



The St George Creative Arts and Crafts Centre Inc -  
23 St Georges Road, Penshurst 2222 Tel: 9579 3331 Email: [info@sgcacc.org.au](mailto:info@sgcacc.org.au)

Minutes of General Meeting held at 23 St Georges Road, Penshurst

Thursday 8<sup>th</sup> November 2018

**Present:**, Bruce Armstrong, Joan Poche ,Leonie Graves, Jan Beattie, Brooke Taylor, Lee Brett, Olga Sedneva, Margaret Conlon, Maria Kokoris, Debbie Bourke, Louise Robinson, Tracey Clifford, Jane Cochran

**Apologies:** Peter Addison, Gilbert Sant, Sam Mori, Cathie Hammond

**Chair:** Bruce Armstrong

**Minutes:** Tracey Clifford

**Proxies:** None

Meeting commenced at 5.35pm

Bruce welcomed everyone and thanked them for coming and explained that we needed to meet prior to the exhibition night; this is why there is an extra meeting.

**Correspondence:**

Emails were received from:

Francene from GRC requesting further information concerning future lease agreement, all information requested was forwarded to her

Kevin Greene is unavailable to attend exhibition night

Commonwealth Bank awarded Debbie Bourke an award for her work as Treasurer

RMS provided information concerning the information about the new clearway along Forest Road.

**Minutes of Previous Meeting:**

The Minutes of the previous meeting be accepted. Moved Lee Brett seconded Jan Beattie.  
Passed

**Business Arising from Minutes of 11<sup>th</sup> October 2018**

No information for the fundraiser proposed by Olga Sedneva has been provided as requested.

### **Treasurer's Report:**

Presented by Bruce Armstrong.

(Opening balance at 1 Oct 2018 was \$22 859.42, closing balance at 31<sup>st</sup> Oct 2018 \$25331.46, operating profit for the month \$1980.04)

Moved Margaret Conlon seconded Jan Beattie Passed

Maria Kokkoris thanked the SGCAAC for the flowers sent.

### **President's Report**

Presented by Vice President Bruce Armstrong

The survey results that was undertaken in February 2018 were presented and discussed. Some issues arising from the discussion was the noticeboard, whether people were reading the information on the notice board and whether this could be improved.

The other main concern was the centre's communication methods to members and whether this needs to be improved. Overall that these results should be integrated into the centre's Strategic plan which allows for future planning.

In future the SGCAAC try and gain a greater participation with filling the survey and the survey should be attached to the membership form and that the tutors could encourage students etc to fill in the forms

### **General and New Business**

#### **Vacant Position of President**

Lee Brett nominate Margaret Conlon for the President's position seconded by Jane Cochran. Voted and passed

Bruce Armstrong passed the chair over to Margaret Conlon for the remainder of the meeting.

#### **Position of Secretary**

Margaret asked that the position be called Minute Secretary as the Office Co-ordinator undertakes responsibilities of the Secretary. There was discussion whether this could be allowed as the constitution states position as Secretary. It was discussed that this has been done in the past including the previous year.

Margaret Conlon nominated Tracey Clifford, seconded Bruce Armstrong. Passed

**Exhibition Night** planning was discussed. David Coleman will present from 7 20 pm; he must leave by 8pm. Mark Coure will open the night at 7 25 pm, Margaret will say a few words. Setting up for the night will be on the Friday. A map/plan of the table allocations needs to be finalised for the tables etc. The mosaic area will be used as the stained glass and mosaics. Lee and her students have volunteered to hand out the food and drinks. Maria will have \$200 for all the drinks, she works out what is required. Leonie and Olga to do the platters. The only hot food will be the hot dogs for the children. There needs to be room for the band, probably at the front of the centre. Raffles to be near the office and Bruce will assist. Raffles to be spread over the two days, with prizes being drawn on both. Louise Robinson apologised that she would be unable to attend. Sweets/desserts provided by Cathie, Jane, Jan and Tracey.

### **Award Achievements**

Congratulations for the recipients of the St George Senior Achievement Awards given to Debbie Bourke, Jan Beattie and Margaret Conlon for their tireless work they do for the centre.

Congratulations should also go to Maria Kokkoris for an award she received earlier in the by David Coleman.

### **Markets**

Permission was granted for Lisa to have the markets on the 8<sup>th</sup> December 2018. Olga volunteered to open and close the centre as she will have a stall and she has a key.

**Dragons Lair Gallery Hurstville** will have an exhibition of works from members of the centre 8<sup>th</sup> – 30<sup>th</sup> June 2019. \$200 has been paid and information has been provided. Tutors will be asked to provide work. Works can be sold and there will be a 20% commission. Further information will be provided in March.

Maria Kokkoris has an exhibition in November.

There was a suggestion to enquire about the exhibition space provided by Kogarah Library.

### **Governance of the Centre.**

There was a concern about the requirements for all Executive Committee member positions that needed to be filled. This was resolved at this meeting.

Another matter concerning the inductions of Health and Safety have been outstanding for 2018. Bruce Armstrong has volunteered to oversee the inductions for all tutors and group leaders. This is mandatory, all will be held on Thursday 6<sup>th</sup> December at 11am, Friday 7<sup>th</sup> December at 2pm and Saturday 8<sup>th</sup> December 2pm. Tutors and group leaders must attend one of these sessions.

The signatories of the previous office bearers, President and Treasurer must be taken off the signatories of cheques and replaced with the present office bearers President and Treasurer.

The finalisation of the Co-ordinator and Book keeper's job descriptions need to be finalised. There is a draft copy at present. This could be reviewed at the next meeting.

No further business

Next meeting 13<sup>th</sup> December 2018 at 5 30 pm.

Meeting closed at 6 55pm

