

AUSTRALIAN CARTOONISTS' ASSOCIATION
Committee of Management Meeting
Telephone Conferencing Hookup 8pm (ESDST Time)
Monday, 8th March 2010

MINUTES

Meeting Opened at 8.16pm

1. **Present**

Jules Faber (Chair), Jason Chatfield, Peter Broelman, Gary Clark, Grant Brown, Kerry-Anne Brown and Rolf Heimann.

2. **Apologies and Leave of Absence**

Simon Kneebone – Leave of Absence
Steve Panozzo – Leave of Absence

3. **Confirm Minutes from Previous Meeting**

MOTION: That the Minutes of Meeting held in January 2010 be accepted as a true representation of that Meeting.

Moved: Peter Broelman

Seconded: Grant Brown

CARRIED.
10/06

4. **Declarations of Interest and Conflict of Interest**

Nil.

5. **Matters Arising from Previous Minutes**

5.1 Promotional Committee

5.1.1 ACA Website

Budget has been set at \$20,000 and will be funded from Stanley surpluses. Peter sent briefs to Gary and Jules and in return has received two quotations from John Cook and Dee Texidor. Lee Sheppard is sourcing an additional quote from his partner's boss.

An email was sent to all members offering them the opportunity to quote. Nil response received.

ACTION: Will await further quote and then submit the four for consideration.
Further report next Meeting.

5.2 Bill Mitchell Award

ACTION: Jules Faber, Steve Panozzo and Lindsay Foyle to draft email to Chris Mitchell which will be authored and managed by Steve Panozzo. Status update to be reported to Committee.
Item held over until next Meeting.

- 5.3 ACA Merchandise
Peter has advised Christophe that the Committee has decided to take a different direction. This item has been listed on the website development project brief.
Item Complete.
- 5.4 Support of the Bunker Gallery
Jules has attended a meeting with the Bunker and it has been determined that he will be the ACA liaison officer. Bunker is expecting a lot more action over the coming twelve months.
Item Complete.

6. **Correspondence**

Standard correspondence received copyright contact details as well as many seeking services of cartoonists.

Jason reported he received an email from Jo Brooker asking to rejoin. Kerry-Anne advised that Jo is paid up to 30th June 2010 and will be sent her renewal notice when they are sent out in April.

7. **Reports**

7.1 President's Report

In the time since last meeting I have been liaising with our special guest for the 2010 Stanleys, [REDACTED]. After preparation of the proposal, we now await his response.

I've also appointed SOC10 chair Jason Chatfield and have been working with him in sourcing a back-up guest for the weekend (on the off-chance [REDACTED] can't attend). I'm happy to say that [REDACTED] fame has shown a good deal of interest. I'm in the process of compiling the offer to him at present.

I have also continued my role with the Bunker and have addressed their concerns regarding support from the ACA. My position as 'bridge' between the two organisations, will keep the ACA abreast of Bunker goings on and will see us getting more information to send out to Members in future. In attending the Bunker meetings as a Board Member, I have also set in motion an idea to have the Rotary Cartoon Awards moved to May so as to remove any time conflict with the Stanleys Conference weekend. This has been well received by the Bunker Board and will begin from 2011. Further to my idea, the Rotary Awards will also feature a Cartoon Festival from 2011 which will be a great vehicle for the ACA to promote itself. And have fielded the usual emails and phone calls.

7.2 Deputy President's Report

January - Helped established location and setting for 2010 Stanleys

February - Volunteered as Chairman for 2010 Stanleys Organising Committee. Began work planning - met with Victorian members to get a weekend run-down recommendation.

March - Designed and launched the ACA Blog, for members to keep up to date with ACA news, as well as industry news.

7.3 Treasurer’s Report – Operating Account, Term Deposit (when applicable) and State Petty Cash (when applicable)

ACA Income (Membership)

The balance of the Bank Account is \$23,909.16 (as at 07/03/10).

Of that figure, the actual Operating Account balance is \$12,866.31.

