

## KNYSNA ARTS SOCIETY COMMITTEE MEETING

KNYSNA ARTS SOCIETY COMMITTEE MEETING					
<b>MEETING DESCRIPTION</b>		COMMITTEE MEMBERS HAND-OVER MEETING			
<b>MEETING DATE</b>		4 APRIL 2023			
<b>LOCATION</b>		ART CAFÉ, QUEEN STREET, KNYSNA			
<b>NAME</b>	<b>ABR</b>	<b>DESIGNATION</b>	<b>CELL</b>	<b>E-MAIL</b>	<b>PRESENT</b>
Helena Gerber	<b>HG</b>	Outgoing Chairperson & New Special Project Assistant	0836574122	helena@pretti.co.za	<b>Y</b>
Zelmarie van Rooyen	<b>ZvR</b>	New Chairperson	0824477703	zvrtown@mweb.co.za	<b>Y</b>
Tessa Kleyn	<b>TK</b>	Treasurer	0848053741	tessa.kleyn37@gmail.com	<b>Y</b>
Genevieve Melville	<b>GM</b>	Communication & Art Route Manager	0793837617	genevieve@connectknysna.com	<b>N</b>
Gary Davis	<b>GD</b>	Operations Manager - Installations & Old Gaol	0832889706	davisoriginals@gmail.com	<b>Y</b>
Charmaine Kruger	<b>CK</b>	Outgoing Secretary & New Special Projects Assistant	0824994964	krugerc@live.com	<b>Y</b>
Nina Malan	<b>NM</b>	New Secretary	0823784952	nina.debeer@mweb.co.za	<b>Y</b>
Jacques Marais	<b>JM</b>	New Website & Content Manager	0829384983	jacques@writetouch.co.za	<b>Y</b>
Nita Terblanche	<b>NT</b>	New Social Media Manager	0829742300	nita@artistiquedesigner.com	<b>Y</b>
Amanda Louw	<b>AL</b>	Outings Manager	0832561960	rooirokkie.al@gmail.com	<b>N</b>
Andre Kruger	<b>AK</b>	Outings & Installations	0824719687	rooirokkie.ak@gmail.com	<b>N</b>
Pieter Kruger	<b>PK</b>	Operations & Installations Assistant	0647935027	krugerp@live.com	<b>N</b>

**1. Apologies:**

1.1. **GM, AL, AK, PK**

**2. Introduction and welcome:**

2.1. Intro and welcome by outgoing chairperson by **HG**.

2.2. Previous Minutes – **CK** to issue in following days.

2.3. **HG** gave chair to **ZvR** (new chairperson).

2.4. **ZvR** welcomed all and thanked **HG** for her contribution as previous chairperson. She mentioned that it is a large role to fill and looks forward to the roles and functions of being the new chairperson for **KAS**.

2.5. **ZvR** suggested **HG** becomes deputy chairperson. **HG** accepted for the year.  
(See new information after meeting)

**3. Discussions:**

**3.1. Bank Account:**

3.1.1. **TK** enquired about bank account handover so that new members could become signatories, it was suggested that 2 bank accounts be made available – one for member fees and one for Art projects/donations.

3.1.2. A suggestion was made to make an appointment for **HG, TK** and **ZvR** to go to the bank for signatory change-over.

**3.2. UnBlocked Exhibition:**

3.2.1. **GD** asked to be excused early and discuss the upcoming exhibition early in meeting.

3.2.2. Commission for **KAS** for sales by member was discussed.

3.2.2.1. 20% was agreed upon.

3.2.3. Date and time of exhibition opening – 30 June 2023 @ 17h00 for 17h30

3.2.4. All finished blocks to be handed in by 26<sup>th</sup> of June 2023 from 15h00-17h00

3.2.5. **NT** to issue a formal notice to UnBlocked artist about description tag on back of block – strictly to be securely glued to back of block and info needed in tag to be given to artists – e.g. name, price, medium etc.....**GD** to advise.

