

**Report to General Manager**

Attachments:

1. Review Matrix
2. PPACC Annual Report 2019

SUBJECT: Primrose Park Art and Craft Centre - Review for 2018/19 of the Joint Strategic Plan

AUTHOR: Martin Ellis, Director Community and Library Services

EXECUTIVE SUMMARY:

The Primrose Park Art and Craft Centre's Annual Report 2018/19 is presented here in fulfilment of the objectives of the Joint Strategic Plan 2017-19. In the functional areas identified in the Plan it can be noted that the Centre concluded 2018/19 with five active groups: Basketry, Calligraphy, Paper Arts, Photography and Painting.

The Centre was closed for seven months for renovations during the period under review.

Membership stands at 325 locals actively participating in the programs. Many more residents are involved in the Centre through Open Days and workshops. The Centre sometimes reaches out and conducts events externally. Details on the activities throughout the year are given in the Centre's 2019 Annual Report provided here. They include:

Exhibitions in the Centre (all groups):

- Bangalow Basketry Exhibition; Basketry at the North Sydney Children's Festival;
- Basketry and Calligraphy at the Winterfest Medieval and St Ives Medieval Fairs;
- Sydney Craft and Quilt Show, the Royal Easter Show (Calligraphers);
- Renowned international calligraphers, Yves Leterme from France and Toni Watts from England;
- A workshop with North Sydney Council Bushcare on how to make paper from local plant fibres and recycled board (Paper Arts);
- Special calligraphy exhibition at the prestigious Palm House venue at the Royal Botanic Gardens;
- Master classes on night photography, lighting and mirrorless cameras; and
- Master classes from Melissa Read-Devine and Gary Donnellan (Painters: Artists in the Park).

FINANCIAL IMPLICATIONS:

Following a small surplus in 2018 the Centre posted a deficit of \$6,447 for 2019. The Centre reports that during the renovation period contribution levies were suspended. Insurance was maintained. Post renovations tenant storage changes and restocking costs amounting to \$3,600 were incurred; additionally, \$1,000 was contributed supporting the North Sydney Council Art

Prize. These costs were met from accumulated reserves. Prudential reserves for \$16,684 are considered adequate and appropriate.

The Centre operates without a cash donation from Council and pays a nominal rent owing to site being Crown Land.

RECOMMENDATION:

- 1. THAT** the report be received.
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LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

Direction: 4. Our Social Vitality

Outcome: 4.2 North Sydney is creative and home to popular events
4.3 North Sydney supports lifelong learning

BACKGROUND

Community Centre Management Plans are renewed generally once every three years and reported on annually to Council. They are needed for and form part of the schedules for the leases Council has with Community Centre entities.

It is not always possible to meet this cycle precisely as the Plans, if they are to be robust, will include an up to date Strategic Plan, created by the Centres following wide consultation. This is not always possible given the limited resources of the volunteer boards and the pressure arising naturally from the day to day operations of the Centre.

CONSULTATION REQUIREMENTS

Community engagement is not required.

SUSTAINABILITY STATEMENT

The sustainability implications were considered and reported on during the initiation phase of this project.

DETAIL

A matrix of compliance, outcomes, and financial performance is provided with this report as Attachment 1.

Attachment 1

Primrose Park Art and Craft Centre**Review of the Joint Strategic Plan 2018-19**

Note: during this review period the Centre underwent substantive renovations over approximately 9 months. Groups operated where possible in outside temporary venues. Contribution levies were suspended during the renovation period. The Centre was officially opened by the Mayor in April 2019 and when activities were recommenced. This review should be considered in this context.

MANAGEMENT OBJECTIVES	Complies
<ul style="list-style-type: none"> to manage the centre for community use in accordance with the overall objectives of the Community Strategic Plan 	yes
<ul style="list-style-type: none"> to manage the centre in accordance with the Primrose Park Art and Craft Centre Strategic Plan 2017-2019 	yes
<ul style="list-style-type: none"> to manage the centre in accordance with the aims and objectives of Council's Community Centres Policy 	yes
<ul style="list-style-type: none"> to provide and maintain a high-quality community centre which meets the needs of the local and wider community 	yes
<ul style="list-style-type: none"> to cater for people with disabilities within the physical constraints of the centre 	yes
<ul style="list-style-type: none"> to provide for public safety 	yes
<ul style="list-style-type: none"> to ensure the Plan of Management is flexible and able to evolve with changing community attitudes 	yes
<ul style="list-style-type: none"> to be prepared to look beyond the Centre's immediate locality, through maximising existing resources, to enable delivery of outreach services where appropriate and needed 	yes