The remaining \$11,042.85 is what is left from the Stanleys Term Deposit withdrawal (originally \$20k).

This amount will be topped up with a subsequent transfer of \$8,957.15. Combined, these figures will become the approved budget for the Association’s webpage redevelopment project which is solely funded by Stanley savings – see January Minutes.

There is approximately \$3,082.73 outstanding in accounts payable. These will be paid over the next couple of weeks.

April will see membership invoices sent and the activation of that income stream.

Stanleys 2009

We are still awaiting \$6,000 in outstanding income: sponsorship \$4,950, ticket sales \$600 and auction \$450 but this is not abnormal as for most years there are always the traditional latecomers who need chasing up

The financial forecast summary (as annexed) takes all income and expenses into consideration and the final figure is a deficit of **\$8,957.15.**

When analyzing the figures one must take several factors into consideration:

1. subsidies (including \$2,681.80 towards the cruise and a substantial discount on the conference and awards ceremony ticket pricing);
2. auction income lower than forecasted;
3. an unanticipated overspend of approximately \$8,000 on complimentary travel; and,
4. increase in entertainment expenses.

What is important to note is that the Stanleys are self funding and the deficit has been cleared by using its own savings which is derived solely from Stanleys surpluses created since the 2003 Stanleys.

For information, the Stanleys Term Deposit is currently \$72,417.68 and will yield compounded interest on 16th April.

Membership income is approximately \$23,500 per year with the Association requiring an operating budget of \$22,000.

A deposit will shortly be required to secure the 2010 venue.

MOTION: That the Treasurer’s Report as annexed to these Minutes be Received and Accepted.

Moved: Peter Broelman

Seconded: Rolf Heimann

CARRIED.

10/07

7.4 Membership Secretary’s Report

A couple have signed up recently but it is generally a quiet time in the year. No more pertinent time than now to get website up and going to entice new members.

- 7.5 VP Western Australia
ACA member Phil Faigen, kindly opened his home for the first meeting of the year over the Australia Day weekend. After spending some considerable time examining Phil's renovated home/office which is an architectural marvel (he is after all an architect in his other life!), we then gathered in the boardroom/gallery to share lunch and plans for the year. Phil has his personal collection of cartoons mounted in the gallery and to be honest more time was spent looking at the collection than planning! However, the following was planned for the year. Great importance is to be placed on building up our numbers, so it was agreed to plan and hopefully implement a cartooning workshop mid-year, as a membership drive and it is to be as widely advertised as possible. This will be the focus of the WA group and in particular Phil, who has again volunteered his gallery as the site of the workshop and the planning meetings prior. We will continue to have these meetings monthly. To end the meeting James Foley presented the "Rigger" award for 2009 to Glennys Marsdon, a joint winner with Michael Collins – Glennys has been the driving force behind the Michael Collins Caricature Award as a memorial for Mike. Feeling energised and motivated the group broke up mid-afternoon and planning for the workshop has since been launched.
- 7.6 VP Victoria
Monthly meetings being held at the Retreat in Abbotsford. Outings to Ballarat and Crewick are planned with guest speakers organised.
- 7.7 VP South Australia/NT
Report unavailable as Simon is on leave.
- 7.8 VP New South Wales/ACT
The 2010 NSW/ACT programme kicks off this Friday with our first "Coffee Morning" of the year - it's planned to get back to the initial plan for a coffee morning once a month as a regular event. Also on Friday, I will be discussing with Anton Emdin the groundwork for a workshop weekend programme to be held, provisionally, mid-year. Roger Fletcher has plans for an ACA Quiz Night - I will discuss these with him this week.
In other news, Inkspot #61 is in pagination stage right now, so I would appreciate any or all photos and stories from around the traps - preferably - by the end of next week at the latest.
- 7.9 VP Queensland
Newsletter will be going out next week to all members on the list Mick sent.
Not sure how many are current. I will also send newsletter to past members I know of.
Newsletter will lay out the plans for the Qld club activities for the year.
Will also announce first get together at the end of March at the State library café then meeting room. Following this I will be a private viewing of original cartoons in the John Oxley library collection.
Because of it's central location ,the State Library will be the favoured meeting place for formal gatherings.
However I hope to encourage members to initiate informal gatherings and post the event on the Club website as well as include it in emails or the newsletter .

