

Board of Management

Meeting of the Art Foundation

MINUTE OF 3rd MEETING HELD ON 28 MAY AT 1200 HRS (CAF 03)

Present	
Frank Docherty, Convenor (FD)	Alisdair Barron (AB) via Teleconference
Sandra Gunn (SG)	John Inglis (JI)
Roy Gardner (RG)	Maire Whitehead (MW)
In attendance	
Paul Clark, College Secretary (PC)	Dr Sheila Lodge (SL) Depute Principal
Michelle Brand (MB)	
Apologies for absence	
Liz Cameron (LC)	Dame Ruth Silver (RS)

Item CAF3-1	Apologies for Absence	
Paper No:	Lead: F Docherty	Action requested: Note
Decision/Noted	Apologies for absence were received from LC, RS and PL. The meeting was noted as quorate.	

Item CAF3-2	Declarations of Interest	
Paper No:	Lead: F Docherty	Action requested: Note
Discussion	There were no declarations of interest intimated.	
Decision	There were no declarations of interest recorded.	

Item CAF3-3	Chair's Business	
Paper No:	Lead: F Docherty	Action requested:
Discussion	<p>FD welcomed SL to the meeting and congratulated her on her recent appointment as Depute Principal & Chief Operating Officer at the College.</p> <p>There was discussion about the possibility of an additional exhibition space which is more accessible to the general public, no solution was proposed.</p> <p>The Committee discussed organising an Artists reception to invite artists to come into the College with the aim to encourage the artists to either:</p> <ul style="list-style-type: none"> • Loan some of their artwork; • Deliver an educational talk to our students; and or • Hold an exhibition of their artwork. <p>The Committee are to provide names and contact details to MB for invitations to be sent out. SG and JI to meet to agree the format and possible date for the event.</p>	

Decision/Noted	The Chair welcomed everyone to the meeting. Action: ALL to send artist contact details to MB for the Artists Reception invitations. SG & JI to meet to agree the format and a proposed date for the event.
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Item CAF3	Minute of Meeting of 28 February 2018	
Paper No: CAF3-A	Lead: F Docherty	Action requested: Approve
Discussion	Subject to noting the amendment from Hazel to Helen Wilson, the minutes were approved.	
Decision/Noted	Decision: approved.	

Item CAF3	Art Loans: Guidance and Loan Agreement	
Paper No: CAF3-B	Lead: P Clark	Action requested: To discuss
Discussion	PC presented the paper. The Art Foundation recognises the need to formalise loan arrangements to assist in the agreement of artwork loans to the College, and specifically to create straightforward loan agreements.	
Decision	Decision: approved.	

Item CAF3	2018-19 Schedule of Meetings	
Paper No: CAF3-C	Lead: F Docherty	Action requested: To approve
Discussion	Three meetings of CoGC Art Foundation for session 2018-19 were suggested as: <ul style="list-style-type: none"> • Wednesday 3 October 2018; • Wednesday 27 February 2019; and • Wednesday 22 May 2019. The Committee agreed to the above dates and placed them in their diaries.	
Decision/Noted	Decision: approved.	

Item CAF3	PAI: 130th Annual Exhibition Sponsorship	
Paper No: CAF3-D	Lead: P Clark	Action requested: Discussion/Decision
Discussion/ Matters Arising	The Committee discussed the letter received from the PAI dated 3 April 2018. The Committee agreed they were willing to host a small drawing exhibition in the Ralf Cowan Gallery however there would be no monetary sponsorship at this time.	

	FD to write to David Sutton the outgoing President of PAI and invite him to attend the College and discuss setting up a small drawing exhibition to accommodate the PAI during the refurbishment of their premises.
Decision/Noted	Action: FD to write to David Sutton of the PAI and invite him to attend the College to discuss hosting a small drawing exhibition.

Item CAF3		Art Foundation Terms of Reference	
Paper No: CAF3-F	Lead: P Clark	Action requested: To Approve	
Discussion/ Matters Arising	The Committee Terms of Reference were reviewed and approved without amendment.		
Decision/Noted	Decision: approved		

Item CAF3		Art Foundation Website	
Paper No: CAF3-G	Lead: S Gunn	Action requested: To Discuss	
Discussion/ Matters Arising	<p>A discussion about possible copyright issues around reproducing images of the artwork was had. The Committee agreed to only select the best and not everything to photograph for the website. Also to be included is a narrative and profile of each artist. RG confirmed that the College website can accommodate hosting the Art Foundation page which would be a cheaper option and keep in within the College brand; something similar has been done for our Nautical Faculty.</p> <p>SG to prepare a paper for presentation to the College Arm's Length Foundation (ALF). A project brief and tender will also be required to progress this matter.</p>		
Decision/Noted	Actions: SG to prepare an ALF bid. RG to liaise with SG to prepare a project brief and tender.		

Item CAF3		Works Purchased	
Paper No: CAF3-H	Lead: S Gunn	Action requested: To Discuss	
Discussion/ Matters Arising	A paper detailing the works purchased and loaned was presented. We currently have 18 pieces of art purchased via the Art Foundation and 8 pieces donated to the City of Glasgow College via the Art Foundation.		
Decision/Noted	Actions: noted		

Item CAF3		Emmeline Pankhurst Update	
Verbal	Lead: P Clark	Action requested: To Discuss	
Discussion/ Matters Arising	PC confirmed the Emmeline Pankhurst statue will not be coming to City of Glasgow College.		
Decision/Noted	Actions: noted		

Item CAF2-5.4		Any Other Notified Business	
Paper No: CAF3-E	Lead: P Clark	Action requested: To Discuss	
Discussion/ Matters Arising	SG updated the Committee on the installation of the St. Mungo statue.		
Decision/Noted	Actions: noted		

Item	Date of Next Meeting
Verbal	Lead: F Docherty
Discussion/ Matters Arising	The date of the next meeting is agreed as Wednesday 3 October 2018, taken from the schedule of meetings which is approved.
Decision/Noted	The Art Foundation will meet again on Wednesday 3 October 2018. This date has subsequently been changed to Thursday 25 October 2018.

ACTION POINTS ARISING FROM THE MEETING 23 MAY 2018

Item	Description	Owner	Target Date
CAF 3 Chair's Business	ALL to send artist contact details to MB for the Artists Reception invitations.	ALL	31.08.2018
CAF 3 Chair's Business	SG & JI to meet to agree the format and a proposed date for the event.	SG/JI	completed
CAF 3-D	FD to write to David Sutton of the PAI and invite him to attend the College to discuss hosting a small drawing exhibition.	FD	completed
CAF 3-G	SG to prepare an ALF bid.	SG	End July 2018
CAF 3-G	RG to liaise with SG to prepare a project brief and tender.	RG	End July 2018

ACTION POINTS ARISING FROM PREVIOUS MEETINGS 4 OCTOBER 2017

Item	Description	Owner	Target Date
CAF1-5	LC to prepare a paper on Glasgow's Cultural Quarters for the next meeting.	LC	25.10.18 Def'd from Feb
	Members to draw up a list of the artists they know and pass details to Frank.	All	Superseded CAF3 (2017-18)