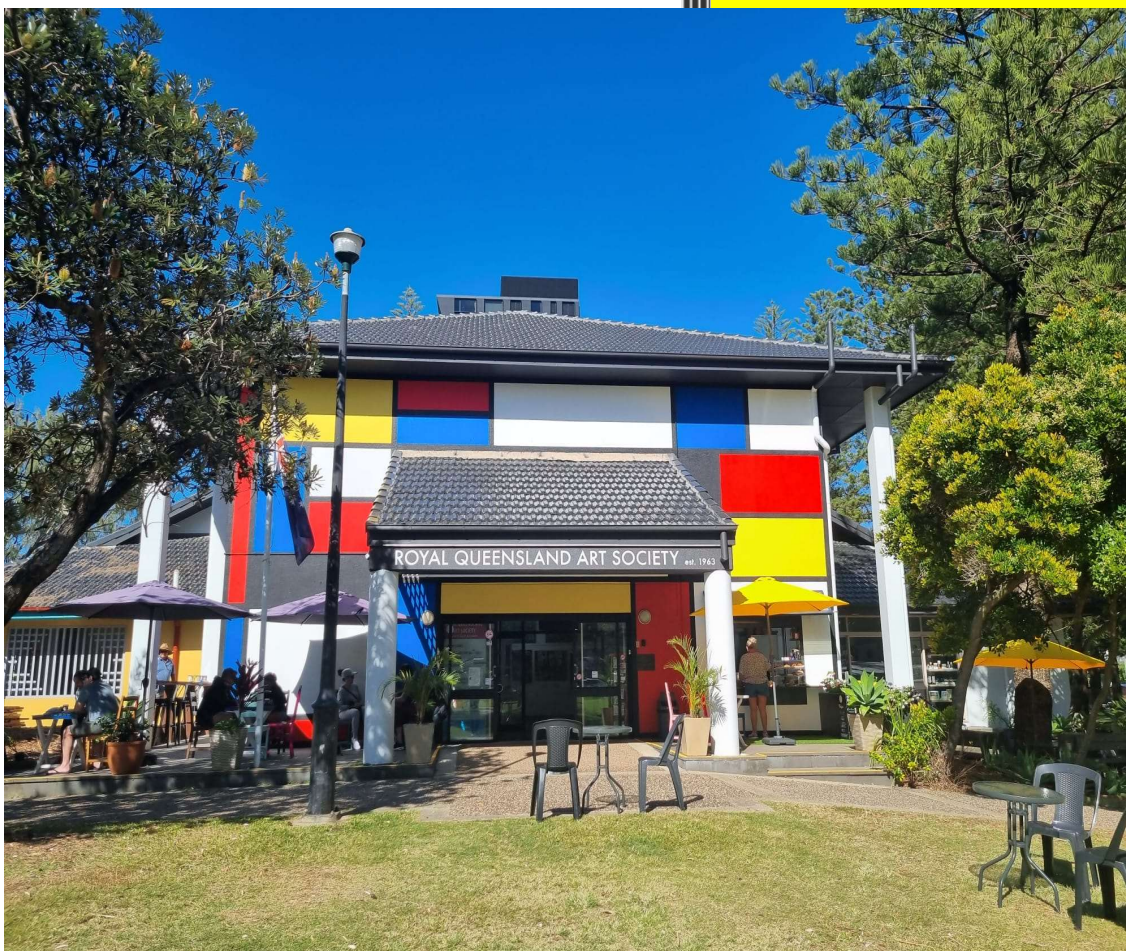




Roster Handbook & Members

ROYAL QUEENSLAND ART SOCIETY Gold Coast Branch Inc



Introduction to Members	3
Benefits of RQAS Gold Coast Membership	3
RQAS Gallery Roster Duty Overview	4
Roster Duty Involves	5
Opening the Gallery	5
Closing the Gallery	6
Other Responsibilities	7
First Aid, Incidents, Fire Evacuation	7
Kitchen	7
Paintings on Display	8
How to Sell Paintings.....	8
Selling Paintings	9
Payment for Sales	10
Membership Payments - New and Renewal.....	11
Works of Art & items for sale.....	12
Procedure on Changeover Day	13
Bringing in Paintings Before Changeover Day	14
The Annual Art Awards	14
Art in the Park (2nd Sunday Every Month)	15
Gallery Fees for 2024/2025.....	16
Hiring the Gallery	17
Our Tutors – art classes brochure on front counter	17
Our Committee	18
Others.....	18
RQAS Website	18
Small art on wooden hangers	18
Meters	19
RQAS Contact details	19
Procedure to restart the lift	19
Eftpos Machine Instructions	19
Phone Number and Instructions.....	20

Introduction to Members

Welcome to Royal Queensland Art Society, Gold Coast Branch.

Our Gold Coast branch is a community art gallery and studio where members can create, display and sell their works of art. It is a society where experienced artists and beginners can come together, socialise and exchange ideas.

Members may join regular classes and activities and attend one-off workshops conducted by Australian and Internationally renowned artisans. As a society, we foster community education in the Arts.

This manual is designed to systematically outline the day-to-day basic operational procedures required for the efficient running of the gallery.

We welcome new volunteers as part of our team and hope your time with the gallery is an enjoyable and sociable learning journey. This is OUR gallery and we're all members for the love of art and for fostering and encouraging each other's art.

Benefits of RQAS Gold Coast Membership

- The opportunity to display and sell your paintings.
- You are part of a prestigious art society and gallery.
- We have a low commission of 20% on sales of Art works, small art, cards and 3D works.
- Guaranteed prompt payment monthly payment on every painting sale.
- Take advantage of our monthly 'Art in the Park' events on the second Sunday of each month where commission on sales is only 10%.
- Meet other Gold Coast artists and enjoy RQAS social gatherings.
- Friday 'Catswingers' is our members' day to socialise and paint together in the upstairs studio, without a tutor for \$5. Bring lunch/morning tea to share.
