

Estuary Arts Charitable Trust, 214b, Hibiscus Coast Highway, Orewa.

Registration Number 1851213

Minutes of EACT Board Annual General Meeting, 2023



Date: Thursday 28 September 2023. Time: 6pm.

Venue: Studio One

Present: Michael Irwin **MI** (Chairperson), Philip Crow **PC** (Treasurer), William Trotter **BT**, Michelle Impey **MVI**, Yvonne Copland **YC**, Kim Boyd **KB** (EAC Manager and minute taker)

Attendees: Gary Brown (H&BLB), Holly Aymes, Anatole Bogatski, Gail Reichert, Pamela Moreland, Nigel Walmsley, Nolene Foley, Chandra Newman, Linely Quinlan, Pauline Smith, Maureen Gresty, Jill Bryce, Seraph Wech, Helene Blomfield, Gary Hansen, Susannah Law, Lance Morrow.

Apologies: Gill Gatfield (EACT Patron), Julia Parfitt, John Clements, Tracey Currington, Talia Russell, Lindsay Butler, Joanne Saunderson, Beverly Voisin, Nicola den Heijer, Rosa Gaete, Shana Southcombe, Joan Hamilton, Judy Patterson.

	Item and Discussion	ACTION
1.	Apologies Received as above	
2.	Quorum It was established that this had been achieved. EACT Chairperson, MI introduced all members of the Board and welcomed attendees to the meeting.	
3.	Minutes of Previous Meeting PC moved that the Minutes of the Previous Meeting of 27 September 2022 held in Studio 1 at 6pm be passed as a full and true record of proceedings. Seconded by BT Carried	
4.	Matters Arising MI noted that Naomi Pears-Scown resigned mid-way through the year due to the pressures and commitments of her PhD and her full-time work.	
5.	Chairperson's Report Delivered by MI (full detail in Appendix 1 below). <ul style="list-style-type: none">● What would our community be like without art? As a community arts centre EAC plays a crucial role in our community. We have surpassed all of our expectations through education, people through the doors, exhibitions and outreach with limited funding and the small staff we have.● 66 000 visitors through the Centre● 43 Exhibitions, conducted 510 classes and workshops with over 5800 participating students.● Took part in 19 community events.	

	<ul style="list-style-type: none"> ● Sold over 500 artworks and 3500 items from the gift shop = commission \$45K ● Ukraine – a War diary of lives with a fantastic Ukrainian lunch. ● Working with youth at risk and neurodiverse students ● Closer working relationship with our Marae – establishing a new Māori art award at the H&B art awards. ● Studio 3 has limited use due to its size restrictions making it unprofitable. Hence the reasoning to expand this space. Biggest challenge to this plan is funding. ● One of the busiest art centres in Auckland yet we are one of the least funded in comparison with other art centres. All art centres should be on equal footing regarding funding. ● 3 factors for our success. <ul style="list-style-type: none"> 1) Our staff Kim Boyd, Chandra Newman, Talia Russell and Tracey Currington. 2) Our volunteers – we could never achieve at the high level we have without them. 3) The Trust Board – they do a lot more than just come to monthly meetings. ● William Trotter will be resigning from the TB after 6 long years of service. He will be very much missed. ● Thanks to members, volunteers, staff and TB. <p>MI moved that the Chair’s report be received. Seconded YC Carried</p>	
6.	<p>Manager’s Report</p> <p>Delivered by KB (full detail in Appendix 2 below).</p> <ul style="list-style-type: none"> ● KB conveyed her thanks for support received from The Board and EAC staff and volunteers this year. ● Massive thanks go to the H&B LB for allocating unspent funding which meant that our yearly operational grant remained unchanged. This was huge for EACT. ● Increased performance in our Gallery and Gift shop by \$7K in commissions. ● Education programme has thrived. ● Two big new events were “Wear your Art Out Stage Show” and the “Pre-Christmas Makers Market”. ● We are in our second year of MCH funding to deliver youth at risk and neurodiverse youth art programmes. One at Duke House and one here at EAC with the HBC Youth Centre Alternative Education students ● Farewelled Gabby and recruited Chandra Newman as new Education Coordinator. We needed a strong administrator with strong attention to detail and planning skills for this role. Chandra joined the team 9 months ago and has been instrumental in driving the education growth. ● Tracey Currington is now with us three days a week doing the accounts administration. ● Talia Russell continues four days a week managing the ever-changing gift shop, customer service and looking after our wonderful volunteers. ● Huge thank you to our volunteers. Also thanks to Gail Reichert and Helene Bloomfield for their tireless help with the recent Quiz night which raised \$5700 for the Studio 3 upgrade. <p>MI moved that the Manager’s Report be accepted. Seconded MIV Carried</p>	
7.	<p>Treasurer’s Report</p> <p>Delivered by PC (full details in Appendix 3 below).</p>	

