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MEETING MINUTES

Date: 14 September, 2017

Time: 5:51pm

Location: Pole Depot, Penshurst

President: Maria Kokkoris

Secretary: Helen Filipopoulos

Minutes recorded by

Helen Filipopoulos

Attendance: Maria Kokkoris, Julie Tsopel, Stacey McLachlan, Birgit Heinemann, Helen Filipopoulos, Brigitte Van Bonn, Lee Brett, Jan Beattie, Jane Lim, Louise Robinson, Joan Poache, Brooke Taylor,

Apologies: Debbie Bourke, Gilbert Sant, Margaret Conlon, Bernadette Zammit, Pat Watson

Meeting commenced at (5:51pm) following the AGM

Treasurer's Report read by Maria Kokkoris. Moved by Helen Filipopoulos, seconded by Jan Beattie.

Correspondence in/out read by Maria Kokkoris

Grant applications: Approved - Georges River Council grant. We have requested 'Improving access to reception desk'-\$9590 – Works will be completed in time for November exhibition.

President's report

New Kiln: installation, ventilation costs – we need to look at ventilation costs, once the kiln is installed and once the electricity power is connected.

Charity Volunteers Day "Days for Girls" – A thank you letter from the organisation was received for the approximate amount of 95 feminine hygiene kits which were shipped to Papua New Guinea.

WHS issues: All Tutors, Social Group Representative and staff Inductions have taken place this term. In each session valuable suggestions were made by the participants who brought extra knowledge to WHS issues. Further suggestions to improve procedures and documentation are most welcome. Defibrillator and First Aid Station including the update of the First Aid Kit and the Incident Report Form have been revised and implemented. Thank you tutors, group leaders and staff for completing WHS Hazard Report Form and running the mandatory evacuation drills in **all** classes and groups.

Amendments to WHS documentation to include 'Contact or phone Emergency: triple zero' and an addition to the Incident Report Form stating 'What information was gained from this incident'

Call out for an auditor for the account books was emailed to all members from the Treasurer on 1st August, 2017. There was little information supplied in time regarding past auditor, the audit report is not completed for this AGM, they are currently with a new auditor, Frank Zonaras Consulting P/L, 276 Pitt Street, Sydney.

Georges River Council – Grant approval - \$9,590 for improving access to the Reception Desk – timeline for this project will be completed in time for our November exhibition.

Parking issues - Mia Kokkoris and Debbie Bourke attending a meeting on 30 Aug, with David Coleman Federal Member regarding unsafe parking issues and lack of. Next step is a meeting with 3bridges we agree on the proposed changes, we will then meet with David Coleman, who will assist us by attending a meeting with Council to put forward our argument. I have also sent a letter to Mark Coure- Member for Oatley, which he has forwarded a letter to Council regarding our concerns about the parking issues.

General and New Business

Changes to the constitution: Lapidary Associate Membership was removed. Changes in regard to being incorporated have been applied. Documentation will be lodged with NSW Fair Trading. A copy can be obtained from Co-Ordinator, Leonie Graves.

Julie Tsopel moved and Louise Robinson second – all accepted.

Tutors and Group leader Inductions. There is a need for a WHS safety Officer to maintain procedures and documentation at the centre. The job would involve supervising a checklist regarding equipment and evacuation drills.

Tutor's job description, Work Health Safety (WHS) issues (update of evacuation and lockdown procedures) A copy may be obtained from Co-Ordinator, Leonie Graves.

MHAD Group – Venue Hire for Term 4 – 9 weeks Monday 12.30pm -2.30pm – Digi Pics

New Logo- The selection of the logo was a difficult one. Not only does the design have to reflect the vision of the centre. It needed to work graphically on all our signage. I think we all agree the new logo represents what the centre stands for and I would like to congratulate Debbie Bourke for all the time she has spent on the competition and her communication with TAFE students. TAFE and other training colleges had been approached for graphic design students to use our logo project as part of their course. Several committee members along with Lee Brett (Art Teacher) were shown the new logo in printed format and approved it. Graphic designer Vanessa Ferrone finetuned the logo at a cost of \$120. We can now commence with getting quotes for large scale signage front and back of building as well as promotional materials, like business cards, postcards, flyers, banners
Helen Filipopoulos moved and Jan Beattie second – all accepted

Draft Code of Conduct – A copy can be obtained from Co-Ordinator, Leonie Graves.