- Every second Wednesday of the month, the opportunity to paint En Plein Air in specially organised outings on the Gold Coast and its hinterland.
- Art lessons & special art workshops are regularly held in the upstairs studio.
- Regular informative updates and monthly newsletters highlight our art activities.
- Members may display their paintings on the RQAS website (see RQAS Website - <https://rqasgoldcoast.com/>)
- You may add your resumé to our files in the studio for visitors to peruse free of charge.

RQAS Gallery Roster Duty Overview

All exhibiting members are required to volunteer one day per month. After entering your painting/s for the months exhibit you will be given a date to attend and conduct the business of the Gallery one day each month. An induction course needs to be attended before you can hang your artwork for sale.

If exhibiting members are not available for roster duty, they are required to pay a fee of \$25.

Operating hours

Monday to Friday 9 am – 2:30 pm

Roster shift is from 9 am – 2.30 pm

Saturday, Sunday and Public Holidays 8:00 am – 4:00 pm

(Excludes Good Friday, Christmas Day, Boxing Day)

Split shift (2 people) - 8:00 am – 12:00 pm

Split shift (2 people) - 12:00 pm – 4:00 pm

(Non-exhibiting members will be most welcome to volunteer for roster duty too.)

It is important to greet visitors, sometimes they are hesitant to enter. Allow your visitors to wander around the gallery in peace but sometimes they are keen for a chat.

Holidaymakers often wish to buy a souvenir of their visit. Our exhibits are all unique and original. There are never any prints!

Local people are often keen to join up and ask questions about classes. Our brochures have all the information, and they are regularly updated. Our gallery must operate as an organic whole. We, the members, need to encourage new membership and sales while informing people of our activities. Many visitors do not realise that we change our display every month. This fact is a huge drawback.

Voting for your favourite exhibit makes visitors feel involved. They only need to write the number of their favourite artwork on the voting slip. **Please encourage them to also visit upstairs and vote for their favourite there too.**

Thank visitors for coming and invite them to return to see the new exhibitions.

Our research tells us that the two main reasons people join the RQAS are to display and sell artworks as well as enjoy the conviviality and sense of community.

