

Minutes of Committee Meeting Monday 4th February 2008

Venue: Westhill Community Centre 7pm

Present: Niall Paton, Phil Thompson, Gabi Reith, Alan Florence, Susie Hunt, Rod Scott, Jacky Niven, Emma Pattullo, Frances Crawford, Martha and Bryan Anderson

Apologies: Susan Cassie and Louise Hewitt

Welcome: Chairperson (Niall) opened the meeting

Matters Arising from Last minutes:

Prize Draw. Was won by Ashlea Hassan £186 was spent at The Carby Art Gallery.

Aberdeen Art Gallery. Susie & Niall to visit, persuade them to take catalogue as well as having a possible entry.

Friends of Aberdeen Art Gallery. Gabi to make contact again this year and see if they will help with distribution, in return for ½ page in the catalogue.

Touched by Scotland. Advert for “pick up point” was missed in last years brochure ~ Phil to contact & if happy to be a pick up point this year, offer to design advert for 2008.

AREAS DISCUSSED FROM ADGENDA:

MAIL SHOT:

It was agreed that the committee is to help Jackie and Gabi find and with the supply of information and the distribution of work.

WEBSITE:

Gordon is happy to help with the website, but wishes to step back from the committee.

Fee increase. On-line application to £87 and £97 for paper application ~ sent to Gabi.

Name & address of applicant on reverse of image & payment ~ all sent to Gabi.

ONLY 60 word limit & new wording & pictures for NEOS'08 to keep it fresh.

Disciplines to be added:

Silversmith, stonework, sculpture, clock maker, illustration & leather ~ Phil to contact Mike

Add a “donations” page ~ Phil to contact Mike

Add a “Countdown to deadline” on the homepage. ~ Phil to contact Mike

On-line application ready for around about 8th February

Application Deadline - 14th April

AGM:

The Gordon Highlanders as a venue for the AGM was proposed as a good venue.

Phil to approach Sarah Malone, discuss catering costs & pass information on to Gabi.

To help keep costs down

Opportunity for Sarah to host & promote Camouflage '08

Trade an advert in catalogue for AGM - catering & venue hire

The date of AGM to be confirmed - scheduled for the first week of March.

Susie to follow up and help with the organizing of catering

Susie will draw up the agenda for the AGM.

FUNDING:

Rod, Jackie and Niall met at a previous meeting to discuss funding. Points covered:

Event Scotland: Jacky

Deadline for Event Scotland funding – Friday. Information needed by 6/02/08 ready for binding.

- Budget & audited accounts from Rod
- Role with NEOS & self-information from: Phil, Emma, Frances, Alan, Gabi and Martha ASAP.
- Phil to send Jacky all logos and design colours for 2008
- Niall to send soft copy of “visitor research report” to Jacky
- Media Coverage 2008 from Susie

Aberdeen City: Jacky

Jacky attended Aberdeen City Workshop – outcome to make a decision in October for ACC Grants Award 2009

Aberdeenshire: Niall

Niall contact distribution companies, find out about haulage prices & pass information onto Jackie.

Alan agreed to take a couple of days off work, being paid to help with distribution to hotels, B&B's etc. within Aberdeenshire. Day rate + mileage costs

Areas discussed for funding:

- Logistics company to help with distribution & costs
- Distribution of catalogues ~ to galleries in Edinburgh & Glasgow
- Use other Open Studio Events ~ Phil to contact NOSES
- Order more catalogues for the extra distribution, number to be confirmed.
- Phil to contact Nevis Print and MMS for a ballpark figure for recycled paper and quality for printing catalogues.
- Phil to get business cards made up.
- Jacky to contact committee nearer the time, for Home Coming Scotland 2009 grant asking for more information.

MARIE BOULTON:

Marie Boulton the Councillor of Lower Deeside Ward has contacted NEOS, as she is interested in helping the three primary schools in her ward take part in this years open studio.

Gabi offered to contact.

- Ask if she can help, possibly offer to assist through the bulletin to find artists that might want to get involved.
- See if Marie Boulton knows of further councils that would be interested in doing the same type of thing.

VISITOR AND PARTICIPANT EVALUATION FORMS:

Visitor Forms need to be updated ~ Niall to update.

Participant Evaluation feedback was very good. Decision made to keep to the same questions as '07 form, to see if the funding (if awarded) from Event Scotland application changes public's response.

SPONSORSHIP:

Was contacted by ADIL offering to sponsor NEOS ~ Niall to follow up and look into it further.

He suggested that for their funding they would get:

- Their logo in the sponsors box on all our literature
- 1 page or ½ page advert in the brochure
- Their logo on the website and links to their own website

Foyer: Niall

Possibility of the Foyer to be looked into for show opening.

Further discussions:

Friends and Corporate Friends.

- Add a web page for sponsorship application ~ Phil to contact Mike
- Flyer/invitation letter - available as a download on the web site for people to have at their events - Phil
- Friends would get NEOS catalogue first & invitations to Best of Shows
- Sponsorship page in catalogue for 2009

NEOS SHOW 2008:

Niall to contact Sue Thornton to say that this year due to timing NEOS will not be having a exhibition at the Milton Art Gallery.

It was decided that future shows should be a “Best of NEOS Show” with a selection process, and that we should hang it if possible.

RECRUITMENT:

Gabi offered to add a call to artists/ makers in the next bulletin for new members on the committee. As well as contacting Arlene **Searle**

AOB:

Susie to contact Creative Waste Exchange for disposal of left over postcards & catalogues and see if they would be willing to distribute catalogues to customers. In return Gabi would add their information to the next bulletin for NEOS artist.

Emma to put together wording for response to new application enquiries, suggesting helpful hints & examples on location, sharing venues etc. Then directing them onto Gabi for membership application & bulletin messaging help.

Francis to find out if it is possible to take part and hold an event at Pittenweem Arts Festival. Susie suggested to contact Ian Irvine for the Catterline Arts Festival ~ for catalogue distribution.

Phil offered to look into Advertising in the Artist Newsletter.

DATE OF NEXT MEETING:

To be confirmed.