

**JUNE  
2019**

# **CENTRE NEWS**

**PORT STEPHENS COMMUNITY ARTS CENTRE  
Cultural Close, off Shoal Bay Rd, Nelson Bay 2315**

## **ANNUAL MEMBERSHIP RENEWALS ARE DUE ON THE 1ST JULY 2019.**

**Payment is required on or before that date.**

**Attached please find a membership renewal form, if needed further copies are available from the gallery sales desk.**

**Your membership is important to us so your early attention to this matter would be appreciated.**

**Thanking you, your Secretary Robyn.**

Just back for holidays and it was delightful to walk into the gallery and see such a beautiful display. Made me feel nice and warm on such a bleak windy morning.

If you are on Desk duty and you get a call about a bus trip. Please get the name of the contact person for the group and their phone number so Yvonne can do the necessary follow up

Thank you, Carolyn

**PRESIDENT**



## **GALLERY MANAGERS REPORT**

Another busy month, starting with the Art Expo at Broughton's at the Bay d'Albora Marina, we thank the Artisans Collective for the opportunity this gave us to showcase our work and promote the centre during the 2 busy days of the expo.

The Expo brought many new people to the centre, where they were welcomed by our friendly staff. It is so important, when working behind the counter, that we must be very conscious of people when they come into gallery. Always be friendly and welcoming, always try and have someone on hand near desk and the other person wandering around keeping an eye on all areas, it's so easy to get involved in a conversation with each other and ignore customers. This is not a good look. Good customer service must always be our priority.

Congrats to our Spinners and Weavers, sales have been very good, it has been a big job for them to keep up with supply of their lovely works.

Looking forward to our next Exhibition, the painters are busy preparing their big canvases these amazing works go on display on the 19th June. The Quilters will be showing their wares as well.

Our next Feature Artists is Barbara Winters with her paintings, followed by Margaret Brace from the Mosaic group. Last raffle of the donated jacket was very successful, we now have a very nice painting by Barbara Winters and a piece by our glass Artist Gay Stehr. Please do your best while on duty, to sell the tickets, it all helps.

Thanking you

Nada

## NOTE FROM FINANCE TEAM

To help with the entering of your Items sold, can you please limit your ITEM NO to a maximum of 3 characters. Please ensure that your writing on the Item Tag is easy to read by the Desk and Finance Team volunteers and check that all details are correct on the Item Tag.

If you require any finance information, please note details with a suitable phone no in the Finance Queries book in the outer office.

Thanks, Sue

## NEW WORKSHOP

A collaboration between the Pastel and Ink group and Papercraft has been organised by Marianne Newton and Wendy Lane. This will be held over two sessions, Monday June 3rd and Wednesday June 12th. The aim is to create a painted underwater scene incorporating a quilled swimming turtle.

No previous quilling ability is necessary as Wendy will begin with an introduction into the craft.

For more information and to register your interest please see the Artists Notice Board.



## PASTEL/INK MEET SPECIAL ANNOUNCEMENT

WEDNESDAY 12 JUNE 9.30am to 3.30pm

Quilling on painted background with Artist - Wendy Lane  
Cost \$34 which includes frame, quilling/ink materials, maintenance and cuppa.

Please contact Marianne 0415338165

Re preparation on Monday 3 June.

1pm for the Ink application for the water image background.

Marianne

Pastel Group Leader

## SHOAL BAY TENNIS CLUB

- ☒ New Members Invited
- ☒ All levels welcome
- ☒ Meet new people
- ☒ Enjoy regular exercise
- ☒ Partake in non-competitive social tennis
- ☒ Get discounted court hire

Enquiries: shoalbaytennis@gmail.com  
Ph 0434779139.

## PAPER CRAFT

Our display of multi-dimensional cards and other items has been well received by the general public. Quite a few items have been sold and we have had a lot of positive comments.

We are delighted that a shelf in the glass cabinet next to the card display stand has been allocated to us so that we can continue to display a few multi-dimensional items.

We thank the members of the PSCAC and look forward to receiving continued support for Paper Craft items.

Paper Craft Members

**Salamander Toys and Hobbies**  
319 Shearwater Drive. Taylors Beach 2316.  
Ph. 49825055

**Come and see Noaline and look through out our comprehensive range.**

- Large range of Quality Arts Supplies
- Art Spectrum
- Windsor & Newton
- Atelier
- Matisse
- Derwent

**10% Discount for Art Centre Members**

The next Group Leaders meeting will be on  
TUESDAY 4th June, NOT Wednesday 5th June.  
9am in Manoora Room.

Cheers Colleen

## GARDEN

The Arts Centre and all the fairies who live in the garden would like to thank Robin and Charlie Kuhn for our new fairy letter box/house. We also have a fairy house made by Frank attached to a tree just off the path to the Potters Barn.

The children who visit our garden are filled with wonder and awe when playing and searching for our resident fairies who live there. We thank Our Good Fairy who replies individually to every beautiful letter written and left by the children.

We still need members to offer their services with the weeding of the gardens.