We are a community interested in buying, selling and producing artworks.

Please study the manual on a regular basis so you are aware of your duties and any updates. **All members are responsible for selling our artworks. It could be your own work being considered for purchase.**


Roster Duty Involves

1. The opening and closing of the gallery.
2. Meeting and greeting visitors.
3. Promoting the sale of members' work.
4. Handling sales.
5. Handling renewal of memberships and new memberships.
6. Administrating the other aspects of the gallery's operation as directed.
7. Representing the RQAS Gold Coast's gallery in a professional manner.
8. Giving visitors a voting slip to vote on the painting they like and encourage them to also visit the upstairs display.
9. Please wear your name badge (membership card) as it looks more professional. Need a name tag holder, please ask. **Please don't just sit at the desk. We meet many interesting people at the gallery.**
10. There is a check list of tasks for the day on the front desk. Use a whiteboard marker to check off the list on opening and closing for the day.

****Thank you for all the effort you put into roster duty! ****

Opening the Gallery

1. Collect key, if the key is not there, a tutor may have it.
2. On entry, deactivate the alarm by entering the security code
3. Fully open front sliding glass door and both inner glass doors. Hang small art on wooden ladders, on the open glass doors (**see appendix for image**)
4. Return the key to the outside box.
5. Flags will generally already be put out by coffee shop staff.
6. Switch on lights, fans &/or air conditioning if necessary.
7. On the front desk there is a check list of tasks for the day.
8. Switch on air conditioning if necessary. AIR CONDITIONERS SHOULD BE SET AT 24 deg Celsius AND NO LOWER. We run the risk of blowing fuses. THE A/C fans and cool settings for summer is fine. We need to click on the remotes reasonably close to the A/C or they won't come on properly.
9. Unlock but do not open glass sliding doors, unlock back kitchen door and back gate. **This important for fire safety reasons.**
10. Check for any voicemail messages on the phone and record any non-urgent messages in daily diary. Please deal with what you can (diary is kept at front desk).

11. Turn on the eftpos machine using the top black button on right-hand side You will need the pin number (need to check) to begin transactions. There are clear instructions on the desk beside the machine.
12. Please check the petty cash when you first arrive and verify it in the diary.
13. Keep a tally of visitor numbers as you can see already in the diary. Like this

14. Phone members for the next day's duty roster as a reminder.
15. Place handbags and valuables out of sight.
16. Have lunch separately.
17. Thank visitors and invite them to come again.
18. BINS put on footpath on THURSDAY AFTERNOON and bring BACK IN FRIDAYS. ** NOTE: Please ensure this is written in the diary for each week.
19. Read through the manual from time to time as changes may occur.
20. All necessary keys are hanging by the kitchen door.

Closing the Gallery

1. On the front desk is a checklist of tasks.
2. Bring in the gallery flags and leave them in the foyer if the coffee shop staff have left them out.
3. Being in small art on wooden hangers from glass doors.
4. Turn off fans, lights and air conditioners.
5. Check and close windows and doors. Close the back gate and kitchen door. Lock the sliding glass doors.
6. Check upstairs including fans, lights, air conditioners, doors and windows.
7. Upstairs may already be locked up but always check.
8. Close the stair side of the inner door first. It is important to ensure this door is bolted down with the two latches on the door edge, otherwise the alarm will be set off if the door is pushed.
9. When you are ready to leave, press "ON" to activate the alarm. You have 30 seconds to leave the inner gallery and lock the door. There is no need to rush.
10. If the alarm does go off, don't panic. Take a deep breath and type in the security code. Start again by pressing the "ON" button.
11. If anyone is still using the upstairs studio, just lock the downstairs gallery door and draw the outer doors to a close.
12. If you are last to leave building, lock the front sliding doors by bolting down the two latches on the beach-side door edge and using the key to lock completely.
13. Return the keys to the lock box.