	<ul style="list-style-type: none"> ● Treasurer’s Report is compiled by Rightway Accountants in a comprehensive 17-page document. ● \$2,871.00 compared to a surplus of \$16,156.00 in the 2022 financial year. The Centre was granted a wage subsidy due to the Covid situation which was allocated in full to the 2022 year even though Covid had a ‘catch up’ effect on the 2023 year. It is noted in addition to the \$2,871.00 there were sufficient surplus funds in the 2023 year to pay \$7,902.00 for the legal costs and architect’s fee for the Studio 3 design concept. ● Class participants increased from 4,096 for the 2022 year to 5,863 for the 2023 year, an increase of 43%. By comparison to year ending 2019, the year before Covid 19 took effect, there were 6,187 education class participants. ● The accounts reflect the Centre has recovered well from the Covid 19 period and is in a good position to now extend the education facilities. (Studio 3) <p>PC moved that the Treasurers Report be approved. Seconded YC Carried</p>	
8.	<p>Introduction Of Nominated Trustees</p> <p>Election Of New Trustees Dr Anatole Bogatski was previously nominated. Anatole is an experienced director and senior executive with over 25 years working with boards and in senior leadership roles in business and higher education. He has a PhD. His wife Margaret is an EACT volunteer and Anatole joined as a Gallery volunteer helping with the painting of gallery walls. He has been in the US for 10 years, live locally, been on West Lake Girl’s board of trustees. Not an artist but loves art and loves to visit galleries and being around creatives. You can read more of his CV on LinkedIn MI moved that Anatole Bogatski be elected as a new Trustee. MIV seconded Carried</p> <p>Gail Reichert put her hand up to join the board. Gail has been on the board previously. Pressure of work prohibited her from continuing. She lives locally. She has a background in CA, learning and development consultancy for business. Gail Likes to bring structure and process to places. MI moved that Gail Reichert be elected as a new Trustee. Pauline Smith seconded Carried</p> <p>Holly Aymes asked what is involved in being on the TB. MI explained meetings are once a month for 1.5 hours. TB members can put in as much or as little as they can to the TB. Most members will have a specific portfolio they oversee.</p> <p>Holly Aymes put her hand up to join the board. Holly comes from the East coast Gisborne. She lives locally and has 4 tamariki who attend Red Beach school and Whangaparaoa College. All of her family are artists, as is Holly who recently completed the mural under Orewa Bridge in Red Beach. After being nominated by Seraph Wech, MI moved that Holly Aymes be elected as a new Trustee. Pauline Smith seconded Carried</p>	
.	<p>Continuation of Board Member Trustees</p> <ul style="list-style-type: none"> ● MI Michael Irwin confirmed he would continue as Chairperson 	

	<ul style="list-style-type: none"> ● PC Philip Crow confirmed he would continue as Treasurer on a yearly basis as a co-opted member ● MIV Michelle Impey confirmed she would continue as Trustee ● YC Yvonne Copland confirmed she would continue as Trustee <p>All current Trustees were reconfirmed by the AGM.</p>	
9.	<p>Special Volunteer Awards</p> <p>MI thanked KB for her long service of 10 years as Centre Manager</p> <p>MI thanks BT for his 6 years of service to the Board. Such great experience from his work all over the world. MI suggested that he should write a book on his life.</p> <p>MI also thanked:</p> <ul style="list-style-type: none"> ● Rosa Gaete –10-year service on the front desk ● Jill Bryce – 10-year service on the front desk ● Pam Moorland – 10-year service on the front desk on weekends, open days and openings ● Maureen Gresty – 10-year service on the front desk, events and openings ● Nicola den Heijer – Front of house, education, front desk, who has grown in confidence and strength 	
12.	<p>General Business and Questions</p> <p>MI invited questions from the floor.</p> <p>Gary Brown, Chair of the Local Board, said the Council have been going through major changes with Wayne Brown putting restrictions on their funding. They were fortunate to find a funding shortfall of \$80K that they reallocated for the EACT and a few other organisations so that we could keep our level of funding the same. The LB are proud of what the centre does, Julia Parfitt and Janet Fitzgerald have been massive supporters of EACT. The criteria for LB contestable funding is getting stricter. The LB are trying to find other ways that they can support us and are working hard to keep our funding intact. All Grants decision making is online and open and transparent so anyone in the community can come to a meeting or zoom into a meeting to see the results. Tuesday morning workshops are open door to all members.</p> <p>Susannah Law asked why the accounting fees had doubled in the last FY. PC and KB explained that we appointed the accounting firm to assist with systems integration work to ensure smooth and accurate reporting from Vend (our Point-of-Sale system) and Arlo (our Education booking system) through to Xero (our accounting system). This cost \$5K and was a one-off, off-scope project. With Tracey working more hours and the accountants doing less, these fees will come down next FY.</p> <p>MI thanked all attendees The AGM closed at 3.12pm</p>	

