

Katherine Regional Cultural Precinct Limited

Board Meeting Agenda

Date: 20th April 2020

Katherine Regional Cultural Precinct Limited Godinymayin Office

Meeting Opened: 1.10pm	Actions
<p>Present: Toni Tapp-Coutts, Jake Quinlivan, Craig Lambert, Robert Friel, Danny Murphy</p> <p>Proxies in attendance:</p> <p>Apologies: Bill Harney, Jessica Powter</p> <p>In attendance: Gwen Gaff</p>	
<p>Minutes to the last meeting:</p> <p>Moved: Craig Lambert Seconded: Sharon Hillen All in favour</p> <p>Business arising from last minutes: Confidentiality and conflict of Interest policies received, and each member present signed the Acknowledgement form.</p>	<p>Action: Policy Acknowledgement forms to be placed on file and recorded in the policy register</p>
<p>1. Chair's Report Provided with the Directors Report</p>	
<p>2. Director's Report – Accepted Director added that:</p> <p>Katherine Town Council – has paid the \$30,000 operational funding for 2019/2020, however have not yet agreed to funding for 2020/2021 in the Council current draft budget. Extensive discussion on the MOU; the Centre's governance and legal structure, with KTC a shareholder and need to better communicate this to the current Council. Also discussed the funding for Katherine Prize and the annual event.</p> <p>A letter to be sent to the CEO, clarifying the history, governance and legal structure of the Centre; along with governance and legal documents. Request a delegation to meet with the Council.</p> <p>Moved: Craig Lambert Seconded: Jake Quinlivan All in favour</p> <p>ArtsNT funding application – Digital Adaptation will be submitted today. \$10,000 to fund the acquisition of high quality film and stills imagery and digital editing equipment and software to increase content development and online capacities in response to Covid19. Includes artist fees, plus strong support from GYRACC to a budget of \$23,000 for operational and artist fees to pay for their online content. Several art centres and three artists have submitted letters of support. Additional project funding round in response to Covid19 will open in June.</p>	<p>Action:</p> <p>GG to finalise a letter to KTC, from JQ & request a meeting with Council</p> <p>Application to be submitted to ArtsNT</p> <p>Policies to be recorded in policy register and circulated to all staff.</p>

<p>Six policies endorsed: Acceptable Use of Electronic Media Policy, Remote Access Policy, Social Media Policy, Working From Home Policy, Board Confidentiality Policy, Board Conflict of Interest Policy</p> <p>Moved: Jake Quinlivan Seconded: Sharon Hillen All in favour</p>	
<p>3. Financial reports: Accepted</p> <p>First draft 2020/2021 operation budget reviewed, showing a loss of \$127,685 (\$96,535 as a result of Covid19). Discussed at length, including breadth of implications and solutions.</p> <p>A second draft budget to be developed, along with a Business Continuity Plan and Resource Plan to ensure the Centre is in it's best position to take advantage of the recovery process.</p> <p>Financial: Jake Quinlivan Seconded: Sharon Hillen All in Favour</p>	<p>Action:</p> <p>Director to develop a second draft budget; and Business Continuity Plan and a Resource Plan. Circulate to the board for feedback and actions as required.</p>
<p>4. Significant correspondence</p> <p>Resignation from previous Director – accepted</p> <p>Moved: Jake Quinlivan Seconded: Sharon Hillen All in favour</p>	<p>No action, following farewell</p>
<p>5. Board of Management</p>	
<p>6. Arts NT and Infrastructure Steering Committee Update</p> <p>Chair of ISC, Sharon Hillen and Director, Gwen Gaff provided an update on the Strategic Review and Consultancy process. The board approved</p> <p>1) Letting of two consultancies: IT Review to Professional IT (\$5,570.00; and Strategic Review & Business Plan, incorporating elements of the marketing and operational plans to Creative Economy (\$60,241.50), concluding by 21 August 2020. Total expenditure \$65,811.50. \$84,188.50 of \$150,000 remaining. The other consultancies (Asset Management Plan; Efficiencies Review; Security Review) relating to building and facilities on hold as the new works project progresses.</p> <p>Moved: Sharon Hillen Seconded: Robert Friel All in favour</p> <p>2) Notify ArtsNT of the update on the Strategic Review and Consultancy Process, and current expenditure</p> <p>3) Notify ArtsNT that in response to the impact of Covid19, and the budget implications noted in the Financial Report, a Business Continuity Plan and Resource Plan will be developed to ensure the Centre is in it's best position to take advantage of the recovery process.</p> <p>Moved: Craig Lambert Seconded: Danny Murphy All in favour</p>	<p>Action:</p> <p>Director to progress two consultancies</p> <p>Director to communicate with Arts NT, progress with ISC</p>

<p>7. Other Business</p> <p>7.1 Change of authorised account signatory and License Holder Gwenyth Gaff, the new Director is authorised to become an account signatory and the License Holder on, replacing Penelope (Poppy) Searle on:</p> <ul style="list-style-type: none"> - all bank accounts - corporate credit card - NT Liquor License <p>Moved: Jake Quinlivan Seconded: Sharon Hillen All in favour</p> <p>7.2 School Holiday Art Competition – entry tabled One young person submitted four entries. First artwork selected as the winner – a painting with lillies, dragon fly and butterflies</p> <p>Moved: Toni Tapp-Coutts Seconded: Danny Murphy All in favour</p> <p>7.3 Centre Security and Vandalism The vandalism experienced over the recent wet season has currently subsided.</p>	<p>Action: Paperwork with bank and licensing to be progressed ASAP</p> <p>School Holiday Art Competition winner to be announced.</p>
<p>Meeting Closed: @ 2.30pm</p>	
<p>Next Meeting: Monday 22nd June 2020</p>	

Minutes approved by Board Chair