A second venue has also been explored in Paddington for use as a venue for holding a club cartooning workshop or general art day. This venue could also be useful for members wishing to conduct commercial public cartooning workshops.

7.10 Stanley Awards Sub Committee

7.10.1 2010 - Melbourne

Jason has accepted the position of Chairman for the Stanley Organising Committee 2010.

Jules mentioned that [REDACTED] is very interested in attending a Stanleys and he would like to make an offer to him similar to [REDACTED].

Discussion concerning budget.

It was noted that Steve might be able to source a complimentary flight with Virgin to offset costs. [REDACTED] would also be guests.

ACTION: Jason to liaise with [REDACTED].

7.11 Hall of Fame Sub Committee

This item has been referred to the website redevelopment project brief.
Item Complete.

MOTION: That the Reports, with the exception of the Treasurer's Report, be accepted.

Moved: Peter Broelman

Seconded: Rolf Heimann

CARRIED.

10/08

8. **General Business**

8.1 Event Management Software

Jason reported that he had seen the CEvent Event Management software recently and it appears that it may suit our needs in terms of organizing the Stanleys. The software is a all inclusive database that can be accessed via the internet by the guest and then reports generated for all facets of the event management process.

ACTION: Jason to get a quote.

8.2 Introduction of Associations Incorporation Act (2009) and impact on ACA

ACTION: Kerry-Anne and Mick to organise for the incorporation of the amendments into the Constitution (as a draft working paper) for the working party.

8.3 Budgets

Grant reported that he had not had time to dedicate to this task and will do so shortly and email the Committee his recommendation.

ACTION: Grant and Kerry-Anne to develop a draft Budgets for review by email.

- 8.4 Results of Survey
Peter reported that there were 112 respondents to the survey.
ACTION: Mick and Peter to write up a report for Inkspot.
9. **Motions Passed in the Absence of Meetings**
Nil.
10. **Next Meeting**
Second Thursday at 8pm in May and thereafter every two months.
11. **Meeting Close**
With there being no further Business, the Meeting was declared Adjourned at 9.05pm.

Jules Faber
PRESIDENT

NOTE: Some of the contents of these Minutes have been censored. The censorship relates to names of special guests for the forthcoming Stanleys. The information remains censored until negotiations are complete and signed agreements are in place.

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JANUARY 2010 RECONCILIATION

ID#	Date	Memo/Payee	Deposit	Withdrawal
Cheque Account:	1-0100	Operating Account		
Date of Bank Statement:	31/01/2010			
Reconciled Cheques				
1456	15/12/2009	Crows Nest Picture Framing		\$600.00
1457	15/12/2009	Hotmix Sound		\$550.00
1458	16/12/2009	Shore Style Framing Pty Ltd		\$2,807.90
SC310110	4/01/2010	Merchant Fees		\$28.57
7919367	8/01/2010	Survey Monkey		\$21.85
6838709	21/01/2010	Michael Fix (Fret Music)		\$500.00
6932100	21/01/2010	WA Newspapers		\$101.64
6932138	21/01/2010	Flatstone Pty Ltd (Jean Kittson)		\$2,200.00
7191679	21/01/2010	Telstra		\$28.51
7191710	21/01/2010	Australia Post		\$276.54
		Total:	\$0.00	\$7,115.01
Reconciled Deposits				
IE310110	4/01/2010	Bank Interest Income	\$1.05	
CR001099	23/01/2010	Part Payment Stanleys; Lee Sheppard	\$100.00	
		Total:	\$101.05	\$0.00
Outstanding Cheques				
1459	24/01/2010	A One Cafe Ultimo		\$200.50
1460	24/01/2010	Phil Somerville		\$54.55
1461	24/01/2010	Kookaburra Productions		\$49.87
		Total:	\$0.00	\$304.92
Reconciliation				
			MYOB Balance on 31/01/2010:	\$20,171.95
			Add: Outstanding Cheques:	\$304.92
			Subtotal:	\$20,476.87
			Deduct: Outstanding Deposits:	\$0.00
			Expected Balance on Statement:	\$20,476.87