Attachment 1

Primrose Park Art and Craft Centre Inc (PPACCI)**Review of the Joint Strategic Plan 2018-19**

Specific Goals	Complies
Strategy 1 Finance Objective 1 Maintain prudential reserves (see financial data below) Objective 2 Maintain Public Liability Insurance (insurer AON \$20,000,00 NSC Interested party) Objective 3 Review the basis of charging Groups for PPACCI membership (Revised and implements from 1 September 2019) Objective 4 Move to electronic Banking (NetBank e-banking CBA)	Yes all objectives completed
Strategy 2 Centre Management and Governance Objective 1 Support Council's Artists' Studios (liaison where possible during renovations) Objective 2 Seek additional committee members and rotate Chair every 3 years (Chair rotation and committee member changes effective from 2019 AGM) Objective 3 Update PPACCI Rules every 3 years (all policies updated) Objective 4 Introduce Risk Management (work in progress) Objective 5 Assess signage (all renewed as part of renovation) Objective 6 Create accessible database for governance documents (prepared and available at the centre) Objective 7 Review and update website (work in progress)	Refer comments
Strategy 3 Build and Maintain Stronger Intergroup Relationships Objective 1 Hold regular joint exhibitions of works open to the public Objective 2 Hold exhibition of members' work every 2 years in Hutley Hall (With the excellent new facilities it is unlikely that Hutley Hall exhibitions will be held in future) Objective 3 Encourage interaction of groups including Management Committee members attending different groups on a rotational basis (ongoing)	Refer Comments
Strategy 4 Facilitate Publicly accessible courses Objective 1 Bring together teachers and subject specialists to run courses, booked through PPACCI (Limited during renovations period, 2020 courses scheduled) Objective 2 Ensure courses are consistent with the Joint Plan of Management with Council and with the lease (ongoing, recognising non-commercial nature of the Centre)	yes

Attachment 1

Primrose Park Art and Craft Centre Inc (PPACCI)**Review of the Joint Strategic Plan 2018-19**

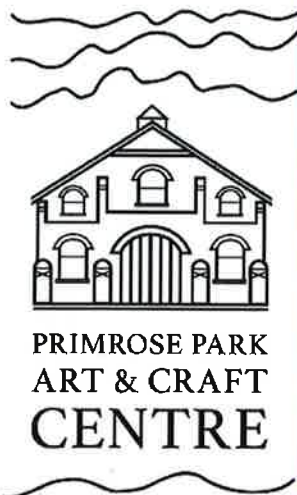
Strategy 5 Improve storage capacity and reduce floor clutter Objective 1 Develop clear guidelines and protocol for all groups (updated) Objective 2 Upgrade tagging of equipment (not undertaken)	Refer Comments
Strategy 6 Work Health and Safety Objective 1 Implement Code of Conduct (work in progress) Objective 2 Annual clean up Objective 3 Annual site Inspection (NSC Emergency review completed) Objective 4 Storage of chemicals (very limited ongoing chemical use, no oil pains of contaminants) Objective 5 Liaise with Council's works team on preventative maintenance (ongoing)	Refer Comments
Strategy 7 Community Engagement, Planning and Activities Objective 1 Create post-renovations marketing Plan Objective 2 Develop relations with community centres in North Sydney Objective 3 Explore opportunity of part time administrator	2020 activity

Attachment 1

NOTES ON FINANCES					
Grants	NSC	Other			
	Nil	Nil			
Turnover	Year	Income	Expenditure		
	2018/19	\$2,649	\$9,086		
Sustainability	Year	Result	Reserves (Equity)	Funded liabilities	
	2016/17	\$2,887 surplus	\$21,891	nil	
	2017/18	\$1,239	\$23,131	nil	
	2018/19	\$6,447 deficit (See note below *)	\$16,684	nil	

Note *: During the renovation period contribution levies were suspended. Insurance was maintained. Post renovations tenant storage changes and restocking amounting to \$3,600 was incurred, additionally \$1,000 was contributed supporting the NSC Art Awards. These costs were met from accumulated reserves. Prudential reserves for \$16,684 are considered adequate and appropriate.

Primrose Park Art & Craft Centre Inc



Annual Report 2019

Promoting Arts & Crafts in Our Community

Primrose Park Art & Craft Centre is one of North Sydney Council's Community Centres, managed and operated by a committee of volunteers. We provide educational and recreational resources to the community, concentrating on the paper-based arts and crafts. Activities include workshops, exhibitions and other activities appropriate to each particular branch of our artistic groups. The newly renovated Centre is well equipped with paper-making and bookbinding equipment, excellent audio visual capabilities and support facilities for other art forms. There is a fully-equipped traditional photographic darkroom and a professionally lit gallery space for exhibitions.

