



Annual General Meeting New Officers

Date:	14 September 2017
Time:	5.38pm
Place:	23 St Georges Road Penshurst 2222

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

Apologies: Margaret Conlon, Gilbert Sant, Debbie Bourke,

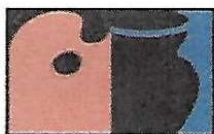
Minutes of AGM of 9th September, 2016 was read by Maria Kokkoris
Julie TsopeI moved, Lee seconded

Helen Filipopoulos was the Returning Officer
Helen declared all positions vacant.

Selection of new officers:

POSITION	NAME
PRESIDENT	Maria Kokkoris Nominated by: Debbie Bourke Moved by: Julie TsopeI Second by: Jan Beattie Accepted – all agreed
VICE PRESIDENT	Louise Robinson Nominated by: Maria Kokkoris Moved by: Stacey McLachlan Second by: Lee Brett Accepted – all agreed
SECRETARY	Margaret Conlon Nominated by Lee Brett Moved by: Helen Filipopoulos Second by: Jan Beattie Accepted – all agreed
TREASURER	Debbie Bourke Nominated by Maria Kokkoris Moved by: Julie TsopeI Second by: Stacey McLachlan Accepted – all agreed
PUBLICITY OFFICER	Julie TsopeI Nominated by Louise Robinson Stacey McLachlan – Shared Position Moved by: Maria Kokkoris Second by: Leonie Graves Accepted – all agreed
MAINTENANCE OFFICER	Position remains vacant

Maria Kokkoris declared meeting closed at - 5.50pm.



**ST GEORGE
CREATIVE
ART & CRAFT
CENTRE**

23 St George Road, Penshurst 2222 Tel: 9579 3331

info@SGCACC.gov.au

Thursday 14th September, 2017 ANNUAL REPORT

Our mission

The organisation exists to support the development of creative skills and expertise within each individual member, building bridges of understanding through a shared creative experience and showcasing member's art in a welcoming gallery space. It provides a social network for its members.

Our vision

St George Creative Art and Craft Centre supports creativity in a vibrant community centre.

Our History

1933: The site in St Georges Road, Penshurst, known as 'The Pole Depot' began being used to store electricity poles.

1952: A large garage was erected to house trucks.

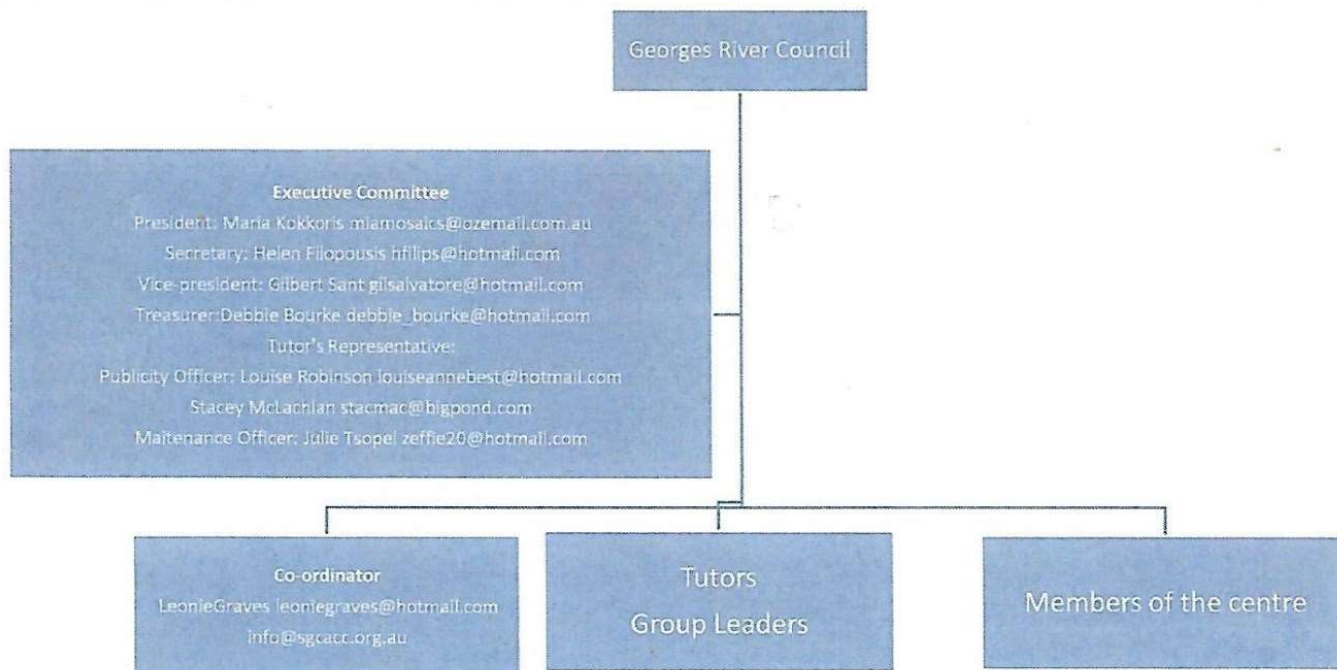
1978: The disused depot was handed over to Hurstville Council, which converted it into a community centre.

