>			
Current Year Earnings	7,721.54	3,338.24	21,528.99
Members Funds Accumulated Surplus	44,630.35	44,630.35	44,630.35
Retained Earnings	19,946.50	16,608.26	(4,920.73)
<b>Total Equity</b>	<b>72,298.39</b>	<b>64,576.85</b>	<b>61,238.61</b>

# Income and Expenditure

Art South WA Inc

For the year ended 31 December 2024

Cash Basis

	2024	2023	2022
<b>Trading Income</b>			
<b>ASWA Income</b>			
ASWA Grants	28,000.00	19,500.00	15,000.00
ASWA Membership Fees	11,296.00	12,243.00	11,210.00
ASWA Workshop Fees	1,785.00	890.00	1,966.37
ASWA Other Income	815.00	-	-
Interest Income	266.88	803.50	151.94
<b>Total ASWA Income</b>	<b>42,162.88</b>	<b>33,436.50</b>	<b>28,328.31</b>
Other Revenue	25.00	-	-
<b>SACT Income</b>			
SACT Grants	22,500.00	22,500.00	39,000.00
SACT Advertising	2,259.00	3,110.00	1,904.50
SACT Fees	16,793.33	16,474.56	9,825.00
SACT Sign Fees	975.00	1,235.00	-
SACT Sponsorships	17,739.00	22,509.00	21,739.00
<b>Total SACT Income</b>	<b>60,266.33</b>	<b>65,828.56</b>	<b>72,468.50</b>
<b>Total Trading Income</b>	<b>102,454.21</b>	<b>99,265.06</b>	<b>100,796.81</b>
<b>Gross Profit</b>	<b>102,454.21</b>	<b>99,265.06</b>	<b>100,796.81</b>
<b>Operating Expenses</b>			
<b>ASWA Expenses</b>			
Advertising and Marketing	-	846.01	880.00
Bank Fees	1.60	2.40	0.80
EAF Design work	370.00	-	-
Consulting & Accounting	-	885.86	1,908.50
General Expenses	75.26	64.00	-
Insurance	2,919.97	1,590.40	1,177.90
Memberships and Subscriptions	390.00	175.00	-
Office Expenses	591.78	-	-
Paypal/Stripe Fees	709.94	1,927.24	601.56
Postage, Freight & Courier	800.00	153.00	144.00
Rent	225.00	-	64.00
Repairs and Maintenance	-	-	35.75
Software Subscriptions	875.55	133.50	674.83
Website	745.80	1,364.00	962.50
Work Cover Insurance	-	-	396.00
<b>Total ASWA Expenses</b>	<b>7,704.90</b>	<b>7,141.41</b>	<b>6,845.84</b>
<b>SACT Expenses</b>			
Advertising and Marketing - SACT	18,450.04	22,758.60	16,260.34



	2024	2023	2022
Design and Print - SACT	21,505.00	20,576.88	17,402.00
Catering - SACT	1,520.00	1,245.02	2,074.42
Coordinator Fees - SACT	34,596.58	33,799.84	32,783.85
Distribution - SACT	1,064.25	936.10	898.43
Workshop Materials - SACT	2,506.90	-	-
Prize Money - SACT	2,000.00	5,412.50	-
Research and Survers - SACT	-	384.00	-
Stationery - SACT	-	66.47	-
Workshop Presenters - SACT	5,780.00	3,320.00	3,571.78
<b>Total SACT Expenses</b>	<b>87,422.77</b>	<b>88,499.41</b>	<b>72,990.82</b>
<b>ATM Expenses</b>			
Printing and Design ATM	-	66.00	-
Postage and Courier ATM	-	-	360.25
<b>Total ATM Expenses</b>	<b>-</b>	<b>66.00</b>	<b>360.25</b>
<b>Total Operating Expenses</b>	<b>95,127.67</b>	<b>95,706.82</b>	<b>80,196.91</b>
<b>Net Profit</b>	<b>7,326.54</b>	<b>3,558.24</b>	<b>20,599.90</b>



## **Chair Report February 2025**

Welcome to our new and existing members. The Board are looking forward to taking you on a new journey in 2025 with the inaugural Easter Arts Festival and planning for the Festival of Halls as part of the Bicentenary program for 2026.

### **Easter Arts Festival**

We're thrilled to be gearing up for the Easter Arts Festival! This exciting new event will showcase the incredible talent of our local artists and create a vibrant cultural experience for the community. Significant progress has been made in its planning and despite initial delays, we have successfully expanded our website to better reflect the multi-event nature of our organisation.

### **Funding/Sponsorship**

We have secured funding from the City of Albany, Albany Community Bank (Bendigo) and Tourism WA towards the Easter Arts Festival, SACT and Bicentenary project. However, additional funding is still needed and the Board are actively pursuing other opportunities for funding, such as exploring multi-year funding from Creative Australia.

### **Volunteering**

As we move forward with the Southern Art & Craft Trail (SACT), we are calling on volunteers to step up and assist with a variety of tasks to ensure the event's success. From coordinating community and venue workshops to managing advertising and assisting with the mapping of venues, every contribution is vital. We also need help with proof-reading, sponsorship outreach, and event setup. If you're passionate about supporting the arts and have skills to share, your involvement will make a big difference in bringing this community-driven event to life. Let's come together to create an unforgettable experience for all!

### **Board & Administration Contributions**

I would like to take this opportunity to acknowledge and thank the Board and Administration for your significant contributions to the success of this organisation. The meticulous planning and commitment you have shown are key to making ArtSouthWA the peak arts body in southern regional WA. The hard work and dedication of you all cannot be understated, and I commend each of you for your role in ensuring we have a successful 2025.

### **Looking Ahead**

As we commence 2025, we have a busy and exciting year ahead. Key initiatives include:

- Writing grant applications to secure funding for upcoming events.
- Planning for the 2025 Easter Arts Festival and the Art Trail.
- Starting the discovery phase for the 2026 event, the Festival of Halls.

These initiatives will help us build on the momentum already created and continue to grow our presence in the regional arts community.

Thank you once again for your continued dedication, and I look forward to working together in the year to come.

Simone Klose  
Chair, ASWA