For general enquiries please see our webpage <http://www.primrose-park.com.au> or email committee@primrose-park.com.au



Supported by:
North Sydney Council

Primrose Park Art & Craft Centre Inc
ABN: 65 065 606 100
(Incorporation Number NSW 0706827)
Matora Lane, Cremorne NSW 2090
PO Box 152 Cremorne, NSW 2090

On behalf of the Committee, I am pleased to provide the Annual Report of the Primrose Park Art & Craft Centre Inc (PPACCI) for the year to 30 June 2019.

During the year, North Sydney Council undertook extensive renovations of the Centre. Our fantastic 'new' centre was officially opened in April 2019 by the Mayor Jilly Gibson.

Our active groups comprise, Basketry, Calligraphy, PaperArts, Photography and painting 'Artists in the Park'. Activities of each group are presented later below. The committee was largely preoccupied

throughout the year with matters associated with the renovations.

The ongoing very strong support by North Sydney Council and the PPACCI Committee Members is acknowledged and appreciated in making the Centre a vital & vibrant resource for our local arts community. All our community members are encouraged to participate and new art activities welcomed.

Financial Statements for the year ended 30 June 2019 have been separately provided to Council and members.

Ron Switzer, President 2019



ARTISTS IN THE PARK



Summary:

The painter's group, **Artists in the Park**, was formed at Primrose Park Art Centre in February 2016. The group was setup for emerging artists to meet and come together one day a week to paint and inspire each other. Artists meet of a Tuesday. It currently has 24 members.

Our Aim:

Our aim is to provide a warm encouraging environment for emerging artists to come together to paint, share ideas and develop their skills with oils and acrylics, pencil sketching and mixed media. A mixed exhibition is held each year to showcase and sell artworks.

Member Value Activities:

The group were delighted to return to the Primrose Park Art Centre in early 2019 and have the centre formally re-open in April. With getting back to the big space we had several new members join us.

The group extended its Tuesday painting sessions with several arty social nights. One of which was to see 'At Eternity's Gate' on the life of Vincent van Gogh. A new activity was added of having demonstrations by an accomplished artist each term. The first was with the Melissa Read-Devine. This was a great success to see a live demo of how an artist starts to almost finish a work within an hour, while explaining painting technique.

This was followed in October with a demonstration by Garry Donnellan, a street artist who shared his vast art knowledge while he painted the view of the playing fields outside.

The 2019 mixed group exhibition entitled 'Connections' is planned for November 28. We aim to make it a fun night for the community and also raise money for the Bushfire Appeal on the night.

BASKETRY



Membership and Activities report – President Glenese Keavney

Membership: 2019/2020 28 full memberships and 20 remote memberships. This includes 12 new members to Basketry NSW

North Sydney Senior Citizens workshop:

Glenese (and grandson) and Jan, led by Sally conducted a workshop at the Don Bank Museum on Thursday 14th February 2019. With fifteen participants we managed to make (or at least get a fair way through) a basket using recycled materials. Participants seemed quite happy with the results and evaluations were favourable.

Celebrating Bangalow Exhibition July 2019

This exhibition was held in the mezzanine level at Primrose Park Art & Craft Centre during the month of July. Nine members contributed 26 baskets in all plus one photo book.

Outreach events:

Basketry NSW participated in stands at the following events to promote basketry and drive membership and awareness of our association. Some members baskets were for sale. A number of members volunteered their time to help out at each of the activities, thanks to Jan Hay, Jillian Culey, Meri Peach, Flora Friedmann and Sally Blackwell. A number of messages from visitors to the events have since been received via our email and Facebook account, expressing delight in finding out about our association with the possibility of their following up on their “weaving” dreams.

Winterfest Medieval Fair - Saturday 6/Sunday 7 July 2019; St Ives Medieval Fair – Saturday 21/Sunday 22 September, 2019; Lost Trades Fair –Saturday 5/Sunday 6 October, 2019

Craft week activities:

Nicole Robins and Sally Blackwell will be leading a “drop in workshop” at the North Sydney Markets (same location as above) on 19th October. We will be creating small pendants from natural and recycled materials. - 19 October, 2019

Basketry NSW is offering a basketry activity for children as part of the North Sydney Children's Festival. The theme of the Festival is Animalia so on October 26th, in Civic Park, the park outside the North Sydney Community Centre, we will be offering a communal activity making a number of large bird's nests.