2014: 'The 3 Bridges Community' was merged in July 2014 as a new entity on the Pole Depot site.

2016: St George Creative Art and Craft Centre was corporatised

SECTION 1

AN OVERVIEW OF ST GEORGE ART AND CRAFT CENTRE



Employees

Name	Position	Dates acted (if not for whole year)
Leonie Graves	Co-ordinator	2016 -2017
Leonie Graves	Cleaner	2016-2017

Volunteers

Name	Position	Dates acted (if not for whole year)
Roslyn Norris	Children's art class	???
Robyn Cooke	Children's art class	???
Gordana ???	Children's art class	[insert dates]
[insert name]	[insert position]	[insert dates]

OUR SUPPORTERS

		
Georges River Council	Club Centro	David Coleman MP

SECTION 2 **GOVERNANCE**

STRUCTURE & MANAGEMENT

St George Creative Art and Craft Centre is a not-for-profit community centre. It has been corporatised and is registered with the Australian Charities and Not-for-profits Commission (ACNC) Number

Our Values:

The organisation provides quality, accessible, tutorial style classes in a range of art and craft media. Through responsible, transparent and forward thinking management practices, the future sustainability of the organisation and equity for all members will be assured.

PRESIDENT'S REPORT

Report may include updates to centre and management.

Planned activities for the upcoming financial year (see below)

Look at what's working and what's not ... Marketing proposals to increase classes, acquire more tutors and volunteers
Exhibition and sales of works- move from market days as a platform for this

Should be noted that all the organisation of strategies and documentation will enable future office holders an easier time with the upkeep and running of the centre. There is still much more to be achieved with this in mind.

Maria Kokkoris

OUR OBJECTIVES AND ACTIVITIES

Activities undertaken in the financial year

OBJECTIVES

1. Improve facilities and appearance both internally and externally of the building. Plan for a gallery space to promote art works created by artists involved in the centre
2. Expand operations-extend availability of tutors and classes- target wider range of age groups
3. Increase marketing for sustainable funding and improve management practices

1. Improve facilities and appearance both internally and externally of the building. Plan for a gallery space to promote art works created by artists involved in the centre:

- Update interior of the centre including grant money to complete Stage 1 of the refurbishments, decluttering and storage/kitchen areas. Splashback in kitchen area and new tabletops on desks in painting area. Plans drawn up with a long term vision for further improvements. New kiln. New kiln- shortfall of \$8000 must be raised.
- Exhibition display stands on loan from St George Art Society
- Up dated maintenance issues implemented through a termly evaluation by tutors and group leaders

2. Expand operations-extend availability of tutors and classes- target wider range of age groups

- Marketing: New logo will be established by the 2017 Exhibition Night to set the stage for a marketing push to increase classes. Advertising- networking: explore social media. An ongoing plan for promotion of centre through local papers and other media releases.
- Revitalised website.
- Plan for 'Likes' on Facebook, Instagram blogging.
- Request for all Facebook friends of the centre to 'share' up and coming events and advertisement of classes.
- Information table at Festival/Market Days at the centre and around the local area for classes offered and potential hiring of facilities for the purpose of arts and crafts. New eye-catching promotional pamphlet and materials planned for this purpose. Current Market Days assessed on what's working and what's not working.
- Update contact list including emails- procedures implemented through a termly evaluation by tutors and group leaders
- Children's classes- procedures for enrolment, fee payment and attendance in light of waiting lists reviewed and strategies implemented to resolve problems. Social networks to be set up for advertising of all children's classes including pre-school ages and home schooled children.
- Community events: Senior's Week Open Day, 'Days for Girls' hoped to be expanded

3. Increase marketing for sustainable funding and improve management practices



- **New logo** The new logo solves the problem of a lengthy title. Its design is based around a colourful creative flair and the St George dragon's flame. It fulfils good design criterion with its simplicity and eye-catching nature. It is appropriate as a unique symbol or 'calling-card' for the centre and its versatile form can be adapted to many mediums including signage, letterheads and merchandise.
- Review of management and policies of the centre in regard to practice and transparency has been initiated including cash handling procedures and organisation record keeping with petty cash.
- ING investment account, ING and Commonwealth Bank savings accounts have been transferred to one St George account. Internet banking is now available through this move.
- Child protection policy written and children's tutors signed off on this. All children's tutors- mandatory WWC and first aid clearance checked and are in order. Evacuation drill and safety induction have taken place for all children's groups.
- Risk assessment and critical incident plan written including safety procedures. Update of first aid kit including a defibrillator and epi-pen. All children's tutors, tutors, group leader and co-ordinator WHS inducted. Risk Control Forms for all classes and groups written and signed off. Wall notices placed in common areas and two assembly points designated. Bi-annual safety audits established- a call out to any member willing to help with this audit.
- Job descriptions. Tutors, group leaders and co-ordinator have been drafted
- Code of conduct at the centre has been drafted

