



**ST GEORGE
CREATIVE
ART & CRAFT
CENTRE**

23 St Georges Road, Penshurst 2222 Tel: 95793331
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MEETING MINUTES

Date: 8TH DECEMBER 2016

Time: 5.30pm

Location: Pole Depot, Penshurst

President: Maria Kokkoris

Secretary: Helen Filipopoulos

(Minutes recorded by Debbie Bourke)

Present: Maria Kokkoris, Jan Beattie, Brook Taylor, Margaret Whitehurst, Louise Robinson, Lee Brett, Cathie Hammond, Debbie Bourke, Julie Tsopel, Stacey McLachlan, Brooke Taylor Margaret Conlan

Apologies: Helen Filipopoulos, Leonie Bruce, Gilbert Sant

Meeting commenced at 5.38pm

Overview of previous meeting minutes and outcomes (8th November, 2016) read by Maria Kokkoris

Treasure's Report read by Debbie Bourke. Moved by Maria Kokkoris, seconded by Margaret Whitehurst

Correspondence in/out read by Maria Kokkoris

- Invoice to Georges River Council for Stronger Community Funds Grant (\$46590) to be paid into SGCACC bank account.

President's report

- Exhibition Weekend- attendance on the opening night, Friday 25th November, 2016 was good. The children who attended were a great draw card for parents attending also. Attendance on Saturday was not as good. Maria suggested a plan for the next exhibition start in the middle of next year, 2017, in readiness
- Gumtree Advertisement successful- A new pottery teacher, Godelieve Mols, to commence teaching on trial basis in 2017. Thursday day/night class to be confirmed. Knitting and crotchet class may also be an option in the afternoon. Promotion of the Advertising for classes and use of facilities at the Pole Depot was thought to be a necessary factor in making the centre become more vibrant. Although advertising in the St George and Sutherland Shire Leader is expensive Lee Brett suggested we pay for an advertisement at the beginning of next year in the second week of January. The 'What's On' supplement to be investigated. Gumtree advertising that is free is also to be considered. Cathie Hammond proposed the idea of a new, big sign for the front of the building or perhaps street entrance
- New quilting tutor – Olga Sedneva. Classes on a seasonal timetable such as Easter and Christmas may be a possibility for 2017. \$15.00 for 2 hours including materials and a commission to be paid to the centre

- Children's certificates and Christmas gifts- a great success
- 'Georges River Council for Stronger Community Funds' Grant - Presentation of grant certificate attended by Maria Kokkoris and Gilbert Sait on 8th December
- Arts and Crafts classes and groups are to be defined as such and run separately to avoid confusion and some arising conflict between students
- Draft of a Strategic Plan to be developed in 2017 was submitted by Debbie Bourke. Please refer Appendix 1. The objective of the plan is in consideration of applications for further grants that may be available to develop the centre.

General and new business

- A preschool aged art and craft group is to be trialed by Brooke Taylor on Thursday morning 10.30-11.30am. \$12.00 per class including materials with accompanying parents joining the centre. This may lead to a further interest by these parents after their children begin school. A high school group is also being considered on Monday 5.30-7.00pm.
Moved by Maria Kokkoris, Seconded by Margaret Whitehurst
- Timetable has been updated to delete all group times
- 'Days for Girls'- Margaret Whitehurst presented information regarding this charity. A request for donations of personal items such as hotel soaps, panties, thin face washers, flannelette and cotton material. A Saturday, three hour workshop in February to sew products for donations was suggested. Maria would like to create a data base of all members personal inbox to inform them of such ventures
- An attendance form for craft groups to be developed. This form will be completed at each meeting and submitted with payment to Leonie at the front desk (details to be advised)
- A new children's enrolment form will be designed for 2017
- The Centre's website will be updated with a new look during the holiday break by Maria Kokkoris
- A survey will be attached to each membership form in 2017
- Market Dates 2017:
 - 1st April- Festival Day, featuring the 'Fiestaville' choir group concert (affiliated with Council who will advertise)
 - 28th October- MHAD Festival
 - 24/25th November- Exhibition/Open Day
- Committee Meetings 2017
 - 2nd February
 - 9th March
 - 11th May
 - 13th July
 - 7th September AGM
 - 9th November
 - 7th December –CHRISTMAS PARTY
- MAANZ Group- presentation Saturday 18th February. Approximately 30 participants. Each person will pay the \$10 membership fee plus \$5 admission

Moved by Stacey McLachlan, Seconded by Debbie Bourke

- Need for a collated list of committee members contact details was requested by Cathie Hammond
- Maintenance request suggested by Lee Brett- sandbags for doors in case of flooding over the holiday period. Council to be contacted by Maria Kokkoris

Meeting closed 6.40pm

APPENDIX 1: Strategic plan- Pole Depot

(What the objectives are and how we are going to achieve them)

1 Introductory Statement: (what is it about?)

‘The Pole Depot- A community place where our neighbourhood can meet for education classes, recreational activities and social events’

This strategic plan has been developed by the members of the committee and other members of the Pole Depot in order to provide a disciplined approach to the management of improvements to the Pole Depot over period of time.

- Contact details.

2 Background statement/history:

1933: The site in St Georges Road, Penshurst, began being used to store electricity poles.

1952: A large garage was erected to house trucks.

1978: The disused depot was handed over to Hurstville Council, which converted it into a community centre.

2014: The “Pole Depot” became part of 3Bridges Community.

Programs run at the Penshurst Centre range from before and after-school care to broadband for seniors and a group that reduces social isolation for young adults with a disability.3 bridges

(• When was the organisation formed and why? • What led to it being formed? • What key changes have occurred since it was formed? • How is the organisation governed and how is it staffed? • What support is received from which agencies and what level of support has been received?)

3 Management Board and Staff:

This information will be useful for- recording the way in which the structure operates (i.e. determining and recording who links to whom, for what purposes and with what forms of accountability) aligning everyone's thinking in order to ultimately promote organisation unity.

Suggested tasks • List who is who and draw an organisational chart. • Perhaps have some details about each person and contact details. Remember to also indicate representation on external agencies and identify representatives from external organisations.