Other Responsibilities

1. If a patron makes a request, either in person or by phone, to have a painting commissioned, write their details in the diary for referral to the Committee sub-committee. This must be the committee's decision in order to demonstrate transparency in our actions.
2. Let's keep our gallery looking tidy and professional.
3. Helping with other tasks when requested or notice tasks. It's OUR gallery!
4. REMEMBER, on Monday mornings, no-one is allowed upstairs during life drawing unless they are in the class.
5. Lost property – box can be found in kitchen, please place items there do not clutter the area around front desk.
6. Items to collect – place these in the storeroom behind red door for collection not at the front desk.

First Aid, Incidents, Fire Evacuation

1. First aid boxes available in both downstairs and upstairs kitchen.
2. Incidents need to be recorded in the Daily Dairy on front desk and an incident form in the back of this folder needs to be filled in and given to office staff.
3. Fire Evacuation plan is attached to kitchen wall both upstairs and downstairs (see plan diagrams)

Kitchen

1. You can make yourself a tea or coffee if you wish, but please leave the kitchen clean and tidy.
2. There's a microwave there as well.
3. Rubbish containers are in the right-hand cupboard. TAKE OUT BINS THURSDAYS, BRING THEM IN FRIDAYS.
4. Take a lunch break separately and have a relax outside somewhere.
5. A yellow toolbox is held on top of the right-hand kitchen cupboard.

Paintings on Display

1. Please do not move paintings or partitions around unless they need straightening.
2. Members may not bring in additional paintings for display unless they are replacing one which has been sold.
3. It is the responsibility of the hanging committee to arrange the paintings.
4. Artists may display 2 small art pieces inside and one outside on the ladder, at any given time. These are organised by a committee member (see committee members page).
5. Before closing for the day:
6. Make sure all money and receipts are placed in the office door letterbox. Small plastic bags are used for each transaction
7. Check that reminder calls have been made for the next roster duty and petty cash is checked and signed for again
8. Turn off the EFTPOS machine with the bottom right hand black button
9. Check and sign for petty cash again

****See Opening and Closing procedures for more detail****

How to Sell Paintings

Our research tells us that the two main reasons people join the RQAS are to display and sell artworks as well as to enjoy the conviviality and sense of community.

It is important to smile and greet visitors as sometimes they are hesitant to enter. Allow your visitors to wander around the gallery in peace but sometimes they are keen for a chat.

Holidaymakers often wish to buy a souvenir of their visit.

Our exhibits are all unique and original. There are never any prints! Local people are often keen to join up and ask questions about classes.

Our brochures have all the information, and they are regularly updated. Our gallery must operate as an organic whole.

We, the members, need to encourage new membership and sales while informing people of our activities. Many visitors do not realise that we change our display every month and we have paintings on display upstairs. This fact is a huge drawback. Voting for your favourite exhibit makes visitors feel involved.

Thank visitors for coming and invite them to return to see the new exhibitions.

Selling Paintings

1. Walk around the gallery and familiarise yourself with the works on display.
2. Be friendly smile, and offer the opportunity to vote for visitors' choice by choosing the number of their favourite painting. Mention upstairs paintings.
3. If people are interested in a painting, discuss the sale, and perhaps ring the artist to discuss their best price.
4. If a sale is made, follow the procedure below if no sale at this time but interest, leave a note in the diary registering someone's interest in a piece of art. Remember to ask for their contact details.
5. When a sale is made, write the receipt showing:
 - Name of buyer and phone number or email address.
 - Tick the box on the left for sale type: gallery, gift shop etc.
 - Name of artist, membership number and painting title from the card for the painting. If gift shop or cards, enter item code and look up the code from the gift shop list to enter artists' name.
 - Sale price
 - Method of payment needs to be circled i.e. EFTPOS etc.
 - Date and signature of member conducting the sale – please make sure your name is legible, if not, write beside or below signature
6. If a deposit is made (minimum 25%), put a half of a red sticker on the name card. A full red sticker together with name card goes on the cork board beside the desk when the payment is made in full.
7. Wrap purchases with bubble wrap or use brown paper bags or other bags for smaller purchases. (kept in red storeroom)
8. Postage is available through Australia Post, Pack and Send and other companies if purchasers wish to have paintings sent to a certain address, it is the responsibility of the artist to organise the courier. The duty person may give the purchaser a Pack and Send brochure. Several members have said how much cheaper it is to pack and send paintings via Australia Post.
9. Enter the amount without the decimal point in the EFTPOS machine.
10. CHECK that the purchase is accepted on the EFTPOS machine. We have a new machine called Andy. He is there to take payments as before. All debit and credit cards are accepted except American Express and Diners' Club.
11. There are copious instructions but don't hesitate to ask for help from other members, if necessary. There is a list of the committee's phone numbers in the back of this booklet and beside the front desk on the wall. Ruth & Alison may be unavailable. Two receipts will print from EFTPOS machine: first one, merchant copy is for RQAS, second one for the buyer. Staple the first one to the blue copy of the receipt and place it in a plastic bag before putting it in the Treasurer's post box, in the office door.

