



23 St Georges Road, Penshurst 2222 Tel: 9579 3331 Email: [info@sgcacc.org.au](mailto:info@sgcacc.org.au)

**Minutes of General Meeting held at 23 St Georges Road, Penshurst  
Thursday 12 April 2018**

**Present:** Margaret Conlon, Debbie Bourke, Gilbert Sant, Leonie Graves, Jan Beattie, Cathie Hammond, Julie Tsopel, Brooke Taylor, Tracey Clifford, Janet Selby, Jane Cochran, Peter Addison, Paul Bourke, Marnie Morris, Rhonda Crisanti, Chris McGuigan

**Apologies:** Maria Kokkoris, Louise Robertson, Maree Gunn, Bernadette Zammit, Lee Brett

**Chair:** Margaret Conlon

**Minutes:** Margaret Conlon

Meeting Commenced 5.35 pm. In the absence of the President and Vice President, the Secretary, Margaret Conlon chaired the meeting.

**Correspondence**

A list of correspondence in/out was read. Most of the matters referred to in the correspondence will be discussed under general/new business.

**Minutes of Previous Meeting**

Tracey Clifford stated that there are a number of errors in the minutes of 8 February, and that she does not accept the minutes as a true and accurate account of the meeting. Chris McGuigan concurred with this, saying that there were discrepancies. These discrepancies relate to the discussion of the expenditure of the grant monies. The minutes of the previous meeting were not accepted. Chris McGuigan moved that these issues be resolved before the next general meeting at an Extraordinary General Meeting. Seconded Gilbert Sant. All agreed.

**Minutes**

In regard to minutes, these will be made available by email and hard copy to all attendees and those who offered an apology. The full minutes will not be read out at meetings. Moved Debbie Bourke, seconded Tracey Clifford.

## **Treasurer's Report**

The Treasurer's Report was read by Debbie Bourke, who moved that it be accepted by the meeting. Seconded Leonie Graves. All agreed.

## **General/New Business**

A number of items have been held over to the next meeting, due to the absence of Maria Kokkoris.

## **Expenditure Guidelines**

As per request from President, Margaret Conlon and Tracey Clifford have prepared a set of guidelines for Centre expenditure, both grant expenditure and internal Centre expenditure. It was moved by Margaret, seconded by Debbie that this be accepted, with the cutoff amount for one quote being amended to \$2,000. Agreed

## **Electrical Work**

Gilbert Sant and Margaret Conlon met with Council representatives regarding the electrical work required to make the building compliant. After inspecting the power board, which is located in the 3Bridges section of the building, and inspecting the wiring for the old kiln, he said that supplying the required wiring, etc. to the position for the new kiln would not be a major problem. Drop down power points, for which we have a Commonwealth communities grant, were discussed, and again, these should present no problem. We also enquired about the possibility of lowering the fans, and were told that it would be easier to get new fans than to retro-fit longer rods. They left without making any definite promises about when work would be done. They will be meeting again with Gilbert on 24 April.

## **Federal Government Solar Communities Grants Program**

We have received information from David Coleman, Member for Banks about community grants for installation of solar power. The value of the grants is from \$2500 to \$12500, with any extra expense to be the responsibility of the recipient of the grant. Gilbert will look into this. Grants close on 31 May.

## **New Art Class**

Tetsuya Moi is offering a new class in Charcoal Drawing, but has so far not had any students. Debbie Bourke suggested specific advertising for this class. There was a suggestion that the Centre take stalls at school fetes for advertising purposes. Danebank School is having a fete in the near future.

### **Surprise Raffle**

Jan Beattie and Margaret Conlon raised the question of the Surprise Raffle, and after some discussion it was decided to go ahead with it on 7 September. Jan and Cathie will again be organisers

### **Days for Girls**

Margaret Conlon requested that we have a Packing Day for Days for Girls, as we have plenty of supplies for the kits. This was approved and will be held on Saturday 30 June.

### **Notice Board**

Gilbert Sant requested a better notice board, one that people would actually look at. Debbie Bourke said that there is provision for a cupboard with cork/whiteboard doors, but this is in the future. Debbie also has an idea for a glass display in the future. It was moved by Gilbert, seconded Jan, that a sign be made to make the noticeboard more obvious. All agreed.

### **Display Cabinet**

Gilbert requested that the display cabinet be moved to a more prominent position, but after some discussion, a more suitable spot could not be found.

### **Advertising on Website**

Gilbert requested that there be more advertising on website for tutors and helpers, that we have something like a "What's on" or "Events" box. It was agreed that updating the website would be looked into.

### **Computer use by Brooke Taylor**

Brooke has requested that she be able to use the Centre's computer for online ordering of class supplies. Moved Marnie Morris, seconded Margaret Conlon, all agreed.

### **Kids Pottery**

It was moved by Leonie Graves, seconded by Brooke Taylor, that kids' pottery firing fees be paid on a group basis.

### **Missing Items/Fan**

Margaret Whitehurst informed the Centre that small items have gone missing from her cupboard and she was concerned in case other, more important items also go missing. She also asked if she could buy a pedestal fan, as the overhead fans provide little relief from the heat. Moved Julie Tsopel, seconded Chris McGuigan. All agreed.

### **Blocking of Fire Escape/Untidiness**

Emails were received from Jane Cochran, Margaret Conlon and Bernadette Zammit regarding the general untidiness in the front area of the Centre and the fact that the fire door is frequently blocked by chairs, screens, etc. It was moved by Gilbert, seconded by Marnie that a "Fire Door – Do Not Obstruct" sign be placed on the door. A check list will be prepared for Leonie and Jane to monitor the untidiness, etc. of the Centre.

### **Purchase of Electric Pencil Sharpener**

Joan Poche has requested the purchase of a new pencil sharpener. After some discussion as to the necessity of this, it was approved to be paid for out of general funds. Moved Tracey Clifford, seconded Leonie Graves.

### **Change of Hours for Jane Lim**

It was moved by Chris McGuigan, seconded Leonie Graves that when it is necessary for Jane to change her hours, she simply email the Centre so that Leonie, Mia and Debbie are aware of her hours.

### **MHAD Grant**

Maree Gunn, of Jubilee Community Services is applying for a grant for a mat cutter, matting supplies, screenprinting screens and supplies, and a cupboard to keep them in. The cupboard and supplies will be kept at the Centre and all these supplies will be available for members' use.

### **Black Display Screens**

An email was received from Bernadette Zammit regarding the black screens in which she states that they are untidy and take up a lot of room. Several people agreed with this and asked why we still have them in light of the fact that St George Art Society did not, in fact, become affiliated with the Centre. It was requested that this be investigated.

**Meeting closed at 7.10 pm**

**Next Meeting 5.30 pm Thursday 14 June 2018**