Leonie Graves – Superannuation and pay rise – back pay of \$2466 from July 2014 is to be paid to Leonie Graves nominated superfund immediately. A request to Leonie has been made to supply her super details. Leonie's pay will increase in accordance with the current award wage from \$18 ph to \$25.51 ph as of Monday 18th September, 2017.

Volunteer Jane - hire 1 day a week for data entry of MYOB and all account keeping records. Working 5 hours a week on Friday commencing 10am – 3.30pm with 30 min lunch break. Hourly rate \$25.51. Superfund will need to be nominated.

Lee Brett moved and Julie Tsopel second – all accepted

Kiln usage- Not only is the kiln an expensive piece of equipment to run in terms of electricity, the maintenance and ultimate replacement is a cost that is unreasonable to assume be carried by all contributing funds at the centre for a very few people. For example: the new kiln cost \$13,000. \$5,000 of this amount was covered by a grant, leaving \$8,000 still owing not including the cost of installing electrics and ventilation. 15 members use this equipment and pay only \$5.00 a term for firing. This calculates just on the \$8,000 to \$533.00 per member using it. At \$20.00 a year each of these members will take 26 years just to cover the \$8,000 not including the electricity running costs. In fairness to all who contribute financially to the centre is recommended that the pottery groups display some accountability to the kiln running costs.

A record of firing: name, size, dimension/weight be maintained. The acquisition of weighing scales and explanation of how to complete the form will be needed. Suggest payment for firing be made in a lump sum at the end of term.

The committee were surprised at the current fee structure of the kiln usage and agree we should look at a fee structure that works on weight of clay and that is feasible to the members of the centre. Fees will need to be disgust with Pottery teacher and social group members.

Helen Filipopoulos moved and Stacey McLachlan second – all accepted.

Markets to be held at SGCACC on a monthly basis – Stall holders of Riverwood Markets are interested in monthly markets. This will only be considered if we have someone volunteering to manage the stall holders on a monthly basis i.e. put out signs, allocate spots, register non members, collect money, Pack up sign and remove rubbish. Fees will be \$10 membership if they do not have their own public liability. \$15 for stall.

No one at the meeting was interested in managing the markets. A memo and email will be distributed to members to see if anyone would like to volunteer their time managing a monthly market and I will update the stallholders, in the meantime, most will be participating in the Oct and Nov festivals at the Centre.

Bus Trip – Thank you Jan and Cathie for your efforts in making this a success, as well as Leonie who does a lot of work behind the scenes. Bus trip made a profit of \$455.00 (including \$125 for raffle) made this year. Future bus trips will have a Procedure/Schedule Report Form to be handed in at the end of each trip and handed to the Co-Ordinator for filing and banking. (Attached Proforma Sheet needs to be completed including WHS risk assessment for next bus trip). This will avoid the issues with documentation of payment over two financial years and comply with Australian WHS legislation). Debbie suggests Cathie and Jan who don't pay for the day's outing take responsibility for this. Louise Robinson suggested adding NEXT OF KIN to form. Next Bus trip 19th November, Kiama 9am – 3pm. Jan was not in favour of the Proforma Sheet or risk assessment form. Louise Robinson has volunteered her time to show Jan and Cathie the procedure.

Discovery Festival – October 27th & 28th – GR Council Friday night Arts Forum and Saturday with entertainment, stall holders from MHAD group, Oatley writers group (Book launch) and Days for Girls information table. We will have a sausage sizzle run by Bruce and Chris Kokkoris.

Oatley Public School Christmas fete 4th November, 2017 from 10am to 4pm – a table has been booked to sell hand made goods and promote the centre with new logo, 2018 timetable and market day dates – a roster will be put together one month prior to the date.