Appendices

Appendix 1: EACT AGM 2023 Chairperson's Report by Dr Michael Irwin

What would our community be like without art? I hate to think!

Estuary Arts is a community arts centre and as such plays a crucial role in our community. Our centre should be proud at what it has achieved this year. We have surpassed all expectations. This can easily be demonstrated

through the number of visitors through the door, exhibitions held, educational classes and workshops conducted and outreach within the community. That we achieve so much with only a small, largely part-time staff and limited funding is amazing.

In the last year we:

- Welcomed over 66 000 visitors through the Centre
- Held 42 Exhibitions.
- Conducted 510 classes and workshops with over 5800 participating students.
- Participated in 19 community events
- Sold 500 art works from exhibitions
- Sold 3500 smaller artworks from the Gift shop

As a community art centre we have a responsibility to display art from all sectors of our community EAC did this through a number of thought provoking exhibitions such as from Ukraine: a war diary of lives, or classes we conduct for neuro-diverse youth . We have also established a closer working relationship with Te Herenga waka o Orewa Marae, one of the benefits of this was the establishment of an award for an art works featuring a sense of Maori and belonging, at the annual Hibiscus Bays Award Awards.

Our Art Centre is well utilised with all our studios at near capacity. Studio 3 has only limited use due to its size restrictions which means only certain activities and small classes can use this studio. This makes Studio 3 an unprofitable space and is one of the reasons for the Trust Board's plans to expand this space. The biggest challenge to achieve these plans is funding, many funding bodies have limited the funding available for buildings and extensions.

EAC is one of the busiest community art centres in Auckland, measured by visitor numbers, student participation, classes offered and exhibitions held. Yet we are one of the least funded by comparison. So to offer as much as we do and have had such a successful year is remarkable. That we achieve so much with so little is largely due to three factors. Firstly our staff of Kim Boyd, Talia Russell, Tracy Owens and Chandra Newman Secondly to all our volunteers, of which there are too many to name, but who without would make Estuary Arts Centre impossible to run and achieve as much as it does at present. Thirdly to the Trust Board of Philip Crow, William Trotter, Yvonne Copeland, Michelle Impey, and Naomi Pears-Scown (resigned during year) who give so much to plan for our future.

1. As Vincent van Gogh said "I am seeking. I am striving. I am in it with all my heart." I see this demonstrated all the time from the people who are involved in our art centre. My thanks go to all members, volunteers, staff and Board who make our art centre such a vibrant hub for art on the Hibiscus Coast.

Michael Irwin. PhD, M.Ed.Admin.

Chairperson

Appendix 2: EACT AGM 2023 Manager's Report by Kim Boyd

Highlights from the last year

- Between 1 July 2022 and 30 June 2023, we hosted **43** exhibitions in our 5 galleries featuring the work of **1800+ artists**. We welcomed **over 66 000** visitors through the Centre which is a massive increase of 20K from the last year. It is very encouraging to see artists back wanting to hold exhibitions and our community and visitors making use of this great facility.
- Commissions earned from selling art on behalf of the artists through our galleries and gift shop increased this year by 7K.
- Our education programme has thrived and grown in the last FY by 72K – a phenomenal achievement.
- We hosted two new events in the last FY. The "Wear Your Art Out" stage show and the Pre-Christmas Maker's Market. Both resounding successes.

Youth and Disability

- We hosted clay sculpting experiences to Marlborough Primary School and Pinehurst year 6 in our outreach programme.
- We are in our second year of a three-year grant from MCH delivering “Creative Youth Spaces” to neurodiverse and youth at risk. And we recently teamed up with the HBC Youth Centre who bring their young people who attend Alternate Education Programme to our classes.