CALLIGRAPHY



The Australian Society of Calligraphers currently has 152 members with approximately 50 members living locally. We hold monthly, all day workshops and on occasion, especially when a visiting overseas tutor is concerned, workshops that run for 4 or 5 days straight. Midweek meetings are held on a 'needs must' basis.

The aim of the ASC is to promote and practice both traditional and modern forms of calligraphy, thus keeping this beautiful ancient art alive and flourishing.

Royal Easter Show: The ASC has participated here since 1983. The annual calligraphy exhibits include, Traditional works, Contemporary & Experimental work, plus pieces for 'off the wall' ie, non-hanging art works. All categories are open to all level of expertise, ranging from absolute novice to very experienced calligraphers. Many of the works displayed were workshopped at Primrose Park. A number of members also demonstrated calligraphy at the ASC stand in the Exhibition Hall.

Sydney Craft & Quilt Show: As in previous years the ASC demonstrated, and promoted calligraphy to the many visitors, and our personalised bookmarks were very well received by the general public.

St. Ives Medieval Fayre: The ASC was again invited to participate in this annual event, with medieval societies from around Australia, the UK and Europe taking part. We have our own turreted medieval style tent in which to demonstrate our skills, while encouraging potential new members.

ASC Workshops

A full range of monthly one or two day workshops have been presented this year (with the move back to Primrose Park being especially welcome) Our tutors have been drawn from our own local, talented & highly respected teachers, as well as from interstate, plus two renowned international calligraphers (Yves Leterme – France) & illuminator (Toni Watts – England) All workshops are held on specialist topics and cater for all skill levels. 2019 has also seen the ASC introduce 3 hour mini-workshops that follow on from committee meetings. Although still very structured, they are less demanding than a full day, and are ideally suited to beginners. 2019 has also seen the ASC present an exhibition at the prestigious Palm House venue in the Royal Botanic Garden.

Hundreds of visitors have viewed the art works and given highly complimentary comments to those members on duty or written in the visitor's book. Many of the works on display were also workshopped at Primrose Park as a direct result of workshops done there.

Public Talks / Visual Presentation

Our international tutors are always invited to give a 'behind the scenes' talk, and overall presentation of their works. These meetings are free to any member of the public and are held either at Primrose Park or the State Library. The talk is followed by a light supper, and we generally attract in excess of 125 people to the event.

Library:

The ASC has an extensive range of books & magazines in its collection. Most can be borrowed although some of the really valuable ones are for reference only to be consulted on site.

PAPER ARTS



61 members; Meets every Monday and Thursday (& monthly weekend workshops); President Dinah Beeston.

This was a very exciting year for us as we moved back into the renovated studio in April. We've been able to find homes for all our equipment and resume our usual activities for members and the community. A big thank you to North Sydney Council for all the work that was done to give us a wonderful world class studio space in the building. The Gardens Department did special planting in the new gardens around the building involving plants which can be used to make paper – we have to wait until they have grown a bit more before we can start harvesting!

During the renovations we continued holding meetings and workshops at North Council Chambers and North Sydney Community Centre. We held monthly Social Days which were well supported by members who meet to share ideas, experiences and catch up with each other, and which are a great chance for us to show off the studio and welcome new members. These days are a very important part of our calendar.

In conjunction with North Sydney Bushcare we held a paper making workshop for children using local plant fibres and recycled board. They produced lovely papers that they took home to use in various forms.

We had a number of workshops that were open to members and the general community: exploring dyes; colour, design and collage; photographing your art work; and paper manipulation. The workshops were well supported and resulted in some new members for the group. We had a couple of days when members brought in plant fibres from their gardens to cook up and then prepare pulp to make paper. This is always a very popular activity as the results are unique and can be used in many different art forms.

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We've continued to hold our Tips and Tricks days when members share ideas, techniques and experience with each other on the topic for the day. Our activities are advertised on our website and we've had a very good response from people far and wide who follow our blog – this has resulted in a number of new members.

This year we introduced the concept of Special Interest Days which are held once a month primarily for our print makers and book makers. It is an opportunity for the specific equipment to be out and available for members, and for the sharing of ideas, techniques and experience for these art forms.

We also participated in the North Sydney Children's Creative Festival with an open day at the Primrose studio. We had nine different activities for the “children” to try – we found that the children were all ages with a lot of parents being involved as well. The studio was full of people from when we opened at 11am and most people stayed for an hour with many staying for two hours. The visitors appeared to be having a good time and our members certainly enjoyed themselves. It was a great experience for us to be involved in this activity again and we appreciate the Council's invitation to participate.

