
Governance: Organise a Meeting. How to organise meetings.

What you will need

- Date, time and place of meeting.
 - Notice to members about meeting.
 - Minutes of the last meeting.
 - The constitution or rule book of your organisation.
 - Information and Reports to be given to members.
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GLOSSARY: Words you need to understand

Act	A decision made by a Federal, State or Territory parliament which becomes law.
Annual General Meeting	A meeting of members, open to the public, held once each year after the financial audit. It is a law set in the constitution or rule book.
Auditor	A person qualified to check that the financial management of your organisation is correct.
Constitution (Rule Book)	A set of rules agreed to by the organisation which also abides by the law.
Directors	People who make up the governing body of a corporation (the board). They have authority over the corporation and are ultimately responsible for it.
Financial Report	A report which explains if the art centre has enough money in the bank to pay its bills, including artist payments.
Governance	Managing the activities and planning the business of the art centre within the rule book (or constitution) of the organisation and the law.

- Members** People who have an interest in the business of the art centre and who fit the description for membership in your rule book.
- Minutes** A written record of decisions made at a meeting.
- Motion** An idea on the agenda for discussion at a meeting. A motion requires a discussion to see if most of the members support the idea, then it needs a mover and a seconder.
- Mover** A member who puts a motion to a meeting.

Office of the Registrar of Indigenous Corporations

The office which supports and regulates the corporations that are incorporated under the *Corporations (Aboriginal and Torres Strait Islander Act) 2006* or CATSI Act.

- Policy** A set of written rules that the board of directors has agreed to which guide how the art centre is managed.

- Quorum** The minimum number of members required at a meeting to make decisions. The Rule Book (or constitution) will say what the minimum number (quorum) is.

Rule Book (Constitution)

A set of rules agreed to by the organisation which also abides by the law.

- Secunder** A person who also agrees to put a motion to a meeting.

- Secret Ballot** A vote where members write down on a piece of paper if they agree or disagree with a motion put to a meeting. This means that nobody knows how each member voted.

Special General Meeting

A meeting of members to make a special decision as required under the constitution or rule book.

The Corporations (Aboriginal and Torres Strait Islander) Act 2006

Also known as the CATSI Act, these laws guide the rule book for Aboriginal and Torres Strait Islander corporations.

Vote	Members agree or don't agree to a motion in a meeting. For a meeting to agree with a motion, half the members plus one must agree to the motion. If this does not happen the motion is defeated.
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Organise a meeting

Type of meeting

Which type of meeting do you need to organise?

- a regular board meeting.
- a general meeting.
- an annual general meeting (AGM).

Notice of meeting time and place

Write and print a notice of the meeting. The notice must include:

- the name of your organisation.
- the place where the meeting will be held.
- the date the meeting will be held.
- the time the meeting will be held.

Notices need to be given out before the meeting is held. Your rule book will tell you how much notice you need to give. It is usually at least two weeks.

- check in you organisation's constitution or Rule Book for when the notices must be sent.

Example of notice of general meeting.

RAINBOW COMMUNITY ART CENTRE
NOTICE OF GENERAL MEETING
at 3.30 pm on Tuesday 23 September 2008
at the Rainbow Community Art Centre

All members are welcome to attend. A community BBQ will be held immediately
after the meeting

Plan the agenda

The agenda is the list of what will be discussed and voted on at the meeting. The agenda is set up so that there are some formal items, such as reports, and also some general discussion time, such as general business.

- you can look at agendas from earlier meetings and use them as a guide.
- you can check on the ORAC website: <http://www.orac.gov.au/> to see how an AGM, board meeting or a general meeting must be run.
- members can add items to the agenda at any time between meetings.

Whatever kind of meeting you are having, there are some things that must be done and recorded in a particular way to make sure your art centre is conducting its business in a legal way.

Agenda example

RAINBOW COMMUNITY ART CENTRE AGENDA

GENERAL MEETING: To be held at 2.00 pm on Tuesday 2 September 2008.

1. Chairperson's welcome to members
2. Appointment of minute taker.
3. Declare conflict of interest or pecuniary interest
4. Minutes of last meeting.
5. Business arising from last meeting.
6. Correspondence
7. Sales Reports
8. Manager's Report
9. Artist Payments
10. Other Business

The minutes of a meeting

At each meeting you must make a record of what is discussed and decided. This record is called **the minutes**.