Staff and volunteers

- In November last year we farewelled Gabby as education coordinator. We have had a large turnover of staff in this role, and we dove deep to analyse why this high attrition rate was occurring. The role is predominantly an administrative and customer service one and requires a great deal of planning, attention to detail and excellent people skills. In December we aimed to recruit a person with these skills and we were so fortunate to find Chandra who has this skill set in abundance. Chandra has been instrumental in driving education growth over the last 9 months.
- Tracey has increased her hours in finance to accommodate the growth, particularly in education.
- Talia continues to find new and fresh artists to showcase in the gift shop which is still the best gift shop on the coast. She manages the volunteer’s recruitment, training and roster.
- Our volunteers are our superstars and we are ever grateful to them for their massive input and assistance in helping us staff to keep the facility open and working like a well-oiled machine.

Recognising our amazing Volunteers:

This year we would like to recognise these four volunteers:

Rosa Gaete, Jill Bryce, Maureen Gresty and Pam Moorland have all been front desk and front our house volunteers with us for over 10 years, giving up their valuable time to mind the gallery. They are all so generous with their time and eagerly fill in when other volunteers are ill.

A special mention and thanks go to Nicola Van Heiger who has grown in her quiet confidence immensely. Always available at short notice, always kind and considerate, Nicola you are a legend.

Thank you to our funders for their support:

Hibiscus and Bays Local Board, Foundation North and Ministry of Culture and Heritage Putanga Toi ki Aotearoa for operational assistance. The Creative Communities Scheme and the Lion Foundation.

To local business for their assistance with vouchers and prizes for our annual members awards:

Orewa Framing Studio, Emma Jean Gallery, Factory Frames, Takapuna Art Supplies, Gordon Harris Art and Graphic store, CCG Industries, ArtNews and Aotearoa NZ Artist Magazine.

Looking Ahead

Opportunities:

- To further develop our online gift shop and education resource capability
- To connect with and be more involved with our local Marae - Te Herenga Waka o Orewa
- To continue to look at ways to develop our arts outreach programme particularly for seniors and corporates
- To work with Destination Orewa Beach and other local groups to deliver more local arts events and opportunities for our artists.
- To enlarge Studio 3 which will give us room to grow and provide another arm to our income stream

Risks:

- Contestable grant funding is getting tighter and more difficult to obtain.
- Many artists continue to find it very difficult to self-fund exhibitions.
- EAC continues to depend on Council and key funding groups (MCH and Foundation North) for OPEX, we cannot operate without this funding

Thank you for attending this year's AGM
Kim Boyd

Appendix 3:

Estuary Arts Charitable Trust AGM 28 September 2023 - Financial Report for Year Ending 30 June 2023

Performance Report by RightWay Limited, Chartered Accountant

The report dated 7 September 2023 is a review of the financial situation of the Trust and the Trust's performance for the year ending 30 June 2023.

Page 7 of the report shows the financial performance for the year with a surplus of \$2,871.00 compared to a surplus of \$16,156.00 in the 2022 financial year. The Centre was allocated a wage subsidy due to the Covid situation which was allocated in full to the 2022 financial year even though Covid had a 'catch up' effect on the 2023 year. It is noted in addition to the \$2,871.00 there were sufficient surplus funds in the 2023 year to pay \$7,902.00 for the legal costs and architect's fee for Studio 3's design concept.

The Centre's operations continued to rally from the beginning of 2022 with class participants increasing from 4,096 for the 2022 year to 5,863 for the 2023 year, an increase of 43%. By comparison to year ending 2019, the year before Covid 19 took effect, there were 6,187 education class participants.

The accounting format for the 'shop' sales has again been changed this year to better present EAC financial involvement. The value of sales items had been included in our turn-over figure but technically they remained in the suppliers' ownership. This in effect has changed our turn-over revenue and expense figures and for comparison the figures for 2022 have also been mended.

Statement of Financial Performance compares as below (See page 7)

	<u>2023</u>	<u>2022</u>	<u>2019</u>
Revenue	392,404.00	317,638.00	331,414.00
Expenses	<u>389,533.00</u>	<u>301,483.00</u>	<u>347,543.00</u>
Surplus/(Deficit)	<u>\$2,871.00</u>	<u>\$16,156.00</u>	<u>\$(16,128.00)</u>

Accumulated Funds balance as at 1 July 2023 is \$213,281.00 made up as below which provides available operational funding for 3 months. (See page 16)

	<u>2023</u>	<u>2022</u>	<u>2019</u>
Property, Plant and Equip.	55,928.00	68,133.00	86,775.00
Funds Available	<u>157,353.00</u>	<u>142,277.00</u>	<u>85,085.00</u>
	<u>\$213,281.00</u>	<u>\$210,410.00</u>	<u>\$171,860.00</u>

The accounts reflect the Centre has recovered well from the Covid 19 period and in a good position to now extend the education facilities. (Studio 3)



Philip Crow, Treasurer