



NORTHLAND CRAFT TRUST



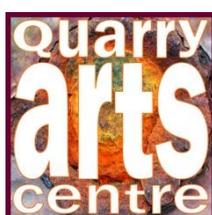
TRUSTEE INFORMATION PACK

The Northland Craft Trust is the governing body of the Quarry Arts Centre and its operations. The Quarry Arts Centre is a community facility dedicated to the pursuit, development and display of creative practice.

After 30 years as a leading proponent of arts activity in Whangarei and Northland, the Quarry Arts Centre is firmly established as a national institution. It is widely known as a craft and art resource centre, educational facility, venue for performances and festivals, with a gallery for exhibitions and picturesque spaces for outdoor art.

Trustees are volunteers who offer their time and skills to help the trust achieve its mission to; Nurture the creative spirit of Northland: Whakatupua Te Puna Waihanga O Te Tai Tokerau. The boards role is to: provide governance and direction for the Art Centre, focusing on five fundamental areas of development; people, site, community, operations and financial security.

The Trust is dedicated to honoring our heritage, telling our story and working with our community to develop opportunities that will result in; further growth for the Art Centre, fulfill our purpose and benefit the community we serve.



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TRUSTEES ARE THE CARETAKERS SO WHAT DO THEY TAKE CARE OF?

The Quarry Arts Centre has been serving the local community for more than three decades by positively promoting growth in the arts; providing professional artists with studio space; running creative workshops; housing a co-operative shop and exhibition gallery; as well as being an inviting venue for local community events.

The Quarry Arts Centre is open to visitors 7 days a week. Visitors will find a friendly and welcoming atmosphere as they wander in the bush clad surroundings. Within this unique setting is the Quarry Studio Café, offering a fresh seasonal menu and barista coffee.

The Quarry Arts Centre regularly hosts workshops for both adults and children covering a variety of methods and media. Each year the Quarry Arts Centre also hosts a variety of community events. Many of them highlights in the Northland arts calendar.

The Quarry Arts Centre is proud to offer a platform for talented artisans to display their art. The Yvonne Rust Gallery is a long standing and renowned gallery in Whangarei. Rebuilt in 2011, the Yvonne Rust Gallery offers attractive display space for both emerging and established artists to present their work to the public and their peers. High quality art works can also be purchased through the Quarry Co-op Shop or directly from the onsite artist studios.

Permanent residents, such as the Quarry Co-op Shop, Te Kowhai Print Trust and the Northland Wood Workers and Wood Turners Club all play an important part in the Quarry Arts Centre; they share our site and our facilities and enable us to offer a wider variety of art practices to the public.

Onsite art studios provide artists, writers and craftspeople with the opportunity to display their work and interact directly with the public from their work space. This community of artists are at the heart of the art centre. The Quarry Art Centre offers them a supportive space to work and they contribute to the creative environment. Studios are open to the public to offer visitors an insight into the art and practice of Northland artists.



IT ALL STARTED WITH ONE WOMAN'S PASSION YVONNE RUST

Local artist, potter and teacher, Yvonne Rust, had long nursed the vision of an arts centre where Northland artists could explore and develop the use of local materials in an inspirational and unique environment. The idea of the Quarry Arts Centre became reality when Yvonne needed somewhere to store thousands of firebricks she had acquired from the decommissioned glassworks kiln. Yvonne heard about the abandoned Waldron's Quarry tucked into Whangarei's Western Hills and her vision found its place to manifest.

At the Quarry, Yvonne set up equipment to produce potters clay and wood fire pottery kilns were built. There was also a tannery and facilities for papermaking, all fulfilling Yvonne's vision, that artists have access to affordable locally produced materials while learning skills and techniques by working alongside their peers. Artists and craftspeople were invited to rent studios to further their skills and develop in an artistic and creative working environment.

During her long service to art Yvonne was presented with many honours including - in 1981 a Queens Service Medal, in 1972 a QEII Fellowship and in 1968 a Canterbury Society of Arts highest award, the Silver Medal. She was a Life Member of both the Potters Association and the Craft Council and in 1987 she received an award for painting from the Academy of New Zealand.

Yvonne gradually stepped back from her operational role at the Quarry. The Quarry, as the site and the Centre became known, continued to evolve under various managers as new buildings of quirky and unique architecture were constructed for artists' studios and communal facilities. Te Kowhai Print Trust and the Quarry Co-op Shop were also firmly established as fundamental entities alongside the Quarry.

The Northland Craft Gallery opened in 1984 while the Summer Do was inaugurated in 1986. It has been held in January every year since and is the longest running mixed media summer arts school in New Zealand.



SO, WHERE TO FROM HERE? THERE IS A BIG PICTURE

The operations of the Quarry Art Centre pay homage to Yvonne's vision by continuing to provide a community facility dedicated to the pursuit and development of creative practice into the future. With considered investment within our existing operations and careful gradual expansion into new areas, the Northland Craft Trust works towards further support and engagement with our community and becoming a financially self supporting organisation.

There are some small projects and big capital developments on the horizon all of which are intended to grow and secure the operations of the Quarry Arts Centre, as always a long term plan is a shifting guide but our undercurrents are constant.

