



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

Minutes of the Executive Committee Meeting held at 23 St Georges Road, Penshurst

Monday 14th January 2019

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

Observing: Brooke Taylor

Chair: Margaret Conlon

Minutes: Tracey Clifford

Proxies: None

Meeting commenced at 1.25 pm

Timetables for Term 1

Discussed the timetable changes. The timetable for 2019 needs to be finalised. Tracey will send Leonie the final draft so it can be printed for term 1. Due to some concerns from the tutors about the new tutor fees, the fees advertised will be the same as last year until after the tutors and general meeting. The website is now advertising the fees as the same as 2019. A decision concerning this will be after the tutors meeting.

Membership Fee

Discussed membership fee and at this stage there will be no increase.

Flyers

Discussed the flyers that will be needed for 2019. The market day flyer can be printed omitting Open Day. The glossy brochure will be finalised once the concerns are addressed by the tutors meeting.

Newsletter

Margaret had drafted the latest newsletter.

Market Day for Saturday 26th January 2019

This was discussed and agreed that there will be no market on Saturday 26th January 2019 as it is Australia Day.

Market Day Workshops and Exhibitions

Discussed the notion of having tutor's workshops and demonstrations on market days. The tutor would be encouraged to having a workshop/demonstration of their class one Saturday

a term. There was an idea discussed that tutors/social groups could exhibit their work and could use this for sales. An idea was also discussed that an exhibition could be held of Margaret and Sam's own and student's work in watercolours. It could be held half way in the year on a Friday night with nibbles and drinks. This would then be on display on a Saturday market day. This would allow the tutors to market their classes as well as being able to sell their work.

Office Coordinator

Leonie asked permission for a maximum amount she could spend without seeking approval for sundry items. The Executive Committee agreed on a maximum of \$200.00 and a receipt showing GST must be obtained.

Electricity

Discussed the need to shop around for a better deal with the Centre's electricity. Gilbert volunteered to investigate.

Fundraisers

Discussed whether there are any new ideas for fundraising. This is something to consider.

Open Day

Discussed moving the Open Day to the last Saturday in May. Agreed to move this to 25th May 2019. Margaret will send a memo out to tutors and social groups about Open Day and what would be required.

The Dragon's Lair Gallery

The Centre has the exhibition space in the Drago's Lair Gallery in June. Margaret will send a memo to the tutor's and social groups concerning this.

Ideas for Grant Expenditure

Discussed possible ideas that could be put forward when applying for new grants. An idea discussed is getting some new furniture for the centre, in particular tables.

Georges River Cultural Plan

The Georges River Council asked for a meeting with the Centre and a representative advising the GRC on this plan. Gilbert is meeting with them tomorrow.

3 Bridges Newsletter

Discussed about advertising in the 3 Bridges newsletter. Margaret will approach the 3 Bridges.

Chinese Group

The Centre was approached by Anne Maree from Georges River Council about the centre hiring the Centre by a Chinese group for talks and workshops on a Friday night once a month. They will be charged \$50.00 per night as well as their members will be required to join the SGCACC. A key for opening and closing the Centre will need to be arranged for this group.

Changing the General Meeting Times

Discussed whether we could change the meeting time. A suggestion of Wednesday at 6pm. This will need to be voted at a general meeting.

Tutors Fees

Discussed the problem with payment of commissions from some tutors. Margaret will send a memo to all tutors regarding prompt payment. Tutors will also be reminded that any changes to hours and days, whether the tutor will be away and vacancies in classes must be sent to the Office Coordinator.

Minutes

Discussed and agreed that a folder containing the past few years will be brought to the general meeting for reference.

Toilet Floor

Discussed and agreed that quote(s) will be obtained for laying a sheet of lino in the toilet area for hygiene reasons.

Bank Signatories

Leonie reminded Margaret that the bank signatories need to be updated.

Sale Table

Discussed and agreed that a small trash and treasure table at the front of the centre can operate with all sales going towards the centre. There will be a time limit on how long an item can be placed here with regular culling.

Health and Safety

Bruce informed the Executive Committee that there are six people still outstanding from being safety compliant. They will need to be chased up.

Survey

Discussed and agreed that a survey about the Centre will be done after term 1.

Book Keeper and Office Coordinator Job Descriptions

Margaret is working on the descriptions for the book keeper and the office coordinator.

Meeting Closed 2 45pm