



The St George Creative Arts and Crafts Centre Inc -  
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Minutes of Executive Meeting at 23 St Georges Road, Penshurst

**Monday 13<sup>th</sup> July 2020 at 2 30pm**

**Present:** Margaret Conlon, Bruce Armstrong, Gilbert Sant, Tracey Clifford, and Leonie Graves

**Chair:** Margaret Conlon

**Minutes:** Tracey Clifford

Meeting commenced at 2 25 pm

Discussed and agreed to the Covid Safety Plan for the Centre.

Discussed and agreed that a meeting will be arranged after the floor has been laid, for all concerned including the EC, staff, volunteers, tutors, and group leaders

Gilbert outlined the budget – Balance at 6/7/20 was \$85240.03. This included the insurance claim of \$50000, Stockland Grant \$1000. The expenses estimated were floor at \$14650, cupboards at \$19878, Solicitor at \$2200, canopy for front door at \$109, Height adjustable table \$697, tables \$2056 and \$1576.

The budget was discussed, and it was agreed to purchase the height adjusted table which would be just over the \$1000, to purchase the canopy and purchase 8 new tables.

Discussed the NSW government grant. Up to \$3000 for expenses incurred with implementing the Covid Safety Plans. Tracey and Leonie will investigate this. There was a problem when trying to log into Services NSW website.

Discussed the end of year function and exhibition. It was agreed that it would be impossible to have this in the current Covid environment.

Flooring will start next Monday at 7am and it take approximately a week. The furniture will need to be moved back after the work. Bruce, Gilbert, Leonie, Sam, Tracey, and Eddy will do this,

Discussed that we will need a meeting in August and another for the AGM

Discussed the need for painting and quotes will be obtained.

Meeting closed at 3 25pm