



Lauren Ritchie
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1. Introduction

- 1.1. Welcomed to the 6th Millinery Association of Australia Executive Committee Meeting held on June 28th
- 1.2. Meeting Begins at 7:30pm (Melbourne Time)
- 1.3. Attendees
 - 1.3.1. Present: Brenda Wilson, Lauren Ritchie, Margaret Watson, Lorraine Gill, Lisa Bell, Louise Macdonald
 - 1.3.2. Apologies: Catherine Kelly, Debbie Kelly

2. Confirmation of Previous Minutes of the Previous Minutes

- 2.1. Motion: Passing of minutes from Meeting 5 of 2016 held on 31/05/2016
- 2.2. Motion by: Brenda
 - Seconded by: Lisa
 - Publication: no objection with redactions

3. Business Arising from the Previous Minutes

- 3.1. Action Plan from Meeting 3 of 2016 held on 26/04/2016

Person Responsible	Action	To be completed	Completed
Lorraine	Respond to Daryll with acknowledge of receipt of his e-mail and forward to committee	ASAP	Yet to be completed
Brenda	Speak to Rose from Riverina Millinery Association re member applications		Speaking with Rose to arrange meeting
Louise	(and sub committee) Possible venues for competition display		

Margaret	Pick up Jiffy Steamer for Competition		Yet to be completed
Lisa	Anticipate arrival of Competition entries	August 5th	Ongoing
Catherine	Continue Development of Newsletter	ASAP	Completed
Lauren	Respond to Membership Applications	ASAP	Completed
Lauren	Send out member meeting agenda	ASAP	Completed

4. Reports

4.1. President's Report

- 4.1.1. Speaking with member Kathleen Watson who has requested Association support to be a partnering group for a funding application for a Millinery Exhibition with High Tea. Happy to support initiative of members and the seeking of external funding

4.2. Treasurer's Report - presented by Margaret Watson

- 4.2.1. See attached
- 4.2.2. Exploration of Product & Public Liability
 - 4.2.2.1. Enquired with current provider and they do not offer a discount to members
 - 4.2.2.1.1. Further research into other providers could provide opportunity for this as it has been offered in the past
 - 4.2.2.2. Still expect to pay another \$150 of insurance for the Pop Up Shop

5. Agenda Items

5.1. Tiered Membership - presented by Lisa Bell

- 5.1.1. Will seek direct feedback from suppliers regarding the new look of their aspect of membership - Lisa to follow up with suppliers
- 5.1.2. Should include the unit outline of Certificate Level of qualifications on website to allow for applicants to assess own standard if do not have formal TAE qualifications.

5.2. Pop Up Shop - presented by Margaret Watson

- 5.2.1. Space in Como centre is unavailable as is not longer acting as Pop Up Shop location
- 5.2.2. Space once offered from Zac Kelly is now unavailable as has ongoing tenant
- 5.2.3. Response to request of minutes from Secretary Lauren Ritchie in line with requirements of a subcommittee outlined in the MAA Rules was that there has been no formal meeting all progress so far has occurred via e-mail correspondence
- 5.2.4. Discussion on pricing
 - 5.2.4.1. Quality check of incoming pieces should occur
 - 5.2.4.2. Table guide for pricing of pieces indicating material cost and hours of construction aligning with RRP could be a useful tool
 - 5.2.4.3. Lorraine outlined the format used in the Adelaide hat shop that the person who is working and sell the hat receives a 10% commission on any hats they



sell. No hourly rate is paid and this is seen as a gesture to cover the time spent away from their own studios.

5.2.4.4. Should the MAA increase the commission to ensure the covering of costs and honoraria towards those that sell the pieces

5.2.4.4.1. Could this be unfair for those out of town unable to spend their time in the shop

5.2.4.4.2. Have trouble filling volunteer spots, could be a good incentive alleviate this problem

5.2.4.4.3. Currently a 20% commission could this increase to 25%

5.2.4.4.3.1. Committee to suggest commission rate

Margaret Watson left the meeting without notice

5.3. National Showcase - presented by Brenda Wilson

5.3.1. Brenda currently organising the event

5.3.2. Draft of budget presented - see attached

5.3.2.1. Have applied for not for profit discount on space

5.3.3. Flyer - draft presented and feedback noted by Brenda to finalise

5.3.4. Lauren to up final flyer and event details on website

Hall of Fame

- Suggestion to present Mandy Murphy (D) with Hall of Fame
- Previously presented at Hats Off Convention and accepted nominations

