



**ST GEORGE  
CREATIVE  
ART & CRAFT  
CENTRE**

**MEETING MINUTES**

Date: 9th March 2017

Time: 5:30pm

Location: Pole Depot, Penshurst

President: Maria Kokkoris

Secretary: Helen Filipopoulos

Minutes recorded by Helen Filips

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Present: Helen Filips, Gilbert Sant, Margaret Conlon, Louise Robinson, Olga Sedreva, Debbie Bourke, Maria Kokkoris, Lee Brett, Jan Beattie, Cathie Hammond, Brooke Taylor

Apologies: Julie Tsopel, Godelieve Mols, Jan Poach

Meeting commenced at (5:35pm)

Overview of previous meeting minutes and outcomes from the (2<sup>nd</sup> February 2017) read by Helen Filips, **moved by Mia Kokkoris and seconded by Debbie Bourke**

Treasure's Report read by Debbie Bourke **moved by Gilbert and seconded by Helen Filips**

Correspondence in/out read by Mia

- Refund was received from the St George Leader for the misprinted advertisement
- The Bayside council community grants have been lodged and awaiting an outcome

President's report

Mia applied for one of the stronger community grants (up to 50k grant) which in return will be used for a new air-conditioning system

We also applied for a seeding grant (up to 5k) – for a community program that will have an enduring community benefit i.e. seniors/carers bus trip

A smaller grant (1500k) to go towards the kiln purchase (although we will still be short by 4.5k)

**General & New business**

The SGCAC strategic plan update was presented by Debbie Bourke – she outlined that the reason for the plan is for the long-term sustainability of the center – following on from the original plan initiated back in 2004 but NOT maintained she added that it is a working document which needs to be revised and each member has either been emailed a copy of given a hardcopy for review.

Debbie presented the summary of the recent SWOT analysis which lead to the following priorities as pointed out by the committee.

1. Improving the appearance of the building facilities inside and out which in turn means a rebranding of the art and craft Centre

2. Sustainable practices i.e. a critical incident policy and child protection policy all need to be updated and the income and expenditure of the Centre needs to be reviewed.
3. Expand the operations by offering more classes and increased use of the facilities and to broaden the ages who use the facility

Maria thanked Debbie Bourke for her contribution, time and effort on this project.



Maria informed the committee that a new letter box will be purchased to replace the current one which is too small.

A refund has been requested from the Leader due to the poor handling of our advertisement – no refund received yet

Our website is now live thanks to Mia – Debbie made a special mention and thanked Maria for her kind effort in getting the website up and running.

New logo is still a work in progress. Council is unable to help with the design due to time restrictions and work load. The next step will be to either give Roz's son a go at creating a logo for us or we will put the current entries to a vote and let the members have pick the winning LOGO...

Our charity Volunteers day is March 11<sup>th</sup> is ready to go – the event has already been placed on Facebook and on gumtree etc. and we have enough volunteers

Re capped on the next festival day 1<sup>st</sup> of April – the Autumn Arts & Music Festival and the SGCACC open day. The GRABart night art markets of which we have been asked to participate. We could use this opportunity to promote the center.

Results of our recent survey was handed out to each member: the 4 major areas for improvement are as follows:

1. Reverse cycle air-conditioning
2. More parking
3. Better signage on front of building and on the road etc.
4. To improve entrance – improve reception area, less clutter, drying areas for children’s art work.

We also need to amend our public liability insurance from 10mill to 20mill to apply for further Grants in future – cost would only be an extra \$195 per year + additional cover requested for 3 extra market days.

A discussion on the market day stalls took place where Cathy mentioned that a \$45 cost of holding a stall was way too steep. However, Maria noted that there is nothing in concrete yet until our public liability is amended.

Brook has now addressed the issue regarding the table clean up with the children’s classes.

Debbie asked the co coordinators to have all parents sign a registration form to ensure their child keeps their spot – and that they must pay the whole term within the first 2 weeks of that term – and if this isn’t adhered to the child’s spot will sadly go to the next child on the waiting list. A roll will be created to manage this new process.

A discussion then commenced on a child protection policy and risk assessment policy which Debbie will be considering over the coming months. Anyone working with kids even as a volunteer really needs to have a formal clearance by the police or must be supervised by the coordinator always.

To address the growth of our children’s classes more advertisements would be needed through social media i.e. Instagram, Facebook to attract new teachers more classes and more volunteers – same goes for adult classes.

Olga raised the issue about keeping our costs competitive but slightly below what the market is charging to get more groups into the center. But charging what Hazlehurst charge is not an option as we are nowhere near their caliber - we are known as a portable art center and not one funded by the council as such.

In the long term, we want to be like a Hazlehurst but in the short-term Gilbert pointed out that we cannot lose sight of who we cater for and we don’t stray too far right now.

Gilbert also asked if we could consider keeping the \$5 per class rather than charging a \$50 fee up front – people might find it too hard to commit to a larger fee, as they are keeping to a tight budget etc. This opened more discussion on how each teacher manages their payments and the many inconsistent payment structures going on at once – some teachers are even running at a loss because they don’t want to increase their fees.

Maria stopped the discussion – and mentioned that this is all in the past and the future growth of the center would have to see radical changes and because we are a self-funded organization it is necessary

that all money coming in will need to be rationalized and put back into the center etc. Everyone needs to contribute when using the facilities.

Gilbert raised more discussion regarding fees, costs and commissions and the centers profits etc. – calculating the 15% that goes back to the center after the commission is deducted and Debbie advised that if everyone turned up every week and payed their money there would be no issue – however the difference between paying up front and paying at each class is that while some classes like mosaics who pay upfront cover all their expenses etc. vs the classes who pay week on week.

Area vs space vs number of people who use the space needs to be addressed ensuring we use up all valuable space to bring in more commission.

A discussion on the strategic plan commenced around rebranding of the center – and how council needs to see growth and changes taking place continually to get further support

Olga suggested we look at the calendar and add some theme nights and themed events – i.e. bringing in special guest speakers – special talks and even ladies social cupa nights all at a \$5 entry fee.

Debbie tabled the need to have a kiln usage firing chart – like a schedule of these for things like weight etc. and to charge accordingly. As well as the grant this additional money would also help pay off the remainder 6k much sooner.

Gilbert bought up the refurbishment scenario and discussed a couples of options:

A: To barricade things in the folk-art area or the art area

B: Hiring a container at a cost of approx. \$550 + GST for 1 month for the classes to start storing their stuff over a span of a 3-week period

Maria confirmed that work starts on the 10<sup>th</sup> April and will be done within the 2 weeks of the school holidays.

An open discussion re: refurb process regarding where each class would store things, timeframes etc.

Meeting ended 6:45pm

Next meeting is on 11<sup>th</sup> May @ 5:30pm

