TABLELANDS ARTISTS COOPERATIVE GALLERY LIMITED INC

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# Information for prospective members

## Who are we?

In 2013, 7 local artists were keen to set up a quality gallery to show and sell our work. After finding a small commercial space that we could afford, we formed the Tablelands Artists' Cooperative Gallery Ltd under the Dept of Fair Trading's Registry of Cooperatives. Currently we occupy premises in Keppel Street, Bathurst, not far from the Bathurst Regional Gallery and Library. Being close to the "Regional" is proving to be favourable to us. We are proud of our longevity in this endeavour.

## What do we do?

Apart from creating the art on show, our members pay annual membership fees, staff the gallery on a voluntary basis and contribute to the running of the gallery. As we do not have a side business of selling art materials, framing or any other commercial activity, members' fees and commissions on sales provide the funding to pay commercial rent, insurance, electricity and all other costs in running the gallery.

If you are interested in becoming a member of T.Arts please download the application form and email it with some images of your work to hello@tartsgallery.com and we will consider your application at the next monthly meeting.

## Conditions of membership:

The applicant:

- Must pay an annual fee $360 (or pro-rata) to become a member as per Co-operative rules. An up-front, non refundable payment of $180 to cover the first 6 months of membership is required. After that payments can be made in monthly instalments or $30 or a lump sum for the year. The membership year starts on July 1. Payments can be made by direct deposit, cash or eftpos through the POS system. If payment is made by direct deposit members should indicate the period that the payment covers in the bank reference.
- Will choose to be a 'staffing member' or an 'exhibiting only member'
- You could also choose to be a consignment artist. This involves an annual fee of $120 and 40% commission on sales.

Please note: Membership is conditional on an EOI and membership application being accepted by the members at a general meeting.

**Staffing members:**

- Will be charged a gallery commission is 30% on sales.
- Must be prepared to "staff" gallery approximately half day per week) as per our Co-operative rules. There is a journal in the gallery to record when members are prepared to be rostered for staffing duty.
- Members must arrange replacement staff if they are not able to undertake the rostered duty.
- Members will be trained to ensure they are familiar with the sales procedures in order to effectively staff the gallery.
- Members are required to ensure that the Point of Sale details of their work are up to date and accurate. There is assistance to do this, but essentially what is in the Gallery must be reflected in the Loyverse Point of Sale system.

**Non Staffing members**

- Will be charged 35% gallery commission and pay an annual fee of $480
- Must provide a list of their work in the gallery to be added to the POS system.

All members are entitled to attend meetings regularly to become aware of issues that arise and have input into the running of the Co-operative.

*While T.Arts takes great care with the handling and displaying of artworks, it is the responsibility of each artist to insure their works against damage. The Gallery does not accept responsibility.*

**Financial Note:** The Co-operative will attempt to pay members for their sales as early as possible, however please note that if cashflow does not permit, it may take some months to be paid for sales. Operational costs have to paid first (commercial rent, electricity, and banking and accountancy fees being the main ones). All members' sales will be accurately recorded in order that payments can be made as soon as possible. Members are encouraged to keep their own record of their sales as a double-check for accuracy.