5.4. Hats Off to Adelaide - presented by Lorraine Gill

5.4.1. Brenda to send subscribers list from previous Conventions

5.4.2. Working to collate packages which hope to release end of July

5.5. Ladies in Racing - Debbie Kelly apology

5.5.1. Trend report has not been submitted to Ladies in Racing - opportunity missed

5.5.2. Lauren to use content to create Trend Report Tuesday on social media

5.6. Competition Update - presented by Louise Macdonald

5.6.1. Judges confirmed - Brenda Wilson, Rose Hudson and Rachel Dennis,

5.6.2. Judging to be completed on August 11th

5.6.3. Louise and Lauren not entering to remove conflict of interest

5.6.4. Catherine Kelly exploring space to present the Top 10 in Sydney

5.7. Newsletter Update - Catherine Kelly absent

5.7.1. Catherine to resend draft of template

5.8. Melbourne Show - presented by Brenda Wilson

5.8.1. To contact Phillip and send out invitations to enter

5.9. Sydney Catch Up - Catherine - apology

- 5.10. Melbourne Race Week Drinks/AGM - presented by Lauren
 - 5.10.1. Drinks normally occur on the Friday of Melbourne Cup Week do we wish to do the same?
 - 5.10.1.1. Could do dinner and drinks with subsidised cost of dinner for members
 - 5.10.1.2. Location need to be central
 - 5.10.1.3. Could this double as the AGM?
 - 5.10.1.3.1. Brenda unavailable on Friday evening - rest of committee feel it is important to facilitate her unavailability and happy to have alternative date
 - 5.10.1.3.2. Saturday not good as most coming from out of town for the week have already left
 - 5.10.1.3.3. Later in November
 - 5.10.2. Date of AGM to be determined on availability at the St Kilda Library space - Louise to confirm
 - 5.10.3. Lauren to look into details of process of AGM and proxy voting
- 5.11. Other Business
 - 5.11.1. Lauren has Secretary has requested a copy of member list from Margaret as Treasurer to set the document up on Google Drive to share between their corresponding MAA accounts but have not received it.
 - 5.11.2. Robbie Rivett request for MAA support for social event
 - 5.11.2.1. Happy to support, as no specific amount was requested the committee are happy to offer support in order of \$150
 - 5.11.3. Membership Applications
 - 5.11.3.1. Neil Grigg- accepted
 - 5.11.3.2. Elizabeth Hemsley - accepted
 - 5.11.4. Members Meeting
 - 5.11.4.1. To be held on July 5th all via Zoom as Lauren unavailable and cannot access the correct cable to for computer connection at the library

6. Date of Next Meeting

6.1. Executive Committee: Tuesday, July 26th at 7:30pm. Online meeting invitation to be sent.

Action Plan

Person Responsible	Action	To be completed
Lisa	Seek feedback from Suppliers regarding Tiered membership	
Brenda	Contact Phillip and send out Master Milliner for Melbourne Show	
Louise	Confirm availability of room for AGM	

Lorraine	Send subscribers list for Hats Off Convention to Lauren	
Catherine	Collate first newsletter	
Margaret	Send Lauren latest members list	

Melbourne Account Summary to June 30th 2016

Balance brought forward from May 31st 2016 **\$21,133.69**

INCOME	Memberships	\$585.00	
	Merchant Settlements		
	Functions and Events	\$100.00	
	Bank Interest	<u>\$5.45</u>	
		\$690.45	\$21,824.14

EXPENSES	Bank Fees	\$46.75	
	Stationery		
	Functions and Events	\$323.70	
	Misc/Web/Advertising	\$994.12	
	Subscriptions		
	Reimbursements		
		<u>\$1,364.57</u>	<u>\$20,459.57</u>

MAA Bank Accounts as at

Melbourne Trading A/c as at 30th June 2016	\$20,459.57
Melbourne Interest Bearing A/c as at 30th June 2016	\$20,957.55
Brisbane Trading A/c as at 30th June 2016	\$238.52
Adelaide Trading A/c as at 30th June 2016	\$3,516.97
Adelaide Interest Bearing A/c 30th June 2016	\$38.10
Total Assets	<u>\$45,210.71</u>

INCOME

date	deposit type	trans detail	amount	memberships	bank interest	merchant settle	functions /events	
03/06/16	eft	torb & reiner	\$100.00	\$100.00				
06/06/16	eft	l ford	\$120.00	\$120.00				
06/06/16	eft	j phelan	\$120.00	\$120.00				
15/06/16	eft	s aslett	\$50.00				\$50.00	
15/06/16	eft	c ellen	\$50.00				\$50.00	
16/06/16	eft	k hayes	\$125.00	\$125.00				
20/06/16	eft	j peterson	\$120.00	\$120.00				
30/06/16	eft	bank interest	\$5.45		\$5.45			
			\$690.45	\$585.00	\$5.45		\$100.00	\$690.45

EXPENSES

date	chq no/ payment type	transaction details	amount	bank fees	stationery	functions /events	misc/web/ advertising	subscriptions	reimbursements
01/06/16	eft	merchant fee	\$46.75	\$46.75					
22/06/16	eft	l ritchie	\$243.75				\$243.75		
22/06/16	eft	b wilson	\$257.70			\$257.70			
23/06/16	eft	l madconald jardine lloyd thomson inv	\$66.00			\$66.00			
29/06/16	eft	051-503718	\$750.37				\$750.37		
			\$1,364.57	\$46.75		\$323.70	\$994.12		\$1,364.57