12. Always make sure payment has been approved when using the card machine. Give the white receipt and the second EFTPOS machine receipt to the buyer.
13. PLEASE PRESS HARD ON THE RECEIPT BOOK WITH YOUR PEN TO ALLOW FOR CLEAR COPYING WHEN WRITING.
14. The BLUE receipt plus the EFTPOS receipt or cash goes in a plastic bag for the Treasurer. Place the plastic bag in the office door letterbox.
15. The painting may be taken if the payment has been made in full.
16. **After the sale is made**, update the consignment form for the item, these are different colours, for the artist by initialling and dating the sale. ALL the consignment sheets for different items are in the same folders.
17. Ring the artist concerned to bring in a replacement and congratulate them. This needs to be done for every sale, irrespective of price, including cards.
18. If someone does happen to pay by cheque, the client must delay taking the exhibit, until the cheque is cleared.
19. Never leave money lying on the desk.

Payment for Sales

1. CASH: issue receipt
2. **CREDIT or DEBIT CARD:** use the EFTPOS machine. Below are clear instructions. WE accept all debit and credit cards **EXCEPT** American Express and Diners' Club.
3. Enter the amount without using the decimal point.
4. If you swipe (across the bottom), the standard account selection will appear.
5. Some transactions will require a PIN number.
6. When accepting payment for art works:
 - a) write the purchaser's name and phone number,
 - b) indicate if it is a deposit (25%) or full payment,
 - c) amount paid
 - d) Artist's name, membership number and title of artwork
 - e) Indicate type of payment
 - f) Sign your name
7. **CHEQUE:** Some people still use cheque books. We prefer not to use them. If absolutely necessary, the purchaser **will have to wait** to take his/her purchase home till the cheque is cleared, (usually 5 working days).
8. **WHITE** receipt goes to the purchaser, blue to office and green stays in the book. AGAIN, make sure we can read the blue and green copies.
9. **BLUE** goes in plastic bag with EFTPOS receipt or cash. This bag gets posted, as mentioned before, in the office letterbox.

10. Green copy stays in the book.
11. The artwork may be taken if they've paid in full.
12. ALWAYS RING THE ARTIST WHEN A SALE IS MADE. Note that fact in the diary. If artist is unavailable, then someone else can follow up the next day.

Membership Payments - New and Renewal

MEMBERS, please fill in the required one and only new and renewal form placed at the front desk. It is a necessary part of running our system.

Issue RQAS receipt, making sure the carbon copies are working:

- with member's name and phone number & amount paid
- indicate whether new or renewal
- circle how they are paying i.e., EFTPOS, cash, etc.
- give white copy to member
- check form is signed and completed, have they filled out bank details form
- place blue copy and the membership form in a plastic bag with the payment received and place into the office door letterbox
- the last copy is left in the book. It helps people in the office, if you've checked that the information is legible.

Membership cards are issued by the Office Staff and placed in the box at the front desk for collection.

Membership is for the 12-month period beginning on 1st January. If payment is made after September 30th, we allow membership till the end of the following year.