Yvonne Hill



The **LIQUIDATORS**  
*Variety Discount Store*  
243 Donald St, Nelson Bay. Ph. 49844230

**Large Supply of Art Products**  
Present this advertisement for  
10% Discount on any Canvas or Easel

## FROM THE PATCHWORKERS

The Patch workers are all busy stitching away. We are getting ready for the small quilts and other items to warm your home for the exhibition in the annex this month. Tuesday held a wonderful Biggest Morning Tea on the 28<sup>th</sup> May, with 42 ladies in attendance.

We welcomed not only patch workers, but other members of the Centre and some visitors. We raised well over \$500 for the cancer council. Thanks to all who attended for your kind donations. This is the most we have ever raised.

Lyn and Margaret

**Nelson Bay Ladies Probus Club;** visited the centre on Wednesday 29<sup>th</sup> May, thoroughly enjoying a lovely lunch prepared by Heather and her team of merry helpers, Madeline and Margaret.

After lunch the ladies attended a workshop presentation by Nada where they were seen to be having a wow of a time making "Shells on the Shore" creations. See pictures below.



**The PSCAC Office is open for Enquiries  
Monday & Wednesday  
from 10—1pm**

**Membership details  
New Member enquiries  
Photocopying  
Sales Tag Requests  
Name Tag Requests**

**All Finance Enquiries to go in Foolscap Book  
in outer Office. [near Sales Tag Requests]**



**PORT STEPHENS COMMUNITY ARTS CENTRE INC.**  
**Renewal and Update of Details**

**Membership**

<b>Title:</b>	<b>First Name:</b>	<b>Surname:</b>
<b>Street:</b>	<b>Town:</b>	<b>Postcode</b>
<b>Telephone:</b>	<b>*Email:</b>	
<b>All Craft/s Activity</b>		<i>(you can participate in any number of activities)</i>

**Membership is \$40.00 per annum and is due on 1<sup>st</sup> July.**

**Centre Duty** I presently do sales desk [ ] café [ ] garden duty [ ]  
 I do not do duty at present but would be willing to do so. [ ]  
 I will incur a 33% commission charge as I do not do duty [ ]

**Newsletter is distributed by Email**

**WAIVER OF LIABILITY** I acknowledge that my participation in the activities of the Port Stephens Community Arts Centre is at my own risk and, to the extent permitted by law, I indemnify and shall keep indemnified, the Centre, its management against all claims, losses and/or damage that may be suffered or caused by me in any activities taking place at the Centre. [ ]

**CODE OF CONDUCT** I have read and agree to abide by the attached Code of Conduct [ ]

**SOCIAL MEDIA** I agree that my name and works displayed at the Centre can be used on the Arts Centre's social media page. YES [ ] NO [ ]

**I HAVE READ THE ABOVE INFORMATION, CONDITIONS AND DECLARATIONS. I ACCEPT THESE CONDITIONS.** [ ]

Applicants Signature.....Date.....

<b><u>DESK</u> Use Only</b>	<b>Date</b>	<b>Amount Rec'd</b>	<b>Docket No.</b>	<b>Book No.</b>
<b><u>FINANCE/ ADMIN</u> Use Only</b>	<b>Date</b>	<b>Membership Update</b>	<b>Email Update</b>	<b>Newsletter</b>

**Please remove this code of conduct and keep for your reference.**

**PSCAC Code of Conduct: This Code of Conduct clarifies the expected conduct of members of the Community Arts Centre**

1. **behaviour** - All members are expected to:
  - 1 Behave in a courteous and cooperative manner and be familiar with the Centre's procedures
  - 2 Fulfil all legal requirements to report any identified risk, hazard or incident and support a safe and healthy working environment
  - 3 Perform any duties effectively with honesty, integrity and fairness
  - 4 Refrain from any behaviour which might be construed as bullying, discrimination or harassment. (Discrimination and harassment is defined as unwanted, unwelcome or uninvited behaviour which makes a person feel humiliated, intimidated or offended.)
  - 5 Dress appropriately particularly in the Gallery
  - 6 Drive safely in Centre grounds and observe speed limits and parking restrictions
  - 7 Refrain from smoking in Centre buildings.
2. **Use of Facilities and Equipment** - Members should:
  - i. Ensure that Centre resources, funds and equipment are used to maximum effect
  - ii. Receive permission from the appropriate person before committing the Centre or Centre Group to any expense
  - iii. Not use the services, facilities or equipment of the Centre or a Centre group for private purposes without gaining appropriate approval. (The Approval Form must be signed and kept by both parties.)
3. **Personal Interests**
  - i. Members must ensure that their participation and promotion of political, religious or community matters do not bring them into conflict with the Centre
  - ii. Centre letterhead and stationery items should be used only for official Centre business or with the permission of the Board
  - iii. Advertisements of private businesses, items for sale, etc., may not be displayed in the Centre except for those exempted under the Centre Advertising Guidelines or with the permission of the Board.
  - iv. No individual or group of members is to place advertisements relating to the Centre in any media without the permission of the Board. Excluded are Board formed sub-committees (within their budget). Groups wishing to advertise their exhibitions need to ensure they notify the Board via item 4 on the Group Events form.
4. **Conclusion**  
 To maintain currency, this Code will be revised periodically by the Board and will be published in the Procedures Manual as an attachment to Application and Renewal forms for the information of all members.