FEBRUARY 2010 RECONCILIATION

ID#	Date	Memo/Payee	Deposit	With
Cheque Account:	1-0100	Operating Account		
Date of Bank Statement:	28/02/2010			
Reconciled Cheques				
1459	24/01/2010	A One Cafe Ultimo		
1460	24/01/2010	Phil Somerville		
SC280210	1/02/2010	Merchant Fees		
1465712	10/02/2010	Snap Printing		
7125854	16/02/2010	Mick Horne Reimbursement		
internet	17/02/2010	Australia Post		
		Total:		\$0.00
Reconciled Deposits				
IE280210	1/02/2010	Credit Interest		\$0.70
CR001104	2/02/2010	CHQ Payment; Peter Marshall Membership 09/10		\$66.00
CR001102	4/02/2010	CHQ Payment; Garry Martin Membership 09/10 - Thankyou! :-)		\$66.00
CR001103	4/02/2010	DD Payment; Steve Keast Stanleys Purchase		\$250.00
CR001106	4/02/2010	DD Payment; Michelle Baginski Membership 09/10		\$66.00
CR001107	5/02/2010	DD Payment; Ian Dalkin Membership 09/10		\$137.50
CR001108	9/02/2010	MeAA		\$75.00
CR001109	10/02/2010	Australian Taxation Office BAS		\$1,637.00
CR001110	15/02/2010	DD Payment; Christopher Atherton Membership 09/10 - Thankyou and Welcome!! :-)		\$166.00
CR001111	17/02/2010	Payment; Judy Horacek Stanleys 2009		\$250.00
CR001112	18/02/2010	DD Payment; Ray Bogdanovic Pat Oliphant Book Purchase		\$25.00
CR001113	24/02/2010	DD Payment; Richard Thiel Pat Oliphant Book Purchase		\$35.00
		Total:		\$2,774.20

FEBRUARY 2010 RECONCILIATION (Continued)

Outstanding Cheques					
1461	24/01/2010	Kookaburra Productions			\$49.87
		Total:		\$0.00	\$49.87
Reconciliation					
				MYOB Balance on 28/02/2010:	\$22,686.40
				Add: Outstanding Cheques:	\$49.87
				Subtotal:	\$22,736.27
				Deduct: Outstanding Deposits:	\$0.00
				Expected Balance on	\$22,736.27
				Statement:	

STANLEYS 2009 FORECAST SUMMARY

Acct#	Account Name	Amount
INCOME		
8-0005	Friday Evening Tour	568.20cr
8-1000	Conference	\$2,000.00cr
8-1151	Full Package	\$8,813.54cr
8-1152	Dinner Only	\$14,236.31cr
8-1250	Auction	\$5,477.26cr
8-1300	Sponsorship	\$21,000.00cr
EXPENSES		
9-1000	Awards Meals	\$24,503.18
9-2010	Awards Plaques	\$160.00
9-2015	Recognition Gifts	\$328.10
9-3000	Complimentary Accommodation	\$4,426.95
9-3015	Printing	\$2,694.53
9-3020	Friday Evening Tour	\$3,272.73
9-3040	Miscellaneous	\$150.00
9-3050	Preparation Travel	\$200.00
9-3060	General Administration	\$183.64
9-3080	Complimentary Travel	\$15,337.27
9-3090	Entertainment	\$3,136.37
9-3091	Auction	\$753.55
9-3093	Conference	\$5,081.82
9-3096	Awards Decor	\$824.32
Summary -	INCOME	\$52,095.31
	EXPENSES	\$61,052.46
	TOTAL:	(\$8,957.15)