Works of Art & items for sale

1. Artists must be financial members of the RQAS Gold Coast in order to sell and display all artworks.
2. Artworks must be ready for hanging and display and have artist's name, title and price written on the back, together with a phone number.
3. If you need help with preparing your work for hanging, there are people who are willing to help on changeover days. You will need D rings and appropriate wire.
4. If sold, the artist may bring in a replacement of a similar size. You may already have one or two in reserve in the storeroom, if you sell small art.
5. All possible care is taken with all artworks RQAS Gold Coast accepts no responsibility for loss, damage or theft, though artists are free to organise their own insurance, if they wish.
6. No Giclee prints are accepted, and all artworks must be original. No prints of original work are allowed.
7. The artists agree that images of their works may be used for promotional purposes or advertising.
8. All Diptychs and Triptychs must be joined together as one piece for hanging.
9. Consignment sheets should be completed and kept up to date by the artist. There are separate different coloured sheets, depending on what type of work you are displaying.
10. The painting in the gallery can be up to 450 cm around the whole perimeter and be as small as 100 cm around.
11. Minimum price for larger paintings is \$150.
12. Small Art - small paintings and drawings are limited in size to 25cm x 25cm, including frame and limited in price from \$5 to \$100. You may display two at a time \$5 hanging fee per painting for 3 months. 3 months starts when the painting is hung. Please have your name on back of painting and proper D ring hanging attached. Place paintings in marked plastic tubs in red door storeroom. Hanging of small art, only to be carried out by Sandra DeLeacy. You will be contacted when your painting sells, so you can bring in a new one. Old expired paintings are placed in the expired box in the red wall storeroom and you will be contacted when your painting expires.
13. Cards - limited to 5 per member and are free to display. Cards should have some artistic merit, be nicely presented and clearly labelled. If they are copies, they must be copies of the artists' own work.
14. All sales must be processed the same way. i.e., detailed receipts are written for every sale.

Procedure on Changeover Day

Please note that paintings must not have been exhibited at RQAS during the previous three months.

In order to make our changeover day run smoothly and easily for everyone, please follow these steps:

1. Bring in your paintings on the Friday 9:00am – 2:00pm or Saturday 9:00am - 11:00am of changeover weekend.
2. Ensure you have your name, phone number, title of artworks and sale price written on the back.
3. Ensure you have a strong hanging cord and d-rings. Ask for help if you need it but bring your own wire and rings.
4. Obtain your roster date from the person at the door and write it on the calendar or pay your non-roster fee.
5. Take your pink consignment form from the folder and add the necessary details, including your roster date.
6. Collect your labels and attach them to the bottom right-hand corner of your paintings.
7. Place your artworks on the floor as directed in either theme or non-theme area.
8. Sign off your consignment form and make necessary payment. (\$10 for one or \$15 for two paintings).
9. Place your consignment form back in the folder.
10. You may pick up your outgoing artworks on the same day.
11. People under the age of 18 are not legally responsible therefore cannot do roster duty. Under 18-year-old members may hang one artwork per month at changeover, paying \$20 no duty fee but no hanging fee.
12. It is still a condition of being a member, to doing an induction course (available at 10:30am on the Saturday of changeover weekend).
13. Adding artworks other than paintings to our gallery -- If you wish to exhibit artworks other than paintings, you may do so at the discretion of our art coordinators and at any mutually suitable time. See committee list for contact person.

Bringing in Paintings Before Changeover Day

On odd occasions some people may not be able to bring in their paintings on the designated day. Just ring the gallery 07 5562 9300 and advise you are coming in earlier. **Artworks placed in the red storeroom are at your own risk.**

Incoming artworks before changeover day:

1. Make sure your name, phone number, title of work and sale price are written on the back or attached to your work if it is not a canvas.
2. Make sure your painting has a strong wire or cord plus d-rings.
3. Obtain your roster date or pay for your no-roster fee (\$25) when paying for your hanging fee. (\$10 for one, \$15 for two)
4. Fill in your pink consignment form from the folder remembering to indicate that you've paid your fees and include your roster date.
5. Fill in the temporary labels clearly and attach them to your artworks at the bottom right-hand corner.
6. The person on duty should put your payment receipt, as with any sales, in a plastic bag and be posted through the office door.
7. Place your artworks in the storeroom with a note that they are for changeover.
8. Place your consignment folder on a designated clipboard on the desk and NOT back in the folder. We have a system that has worked for years, if it is followed correctly.