In October, we had a display of members' work in the Mezzanine area which also brought visitors into the studio – some who came specifically to see the display and others who happened to be walking by and saw the sign outside the door.

Following a request from some of our more remote members we have held a few workshop days at Como which have been popular with those members who live in the Shire and down the South Coast. We will continue with this program.

We are grateful to North Sydney Council for their ongoing support.

PHOTOGRAPHY



We currently have 60 members; with meetings on the 1st & 3rd Wednesday evening of each month and with additional weekend workshops, such as our annual World Pinhole Photography event, held successfully in the renovated darkroom in April. We are represented on Facebook and Instagram. Our Patron is renowned photographer and darkroom specialist, Gordon Undy.

During the almost 10 months of renovation activity, PPP met at the Chatswood Bowling Club. Facilities there were minimal but we enjoyed a fruitful and industrious 2018/2019 thanks to the focused energies, support and commitment of our committee, members and guests.

Conversational/Practical workshops during the renovations were held at the Don Banks Museum in North Sydney generously provided by Council. These included Black & White landscapes presented by our Patron Gordon Undy, night photography, lighting and a discussion led by our David Jenkins on mirrorless cameras.

Our A/V facilities had to be transported to the Chatswood venue where our technology team improvised to suit the external venue. This technology team also made an outstanding contribution to the planning and implementation of our much improved AV facilities in the renovated Primrose Park venue.

Our monthly newsletter FLASH, continues to inform, educate and entertain us all. PPP's Gallery exhibitions and "On the Cupboard" works have continued under the guidance of curator Andy Rogers both in the temporary facility and upon return to Primrose Park. One of our members Mick Lynch, made new and improved stands for showing off prints on our meeting nights. We produce the annual PPP calendar, showcasing some of our members' best photographs as well as publicising our meeting nights and events.

PPP's ongoing fundraising activities include the Sydney Camera Market, sale of surplus and donated photographic items and Raffles. Contributions of photographic goods, food and prizes together with the time and energy of our members is appreciated by all.

Our social occasions include such events as our Showcase 'Hot August Soup Night', our Christmas Party and our regular Oaks lunch and dinners.

The newly renovated traditional darkroom has proved an outstanding success. One of very few public darkrooms left in Sydney, we have engaged many new members, established operating protocols and conducted introductory and advanced workshops. And we've had very successful model nights since moving back to the renovated PPP premises.

There will be a lot more to come in 2020.

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Primrose Park Art & Craft Centre Inc

9A Murdoch Street
Cremorne
NSW 2090**Profit & Loss Statement**

July 2018 To June 2019

ABN: 65 065 606 100

Income		
Interest CBA Deposit	\$151.25	
Papermakers Fees	\$900.00	
Photographers Fees	\$562.50	
Calligraphers Fees	\$562.50	
PP Artists	\$112.50	
Basketry NSW	\$337.50	
Total Income		\$2,626.25
Cost of Sales		
Gross Profit		\$2,626.25
Expenses		
Consumables	\$55.15	
AGM	\$219.40	
Bank Charges	\$6.05	
First Aid	\$41.93	
IT & domain name	\$365.44	
Insurance PL	\$2,738.43	
Maintenance	\$2,500.00	
Open Day PPACCI	\$39.00	
NSW Fair Trading fees	\$46.00	
Post Box Rental	\$130.00	
Post Renovations Restocking	\$1,133.29	
Rent	\$539.03	
Services		
Electricity	\$272.45	
Total Expenses		\$8,086.17
Operating Profit		-\$5,459.92
Other Income		
Interest Income	\$12.74	
Total Other Income		\$12.74
Other Expenses		
Art Awards	\$1,000.00	
Total Other Expenses		\$1,000.00
Net Profit/(Loss)		-\$6,447.18

This report includes Year-End Adjustments.

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Primrose Park Art & Craft Centre Inc

9A Murdoch Street
Cremorne
NSW 2090**Balance Sheet**

As of June 2019

ABN: 65 065 606 100

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$6,684.26	
Total Cash On Hand		\$6,684.26
Investments		
Fixed Interest Investments	\$10,000.00	
Total Investments		\$10,000.00
Total Current Assets		\$16,684.26
Total Assets		\$16,684.26
Liabilities		
Net Assets		\$16,684.26
Equity		
Retained Earnings	\$4,892.69	
Current Year Surplus/Deficit	-\$6,447.18	
Historical Balancing	\$18,238.75	
Total Equity		\$16,684.26

This report includes Year-End Adjustments.