



# Boonah Arts Society Inc

Boonah Regional Art Gallery

P.O. Box 161 Boonah. 4310

[boonah.arts.society@gmail.com](mailto:boonah.arts.society@gmail.com)

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## NOTICE OF 2020 ANNUAL GENERAL MEETING

Members and volunteers are invited to attend the 2020 BASi Annual General Meeting, details as follows :-

**WHEN :** Saturday 3<sup>rd</sup> October 2020

**TIME:** 10am

**WHERE:** Boonah & District Cultural Centre,  
Cinema Room  
High Street, Boonah.

Members are reminded – ALL POSITIONS BECOME VACANT AND CURRENT MEMBERS MAY NOMINATE FOR ANY POSITION.

Not all current 2020 committee members will be seeking re-nomination.

Members are reminded that if they wish to nominate for any position on the management committee or vote at the AGM they must be a current financial member.

Attached you will find a summary of the 2019-2020 committee positions and the roles for 2020-2021 committee positions, membership application/renewal form, proxy form and nomination form.

**MEMBERSHIP RENEWAL FORMS, NOMINATION FORMS and PROXY FORMS must be completed and returned to the Secretary by 10am Saturday 19<sup>th</sup> September 2020**



# BASi Annual General Meeting

The Annual General Meeting has been approved for **Saturday 3<sup>rd</sup> October 2020** 10am in the Boonah Cultural Centre Cinema Room.

AGM notices are attached and sent to all financial members prior to the AGM as well as being advertised in "The Fassifern Guardian" 4 weeks prior to the AGM

All positions are declared vacant at the AGM and incumbent office holders may wish to re-nominate. Nominations are to be received two weeks prior to the AGM (**received by 10am 19.9.2020**) however if no nominations are received for a position they will be taken from the floor at the AGM. **Some positions on the management committee will become vacant for 2020-2021**

Remember there is training and support available if you would like to nominate for any position or become involved with the view of potentially nominating in the future. All incumbent office bearers welcome input from our members.

The management committee meetings are held monthly in the Boonah Regional Art Gallery at a day and time to suit all committee members. All members and interested people are welcome to attend and contribute to discussion.

Your current elected office holders for 2019-2020 are :

**President : Barry Gill**

**Vice President : Maureen Wilson**

**Secretary : Robyn Christoffel**

**Treasurer : Sue Gill**

**Exhibition Co-Ordinator : Sharon Frost**

**Exhibition Assistant : Dan Frost**

**News Letter Editor : Vacant**

**Reception Desk Volunteer Roster Co-ordinator : Gayle Van Der Veen**

**Marketing/Workshop Co-ordinator: Deb Easton**

**Membership Co-ordinator : Betty Shannon**

**Media Officer : Julie de Visser**

If you want further information or wish to talk to the current committee members you can email: [boonah.arts.society@gmail.com](mailto:boonah.arts.society@gmail.com)  
Or leave a message at the gallery Ph. 07 5463 2999 and a committee member will contact .

The **2020-2021 Committee Member Roles** of the Boonah Arts Society Inc. will consist of :

**President** : Chair meetings and create an environment for everyone to contribute and enjoy being a member of BASi

**Vice-President** : Step in within BASi and liaise as required

**Treasurer** : Maintain accurate financial records, banking, payments of accounts and compliance with government regulations.

**Secretary**: Prepares agenda and record minutes of meetings. Manage incoming and outgoing correspondence as required.

**Marketing /Workshop Co-ordinator:** a) **Grants & Funding** Liaise with Management committee and members with Grants or funding available for workshops

b) **Workshops** - Liaise with Management committee and members for workshops

**Exhibition Coordinator**: Prepares contracts dates installations and dismantles of exhibitions

**Exhibition Assistant**:... Gallery preparation and help to co-ordinate hanging and dismantle of exhibitions.

**Reception Desk Volunteer Roster Co-ordinator** : Liaise with BASi & BRAG volunteers to maintain the roster, reception desk procedures and arrange volunteer inductions. Gallery opening hours are - Wednesday – Sunday - Morning shift 10am – 1pm – Afternoon shift 1pm – 4pm. Volunteers can be on a regular shift, weekly – monthly or be a fill in and nominate for a vacant shift.

**News Letter Editor** : Assist President & Secretary with distribution of newsletter with input from committee and members.

**Media Officer** : Maintain an informal online presence under the direction of the Management Committee

Maintain and post information as presented and required on BASi website under the direction of the Management committee.

**Membership Co-ordinator** :- Maintain email contact lists, member , volunteer & mass mail-out register and artist register.

## **Other non-committee roles within BASi include**

**Reception Desk Volunteer** : Wednesday – Sunday Morning shift 10am – 1pm – Afternoon shift 1pm – 4pm. Volunteers can nominate to be on a regular weekly – monthly shift of be a fill in.

**BASi Gallery Shop Co-ordinator** : **VACANT** – Accept artwork for sale, replenish display and arrange assessment by committee of new applications to display work.





**Boonah Arts Society Inc.**

Boonah Regional Art Gallery

High Street Boonah. Phone 0754 632 999

[www.boonahartsociety.org](http://www.boonahartsociety.org)

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# MEMBERSHIP

Membership year dates from 1<sup>st</sup> January – 31<sup>st</sup> December the following year.

All members are invited to attend the monthly committee meetings held in the Boonah Regional Art Gallery

**Membership fees: General Member \$10per person / \$20 per family /  
Junior Member \$5 for year January - December.**

Please detach and return to:

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The Treasurer

Receipt #.....

Boonah Arts Society Inc

P.O. Box 161, Boonah. 4310

Date.....

New  Renewal

Name.....

Address.....

Email address.....

Phone Contact.....

Would you like to Volunteer?      Yes      No      please circle

    Gallery:                      Yes      No

    Other:                        Yes      No

Are you an artist?                      Yes      No

Your Art.....

e.g. Drawing, painting, mixed media, photography, potting, sculpture, textiles, wood)



**Boonah Arts Society Inc.**

**Boonah Regional Art Gallery**

PROXY FORM

Please return to the Secretary on or before the

10am 19<sup>th</sup> September 2020

I,.....being a financial member of the above Society,

Appoint.....of.....

As my proxy to vote for me on my behalf at the Annual General Meeting of the Boonah Arts Society Inc, to be held on the 3<sup>rd</sup> October 2020, and at any adjournment of the meeting.

Signed.....Date.....

Please note : The proxy must be a representative of a current financial member of the Boonah Arts Society Inc.



**Boonah Arts Society Inc.- Boonah Regional Art Gallery**

**High Street, Boonah. 4310**

**NOMINATION FORM**

**Annual General Meeting      3rd October 2020**

I,.....

**Am a financial member of the above Society, and I nominate**

.....

**For the position of**

.....

**Signed.....**

I,.....

**Am a financial member of the above Society, and I second the nomination,**

**Signed.....**

I,.....

**Am a financial member of the above Society, and I accept the nomination**

**Signed.....**