The Annual Art Awards

1. Members must have exhibited at least 3 times during the previous 12 months.
2. All Entries must be original and unaided work.
3. Diptychs & triptychs will only be considered if joined as one work and within size allowed. NO 3D INSTALLATIONS.
4. Entries are limited to TWO (2) artworks per artist. MAX SIZE is 450cm. total perimeter, including frame.
5. All entries must have the Artists Name, Title, Medium & Category clearly printed on the back
13. Hanging conditions stated and ready for hanging, D Rings preferred.

Art in the Park (2nd Sunday Every Month)

- A coordinator is appointed each month to ensure all conditions are met.
- Artists must be financial members of the RQAS Gold Coast and wear their membership card.
- Artworks must not breach any copyright or libel laws. The Society could request removal if there is doubt.
- ALL sales must go through the front desk in the office, as already stated, receipts issued to purchasers as normal.
- 10% commission is required rather than the usual 20%.
- No financial or commercial transactions are to be carried out in the park.
- Banners to be self-standing and not tied to a tree.
- Tents or marquee should be no bigger than 3m x 3m with sandbags, not pegs.
- No vehicles are allowed in the park.
- Your displays must not block public access.
- Animals to be kept on a leash and any waste to be removed by artist.
- RQAS does not accept liability for loss, damage or theft. Artists may organise their own insurance.
- RQAS reserves the right to vary conditions and terms as deemed necessary.
- The artist agrees that images of their artwork or displays may be used for promotional purposes.
- ALL MONEY IS REQUIRED TO BE RECEIPTED AND MONEY TAKEN BEFORE AND AFTER DUTY PERSON ARRIVES.

Gallery Fees for 2024/2025

Hanging fees: \$10 per item or \$15 for two items - canvas, framed, mosaic, etc. (limited to 2 pieces of work)

Gift Shop: \$15 for 3 months per allotted space (if no sale within a 6-month period, then the space needs to be vacated for the next person on the waiting list).

Sculptures or 3D Artworks: \$5 per month/per plinth per measured space (limited to 3 or availability)

Small Art: \$5 each for 3 months.

Cards: Free with maximum of 5 per artist.

***Note: all sales from both the studio upstairs and main gallery have a 20% commission. ***

Art in the Park: sales must go through the front desk and a receipt issued. This is a Council requirement in order to retain our permit for 'Art in the Park', ONLY 10% commission on these sales.

Wall Hire:

East wall with window (Mignon Sticher Wall) - \$185/month

Red wall (Mal Hodges wall) - \$185/month

Membership New: Single - \$90; Family - \$100; Child/student - \$15 (If payment is made after September 30th, we allow membership till the end of the following year).

Membership Renewal (due 1st January each year): Single - \$80; Family - \$90

Non-roster Duty: \$25

If you fail to carry out your roster duty you will need to pay \$25 when you next hang a painting, the gallery will have to be closed if there is no staff. It is your duty to find a replacement, there is plenty of information available in the kitchen where the calendar is hung, this is our society for us to share so please be responsible.

Studio Rentals (upstairs room):

- Session - \$60
- Weekend (1 day) - \$180
- Weekend (2 days) - \$350
- Weekend (half day) - \$100
- Weekend (evening) - \$75

Hiring the Gallery

- Refer enquiries about hiring the East/West red walls to Bill Rees 0437 736065.
- Refer all hiring for workshops and classes enquiries to Alison Fielding-Price contact on 0410 570402.
- The gallery may be hired by members of the society and also by non-member artist and other organizations at the discretion of the RQAS Gold Coast committee and for a fee. The committee prefers to consider the nature of the activity when it is for some other use other than artistic. All bookings must go through Alison and the committee. Bookings are confirmed by the payment of a deposit. Please advise any potential hirer that all bookings need to be approved by the committee before acceptance and will only be confirmed upon payment of the deposit. A verbal application will not be considered binding. Register your interest in the daily diary or ring Alison.
- Booking enquiries may be noted in the diary and a committee member advised. if Alison is not available.
- THEMES FOR THE YEAR are found in our Exhibition Themes brochure and on website.
- ART CLASSES information can be found in the Art Classes brochure.
- TUTORS' STUDENTS EXHIBITIONS change monthly upstairs