3.2.6. **ZvR** explained procedure at George Museum gallery opening.  
Something similar could be done in future.

3.2.7. Artists to be made aware to check their artwork position in hanging space prior to exhibition.



- 3.2.8. **GD** and **PK** and **AK** to be available to hang blocks.
- 3.2.9. Advertising rules and regulations were discussed. ??????
- 3.2.10. Old Gaol to stay closed for any new exhibits until opening of UnBlocked.
- 3.2.11. Lynn Schaeffer's assistance in sitting with art is most welcome as well as handling of opening and closing.
- 3.2.12. Old Gaol Security – unlocking and locking of space important.
- 3.2.13. **ZvR** to contact **JM's** contact for Oyster festival events manager Johannes van Niekerk – to co-ordinate event of opening night.
- 3.2.14. **GM** to be asked to communicate to Municipality to add UnBlocked exhibition advertisement onto N2 billboard onto #visitknysna
- 3.2.15. Banners also to be used on night of opening at Old Gaol
- 3.2.16. Eats and drinks to be finalised – possibility of external vendor was discussed for duration of exhibition.
- 3.2.17. Exhibition to be 2 weeks.

### 3.3. Communication

#### 3.3.1. Website:

- 3.3.1.1. **JM** has contacted Sharon Laughton from S2 and will be investigating updating all and suggested the generic copy must be redone as most is to some extent archaic.
- 3.3.1.2. Artists and member profiles to be updated and who holds classes to be more prominent for public to be able to get info easily.

#### 3.3.2. Social Media:

- 3.3.2.1. **NT** will oversee all aspects of posting in social media and assist in design of digital flyers/posters etc and post all content from events to advertising.
- 3.3.2.2. **ZvR** mentioned video content has proven to be very popular with Facebook and Instagram and more video editing should be investigated for Facebook and Instagram.

### 3.4. Special projects:

#### 3.4.1. Art Route

- 3.4.1.1. **HG** suggested featured venues profiles should have a protocol on duration of time on **KAS** website and the contribution to **KAS** must be formalised.

3.4.1.2. To be updated before Oyster Festival and UnBlocked Exhibition. **HG** to check on info needed for Oyster Festival.

3.4.2. **Treasure hunt** ?????

3.4.3. **Rock painting** workshops - Collette ???? mentioned as a possible organiser.

3.4.4. **Old Gaol Revival**

3.4.4.1. **HG** and **GM** to liaise with Revive Knysna, Municipality

3.4.4.2. Painting of old tree stump on the cards instead of Art in the Park event.

3.4.4.3. Garden to be redone.

3.4.5. **ZvR** mentioned the need for indemnity insurance at approval of events – and the “red tape” this entails. e.g Art in the Park

### 3.5. Administration:

3.5.1. **TK** mentioned she gave the gmail passwords to new members **NM** and **NT** to access.

3.5.2. Discussion followed on which email is most valid and useful - knysnaartssociety@gmail.com or knysnaartroute@gmail.com

3.5.3. Newsletter to be developed on a regular basis – **JM** showed interest.

3.5.4. **NM** and **NT** to become familiar with mailchimp. Handover with **CK** to be done in following week.

3.5.5. **NM** to update member payments on member list every month.

### 3.6. Accounts:

3.6.1. **TK** reported on account balance.

3.6.2. **TK** reported on procedure of notification to Chairperson and Secretary before spending from account.

3.6.3. **TK** to investigate a **KAS** stamp to be made for invoice booklets and paid out of funds.

3.6.4. **TK** will send new payments to **NM** every month.

### 3.7. Equipment

3.7.1. **NM** to investigate desktop computer which **CK** used and revamp it for use for members at Old Gaol perhaps as media centre.

3.7.2. **YOKO** machine to be investigated for payment ease at exhibitions.

## 4. New information after meeting

4.1. **HG** recused herself from the post of Deputy-Chairperson and offered her availability to be involved as a Special Projects Assistant as the need arises and her availability allows.