NCT PURPOSES:

Under the Trust Deed the purposes of the trust are defined as follows:

- To provide a venue and environment conducive to the development of artists, and
- To encourage the creation of world class art for exhibition and sale, and
- To raise public awareness for the betterment of art, and
- To raise funds for the furtherance of the above objects, and
- To advertise and promote annual events and periodic workshops, and
- To do such other charitable things as are incidental thereto, and
- To have the power to affiliate with other like approved charitable organisations to enhance Trust objects.

CAPITAL DEVELOPMENT

- Pottery Room renovations
- Wood Kiln development
- Co-op Shop extensions
- Bunker studios 3 and 4
- Amalgamated futures building – collaborative project with Te Kowhai Print Trust
- Upgrading site utilities



WHAT DOES IT MEAN TO BE A NCT TRUSTEE? LENDING A HAND

Board members provide guidance and support to staff and make informed decisions about the operations and direction of the Quarry Art Centre as a whole; the board are also responsible for monitoring the financial situation of the Trust.

The Northland Craft Trust Board should consist of five to eight members and must include one member to be nominated by the Whangarei District Council. Board membership is valid for a period of 3 years, which can be extended if the trustee is re-nominated. The board may at any time appoint up to three further members who's terms are relevant to the trustee who nominating them into the position.

Trustees are elected to the board because they have a passion to be a part of the wider community and the role that the Quarry Art Centre plays within it. Board members provide their skills to the community by being a trustee for NCT. Each Board member should have skills and knowledge that are relevant to their position as a board member; this can take many forms from offering professional skills, a fresh perspective on the direction we take, to being a practitioner who is engaged in the community.

Trustees are required to attend monthly meetings hosted at the Quarry Arts Centre, be present at the annual AGM and come along when they can to participate in the Quarry Arts Centre events. A selected number of trustees have signatory right for the Trusts accounts and all trustees must be registered with the New Zealand Charities Commission.

Northland Craft Trust board members are jointly the employers of four staff members at the Quarry Arts Centre:

- Andrea Beazley Community Manager
- Katherine McDermid-Smith Arts Coordinator
- Hayley Clark Workshop and Event Coordinator
- Dell Pryor Café Operator
- *Peter Spencer* *Long term volunteer Groundsman*

SO IF YOU ARE INTERESTED IN JOINING US WHAT'S THE PROCESS?

EXPRESS YOUR INTEREST

- You can approach or be approached by an existing board member.
- You could be responding to a public call for interest.
- You can talk to the Staff at the Quarry Arts Centre.

UNDERSTAND

- Check that you understand the purpose of the Northland Craft Trust and the role of a board member.
- You can talk to the Community Manager or NCT Chairman.

MEET

- Now is a good time to meet with the Community Manager, this is our opportunity to get to know you. This is also our opportunity to ensure that you know what it is we will be asking of you as a board member.
- At this stage you may find that all positions on the board are filled or that now is not the right time to join. We like to ensure that this is a transparent process and you will be communicated with clearly in this situation.

STATEMENT

- You will be asked to provide a short statement, summing up why you would like to be a Trustee for the Northland Craft Trust and the skills, experience and knowledge that you bring with you.

MATCH

- The statement that you provide will be circulated around the board.
- This is the board's opportunity to offer their opinions and ask questions via the Community Manager, they will be looking to ensure that your skills match and enhance those already on the board.
- At this point the board may decide to decline or ask to postpone your offer of assistance if they feel it is not the correct match at the moment.

FORMALITIES

- By now your position will be fairly secure and it is time for the formalities. You will be invited to attend the next board meeting so that you can meet everyone. Your application to join the board will be on the agenda. A member of the board will formally nominate your application and then a vote of the board will follow.
- All movements need a majority vote to be passed

PAPER WORK

- The Community Manager will provide you with some paper work to make everything official including:
 - Charities Commission registration.
 - Trustee Agreement letter.
 - Conflict of interest register.
 - Any necessary forms specific to the Northland Craft Trust operations ie; banking authority.

AND FOR SOME LIGHT READING SUPPORT MATERIAL

- Northland Craft Trust Deed
 - List of existing Trustees and contact details
 - Policy and Procedures manual
 - Business Plan
 - Marketing plan
 - Capital development plan
 - Budget and Cashflow
 - Charity Commission requirements.
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- **Creative New Zealand 'Getting on board publication'**
www.creativenz.govt.nz/assets/paperclip/publications/files/33/original/getting-on-board.pdf?1300394226
A great document to sum up what it means to be on a board and how a board can work together govern and plan effectively.
 - **Free toolkit for boards**
www.managementhelp.org
This site provides links to various resources, often including articles and specific board effectiveness tools. It is a useful inventory of resources focused on the not-for-profit sector.
 - **BoardSource**
www.boardsource.org
Although focused on the governance of not-for-profit organisations this US-based site has much to offer anyone interested in improving governance effectiveness. Of particular value for quick access to advice on particular issues is the comprehensive and well-archived Frequently asked questions section. From this section, for example, it is possible to pull down sample job descriptions for board officers that would be of immediate practical application.
 - **BoardWorks International**
www.boardworksinternational.com
Closely associated with Creative New Zealand's governance initiative, BoardWorks International is a specialist governance effectiveness consulting group with offices in Wellington and Melbourne. This site includes a range of material for those interested in boardroom effectiveness.