Our Tutors – art classes brochure on front counter

Life Drawing (Monday):	Melissa Bates	0420 615489
Sketchbook Satchel:	Jane Wittred	create@mrsreds.com.au
Children's Art:	Ursula Kelly	0418 886057
The Joy of Art:	Johanna Sampson	0429 626140
Expressive Painting:	John McConnochie	0411 279600
Put Art in Your Life:	Bernadette Lack	0411 376777
Watercolour:	Annette Raff	0419 637452
Life Drawing (Wednesday):	Deb McClachlan	0407 760077
Paint the Impossible:	Otto Schmidinger	0407 465661
Oils & Acrylics:	Phil Middleton	0437 626222
Traditional Oils & Acrylics:	Linda Lyons	0450096932
Outdoor Painters Group:	Angela McClavey	0415 987111

Our Committee

Bill Rees	President	0437 736065
Alison Fielding-Price	Vice President/ Tutor/Workshops coordinator	0410570402
Lina Vetkova	Secretary/Inductions	0412990301
Tracey Adolphe	Treasurer	0422 114929
Howard Rapley	Fire Arden/Art in the Park/Inductions	0411126559
Johanna Sampson	Small Art/Sculptures/3D Art coordinator	0429 626140
Jacques Meunier	Maintenance coordinator	0402 851790
Lynne Head-Weir	Grants Officer/Inductions	0409198545
Michael Hooper	Art the Park	0403 090433
Sandra de Leacy	Gift Shop/Sculptures/3D Art coordinator	0411 369071

Others

Lesley Warren	Webmaster	lesleyjwarren@hotmail.com
Gabrielle Vining	Social Media coordinator	

RQAS Website

Current financial members can have their own webpage on our website.

Our website is supervised by our Webmaster, Lesley Warren – send her six paintings with a resumé and she will add your portfolio to RQAS Website.

Communicate with Lesley via rqasgc@rqasgoldcoast.com

Small art on wooden hangers

Hang these on the open glass doors as per below



Meters

Electricity meter is outside opposite the back gate.

The key hangs in the kitchen.

The water meter is on the footpath in front of the public toilet/shower facility.

RQAS Contact details

Email - rqasgc@rqasgoldcoast.com

Bank Account Details -

CBA

BSB: 064 445

Acct: 10491257

Procedure to restart the lift

Under the stairway in the small storage room there is a large white box. Key should be on top. Take the top off by hand. Twist the small red button towards the wall until you hear a gushing sound. When the gushing stops, it means that the lift is coming down.

Lift phone: 0421 049810

Eftpos Machine Instructions

- Press black On/Off buttons on right-hand side
- Press screen or swipe up for different options
- Enter pin, (usually at start of day), as given at induction course
- A numerical keyboard will appear
- Tap in the amount of the purchase price
- Tap the yellow purchase button to confirm
- A yellow light will appear at the top of the machine indicating it is ready for tap and go
- Print receipts – first one for us (merchant copy to go in bag with blue copy of handwritten receipt), second one for the buyer.

NOTE Keep on the charger when not in use.**

If you have okayed an incorrect amount wait for a moment, then it will time out so you can start again.

Phone Number and Instructions

NEW RQAS PHONE NUMBER FROM AUGUST 2024:

(07) 5562 9300

TO ANSWER:

Press **Green** Button

Bottom left button is Speaker button

Green Light Flashing means **No Messages**

Red Light Flashing means there **are** messages

To Listen to New Messages: Press *62 and **Green** Button

Passcode: **as given at induction course**

Follow the prompts

To delete messages: press 7

Direct Telstra Fault Line: 132255