Discovery Markets @Wolli Creek 4th November, 2017 – Olga Sedneva suggested we have tables at the Tempe House, historical building, as she is part of the Quilling Group and currently holds workshops and sales table of handmade products. We could allocate 2 members/tutors to promote the centre, demo and sales.

This would mean we need to split ourselves between 2 markets on the same day.

St George Art Society – Arabella Lee from Georges River Council organised a meeting between SGCACC and SGAS. Meetings have been held with President Jean Harrow and myself with regard to being affiliated with the Centre. Issues have risen with the Community Leasing Policy at their current premises and they are looking for an alternative art centre, for 2018. This would mean their members will take out membership with us and commission will be paid in accordance with the centres fee structure. As a trial a 3 day Watercolour Painting workshop will be held at the Centre on Friday 6th Oct, 13th Oct, 20th Oct from 9.30am to 12.30pm. They will be charged \$10 membership and commission according to the numbers in the class. Lee Brett was in favour of the affiliation and went on to say that this would bring more members to our Centre.

Children's School Holiday Program – Brooke Taylor is holding 2 workshops in the holidays 26th Sept and 28th Sept from 2pm – 4pm charging \$25 including materials.

Stained Glass/Mosaic Classes with Maree Zavarise – will be changing her class time on Tuesday , 11am to 2pm instead of 12pm to 3pm. The new time slot will appeal to mums of school age kids.

Mosaic Kitchen Splashback – A design is being put forward to dedicate to the history of the Pole Depot of a mosaic with telegraph poles (bird on wire) (see picture). The committee responded favourably on Maria Kokkoris' ideas and have put trust in her skills to go ahead with this project.

Equipment Purchase –Birko Commercial boiling hot water urn for the kitchen capacity 10 litres \$243.48 including delivery. Kettles are a hazard, particularly if overfilled, danger with water over boiling and around the powerpoint. **Lee Brett moved and Leonie Graves second – all accepted.**

Trivia Night 14th Oct 7pm – Donation of items are needed, could you please approach businesses you know, we would much appreciate vouchers. Prizes will be 1st Prize, Last Place Prize, Best themed table, and 6 small prizes for games in between each question session. We would like to also put together a raffle and all proceeds will go to the Breast Cancer Foundation plus 15% raised on the night. The rest will go to the Centre. A letter will go to all members asking them to pass onto possible sponsors/donations on the night.

Godelieve Moles /Pottery – would like for the committee to evaluate the commission sheet paid by tutors, as she feels the percentage is not fairly calculated – Can the committee review for 2018. Figures and scale of commission will be reported by Godelieve at the next committee meeting.

PROPOSED CHANGES FOR SOCIAL GROUP PAYMENTS

Social Group fees – Gilbert Sant – remain as is with no changes to current payment schedule. Payment made on a weekly basis with no upfront payment fee paid. Claiming groups are making as much money as tutors.(see attached figures from Gilbert)

Social Group fees – Bernadette Zammit – Casual rate to be \$5 a week and upfront payments fee pay \$4 which is \$40 for the 10 week term.(see attached letter from Bernadette)

Social Group Fees – Debbie Bourke – Casual rate to be increased to \$7.50 and upfront payment fee pay \$5 which is \$50 for the 10 week term. It would be more likely that social group participants would be inclined to commit to their attendance to the centre, equating to a steady cash flow.(See attached figures from Debbie)

Social Group fees: commitment to the whole term or as a casual participant. There has been a valid point raised that belonging to a social group runs in competition to a class with tuition. If we want to encourage and keep our tutors, as we must to have the centre running as a place of learning, we need to consider strict criterion and guidelines in regard to activity in a social group context.

Social Groups to advertise for new members: a limit of 10 participants per group meeting. This will help boost our membership numbers and help share the cost of running the centre. The understanding of joining a social group is that participants come with skills and no tuition is available and any equipment such as kiln usage will be an extra charge.

Maria Kokkoris said the above suggestions are to be considered and a final outcome will be voted at the next committee meeting in November. Nothing would be enforced until the new year 2018.

All agreed.

Meeting closed 7.05pm

Next Meetings - **Thursday 9th November, 2017** and Thursday 7th December, 2017 – Christmas Party.