- Make copies of the minutes from the last meeting. Copy enough to show or send to each member.
- At each meeting, the members must agree that the minutes of the previous meeting are a true account of what happened at that meeting.

Example of minutes template:

RAINBOW COMMUNITY ART CENTRE
BOARD MEETING MINUTES from 2 September 2008

Meeting commenced at 2.05 pm.

1. Chairperson's welcome

2. [Insert name] was appointed as the minute taker for this meeting.

3. Members Present

Record the names of all members who attended the meeting.

4. Member Apologies

Record any apologies for the meeting – those members who let the meeting know that they could not attend.

5. Minutes of last meeting.

A motion was moved to accept the minutes of the last meeting.

Moved by: _____ Seconded by: _____

6. Business arising from last meeting.

Record any business that was followed up from the last meeting.

7. Correspondence

Record any correspondence that was brought to the attention of the meeting.

Record any actions required and who will be responsible.

8. Sales Reports

Attach a copy of the report to the minutes.

A motion was moved to accept the report.

Moved by: _____ Seconded by: _____

9. Manager's Report

Attach a copy of the Manager's Report.

A motion was moved to accept the Manager's Report.

Moved by: _____ Seconded by: _____

10. Artist's Payments.

A motion was moved to support the increase in artist payments

Moved by: _____ Seconded by: _____

11. Other Business

Record any other art centre business that was discussed at this meeting.

12. Next meeting

The next meeting will be held on Tuesday 7 October 2008.

Meeting closed at 4.25 pm.

Preparing reports for the meeting

Collect and copy all reports for the meeting. These may include:

- Financial reports.
- Chairperson's report.
- Research reports.
- Correspondence.
- Committee Reports.

Print enough copies to send to each member and for them to read at the meeting.

Provide the members with meeting reports

Deliver a set of all the copied documents to each member or ask them to collect the paperwork from the office.

- The documents could be mailed or handed to each member, if they want to take their own set away with them before the meeting.
- The agenda could be displayed on a notice board or in the tea room for members to discuss and read in their own time.
- Members can add items to the agenda at any time between meetings.
- It is important to encourage the committee and the members to discuss the agenda items, and to get people thinking before the meeting about the art centre business.

Sometimes in these meetings big decisions need to be made. It is best if everyone has taken time to talk it all through before the meeting. Then people can speak strongly in the meeting.

At the meeting you might still spend time reading the documents out for all the members to listen together.

Agenda item and other business discussions

Here is an example of how art centre meetings involve board members and the manager making decisions together. Some decisions can be made by the manager alone, and other decisions need to have the governance of the board, or the discussion of all the members who then vote to make a decision.

An example of an agenda item discussion.

MARY & JOSIE'S STORY

Mary and Josie, two artists at Rainbow Community Art Centre, were talking to each other one day about money. Both artists thought they were not being paid enough for their paintings.

They decided to speak with some of the other artists at the art centre and also some of the board members. The chairperson said she would speak to the art centre manager about this. The manager and the chairperson discussed the money story and agreed that any decision should be made at a proper Rainbow Community Art Centre Committee meeting.

The chairperson asked the manager to put the money story discussion on the next meeting agenda.

At the next meeting the manager explained to all the artists and committee members that they were paid 50% of whatever price a painting was sold for. This was what was agreed to at a meeting years ago when the art centre was first set up.

One of the board members asked if this could be changed. The manager explained that the art centre was making good money but it still had to pay for travel, exhibition expenses, electricity, fuel and many other things, so they needed to be very careful with the money that belonged to their art centre.

One board member said she thought they were being paid enough and that they should leave the artist payments as they are. Another board member asked the manager if payments could be made a bit more. The manager suggested that it would probably be OK if artist payments were increased from 50% to 55%.

The chairperson asked if any board member would like to move a motion to say that the Rainbow Community Art Centre artist payments be increased from 50% to 55% starting for all work sold from next month? Mary and Josie's friend Rosie, who is a board member, was happy to move the motion. The Manager made a note of this in the meeting's minutes. Another board member, Peter, seconded the motion and this was also recorded in the minutes. The chairperson called for a vote and nearly all the board members agreed. It was also recorded in the minutes that the motion was agreed to by the board.

After the meeting Josie, Mary and all the other artists were told about the decision to increase artist payments. Everyone was happy that they would receive a bit more money for their art. They were also happy that the decision was done the right way by the art centre's board.