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## **Minutes of Meeting**

**9 November 2017**

**Present:** Maria Kokkoris, Louise Robertson, Margaret Conlon, Debbie Bourke, Gilbert Sant, Leonie Graves, Lee Brett, Jan Beattie, Julie Tsopel, Bernadette Zammit, Stacey McLachlan, Joan Poche, Brooke Taylor

**Apologies:** Maree Gunn, Karen HobsonG

Maria opened the meeting, welcomed everyone and thanked them for coming.

**Business Arising:** NIL

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

The Treasurer said that due to a problem with MYOB not connecting with Excel spreadsheet, she was unable to complete report. A meeting will be held with Debbie, Leonie, Mia and Jane to get MYOB up and running.

Debbie also stated that the 2016-17 audit is almost complete. There was information missing, which has delayed things. In future all required information will be on hand, which will make the audit quicker and cheaper.

**Market commission sheet.** Debbie has produced a market commission sheet which will be handed to all member stallholders to accurately record their sales commission.

### **Kiln Usage Record**

It was proposed that a record of kiln usage be kept, with name, size, dimension/weight noted and person charged accordingly at the end of term. Gilbert said that potters paid \$10 each per term for firing fees and did not always have anything for firing. Potters are already paying and donating for raffles and buying raffle tickets, etc. Maria said that this should be professional

and we need a system for charging outside people who use the kiln. Gilbert agreed about fees for outside people, but said that the Centre is a community centre and the kiln is part of that. Bernadette and Lee agreed with this view.

It was agreed that the firing issue be looked into at a later date.

### **President's Report**

Maria advised that Georges River Council has adopted a 'Community Lease Policy' to ensure that all community tenants are covered by a current lease. The Centre will be required to pay rent.

Georges River and Bayside Councils held an arts forum at the Centre on 27th October. We have gained new members from this.

**Parking Issue** – will be pursued in the New Year.

**Reception desk** was completed in time for October Festival. Leonie spoke on the issue of rubbish and other items cluttering the office space. All members are advised that nothing is to be left in the office area unless requested by the president or essential to the coordinator's role. Anything that is deposited in the reception area will be disposed of.

**Grants** - Debbie wished it to be noted that 'Crafty Cabinets' put in a lot of extra work whilst doing refurbishments to Centre.

Create NSW Grant Application for English Language art programs was unsuccessful.

**David Coleman, Federal Member for Banks** advised that we had received a grant of \$2,500 for electrical works, being 50% of the finance required to support the plan to install ceiling mounted power sockets and retractable pulldown plugs. A detailed application involving quotes and further documentation will need to be completed. Any offers of help from members toward this end would be appreciated. Council will also need to direct a plan for any electrical work as the existing power board, located in the 3Bridges area of the building is in an antiquated state.

**Volunteer Award** – Roslyn Norris, children's volunteer, has been nominated, and will be awarded with a certificate from Mark Coure, Member for Oatley. Congratulations Robyn.

**Trivia Night** – Was very successful and raised \$1373, of which the Centre will receive \$770 and the Breast Cancer Foundation \$603. Thank you to all those who contributed to the success of the night.

**New Business** - Debbie submitted the draft 'Roles/Job Description for Executive committee members' written in line the Centre's paid staff and their general tasks and responsibilities. Minor amendments were made and it was moved by Louise, seconded by Julie that these be accepted. All agreed.

## **WHS Update:**

An **Incident Report Form** must be filled in for any event resulting in injury and given to the President within 48 hours of the event occurring. These forms are located in the First Aid Cabinet or can be obtained electronically through Leonie in the office. Copies of the Incident Report Form were included in the Tutor's and Social Group Leader' Information Pack distributed at the WHS induction meeting this year.

**Epipen** – Parents of a child with risk of anaphylaxis are required to supply an Epipen that is in date. There was some discussion regarding Centre having one on hand, but they are expensive and only last one year. Leonie stated that if a child does not bring one, he/she will not be admitted to class. All children's tutors have up-to-date first aid qualifications regarding the usage of the Epipen.

**Sign for a Mustering Point** in regard to an emergency situation needs installing.

**Membership fee payment** covers all financial members in regard to insurance.

An **Outing/Bus Trip Risk Assessment Form** is now ready for completion by the organisers before the event takes place.

**New Kiln** to have a pad lock. The ventilation is still being considered.

**Children's After School Art Class** Enrolment Form will have the addition of 'Terms and Conditions' regarding safety and behavioural issues included. This will be ready for the start of 2018 classes.

**WHS Safety Officer** - There is a need for a SGCACC WHS Safety Officer to maintain procedures and documentation at the centre. The job would involve supervising a checklist regarding equipment and evacuation drills once a year.

**Children's Classes** – Brooke Taylor will be holding workshops in January, dates to be confirmed. She is also adding a new class next year, on Wednesday afternoons.

**Stained Glass Social Group** – There is a proposal for a new group, to start Term 1, 2018, on Wednesday from 10 am – 12pm.

**Bus Trips for 2018** – Olga has suggested, and is happy to organise, bus trips in 2018 to Bundanon Estate of Boyd Family, Riversdale and Meroogal House, all located near Nowra.

**Marketing and networking** – Publicity officers, Julie and Stacey are to manage Facebook, Instagram, Gumtree and Nabo accounts. Members are asked to help promote the Centre by carrying some of the new business cards with them. A marketing tip is to always give out multiples (2 at a time) when promoting what the centre has to offer. All marketing suggestions are welcomed.

Maria attended **talks with the Leader** regarding their proposal of regular advertisements. At \$269 every 2 weeks this offer has been declined as it was considered too expensive. **3Bridges** will give us a free ad in their newsletter.

Maria advised that there is **still money remaining** from the 'Stronger Community Grant' awarded in 2016, which needs to be spent or given back. She has proposed a mosaic splashback in the new kitchen. Joan raised issue about child safety and the hot water tank located near the clean-up sink area and said that a child had been burned and money might be better spent there. It was decided that Gilbert would construct a cover temporarily, including a benchtop, which would not cost much, and remainder of money be used for splashback.

It has been suggested that the **outside of the building** be painted Charcoal Grey, and a new sign erected. Maria has managed to involve Bunnings in the project. They will complete the job as part of their Communities' Program at no charge to the Centre. A Risk Assessment Form will be submitted to council. The council sign writer will be contacted regarding new signs to be painted on both sides of building. The new kiln is up and running after being moved into the space of the old one until electricity problems can be sorted out.

A new lock will be installed on the front door of the Centre and a new, visible Emergency Exit sign placed at back door.

**Pottery Wheel** – Moorefield girls High School has donated a 2 pedal wheel which will be sold and money raised go to the Centre.

**Evaluation forms** need to be handed in by tutors at the end of term.

**Thank you** to Margaret Whitehurst, Brooke Taylor, Jan Beattie, Birgit Heinemann, Olga Sedneva, Louise Robertson and Debbie Bourke for their attendance at Oatley Public School and Tempe House, Wolli Creek markets to promote the Centre.

**Exhibition** – A Running Sheet and Event WHS Risk Assessment will be used this year for planning, evaluation and organisation of the evening and following open day. Gilbert is to be in charge of catering on the opening night. Louise will be in charge of alcohol, as she has a RSA certificate.

**Social Group Fees** – a vote was taken and a majority voted for these fees to remain at \$5. The class flyer will now advertise social groups.

There being no further business, meeting closed at 7.28 pm.

**Next meeting and Christmas Party Thursday 7 December – 5.30 pm**