Planned activities for the upcoming financial year

1. **Improve facilities and appearance both internally and externally of the building. Plan for a gallery space to promote art works created by artists involved in the centre:**
 - Improved parking and electrics in the building
 - New sign at front of building. Perhaps sculptural piece at road entry
 - New office designed and built including disabled/wheelchair access
 - New cupboards/storage to replace brown cupboards.
 - Possible painting in white and front surface treated to enable display
 - Sound system with microphone and music
 - Information display on tutors and management. Display of committee meeting minutes and other. Think of options for a display cabinet, perhaps glass fronted. Explore options for archival display - framing and display of the Pole Depot history
2. **Expand operations-extend availability of tutors and classes- target wider range of age groups**
 - Attract volunteers for children's classes. Possible avenues for recruitment are local high schools and TAFE students and University Education students. Assess the reasons why people volunteer:
 - have a say/input into how the centre or house is managed
 - maintain/develop skills and experience
 - get to know other local people

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- become more involved in their local community
- become involved in a particular art form.
- Attract tutors for more classes- linked to available facilities and appearance of building

2. Increase marketing for sustainable funding and improve management practices

- Notice board for announcements in a clearly displayed area. New sign, perhaps sculptural piece at road entry. Enquire about council street sign.
- Review all marketing plans and assess the success of current strategies
- Implement a strategy to apply for the many grants available

TREASURER'S REPORT

Income for the 2016/17 financial year was \$81,458.00, compared with income of \$20,091.74 for the previous 2015/16 financial year. This significant increase was due grants received of \$59,590.00. Expenditure for the 2016/17 period was \$67,921.35, leaving a surplus of \$13,536.65.

Available documentation of the centre's 2016-17 accounts was submitted for auditing on 20/8/2017. An audit was unable to be completed due to missing and insufficient prior audits. Currently, investigation of all the centre's documentation is being examined to find the missing information before an audit of the books is possible.

Throughout my first year as Treasurer of SGCACC I was pleased to see how new procedures implemented are beginning to show accountability and transparency with the centre's finances. This sits nicely with our goal of improved management procedures.

Debbie Bourke

Treasurer

PROFIT AND LOSS for the period 1st July, 2016 to 30th June, 2017

	This Year 2016-2017	Last Year 2015-2016
Income		
Class Commission (including Social Group payments)	\$12,239.63	\$10,953.55
Sales Commission	\$1,633.25	\$1,489.00
Fundraising:		
Open Day/Exhibition	\$1,461.00	\$510.00
Raffles	\$718.20	\$859.70
Donations	\$1,114.60	\$955.00
Bus Trip	\$1,920.00	
Grants	\$59,590.00	\$1,000.00
Hire of Venue	-	\$240.00
Kiln Firing Fee	\$330.00	\$380.00
Membership income	\$2,450.00	\$2,515.00
GST refund		\$731.00
Bank Interest	\$1.32	\$0.85 (Commonwealth B?)
ING Interest		
Optus Refund	-	\$50.30
Total Income	\$81,458.00	\$20,091.74
Expenses		
Audit/bookkeeping	-	\$110.00
Advertising/Marketing	\$488.29	-
Bad Debt Write Off	N/A	N/A
Bank Charges	-	-
Lease	N/A	N/A
Class expenses	\$140.00	\$290.82
Cleaning	\$880.00	\$760.00
Cleaning Consumables	-	-
Co-ordinator Wage	\$8,832.00	\$8,096.00
Costs Charity donations	\$100.00 Peter Dorahy memorial award and \$100.00 Days for Girls included under Sundries	\$90.00

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Electricity	\$2,552.71	\$2,626.20
Employment expenses	-	-
Fundraising Expenses	-	-
Furniture and Equipment	-	-
Grant Acquittal	-	-
GST	-	\$621.67
Internet Expense/ Telephone	\$839.88	\$1,067.50
IT Support	-	-
Insurance	\$1,370.25	\$1,358.00
Housekeeping	-	-
Kiln Maintenance	-	-
Management Committee	-	-
Membership/Subscriptions	-	-
Office Supplies	\$1,705.69	\$2,706.25
Postage	-	-
Repairs/Maintenance	-	\$407.18
Room Hire Expenses	-	-
Special Events (Bus trip, open Day)	\$920.00	-
	\$796.58	\$126.55
Other Expenses/ Sundries	\$49,845.95	-
Volunteer Expenses	-	-
Total Expenses	\$67,921.35	\$18,260.53
Net Operating Income	\$13,536.65	\$1,831.21

BALANCE SHEET

	This Year 2016-2017	Last Year 2015-2016
Assets		
Current Assets		
Fixed Assets:		Sundry current assets \$798.00
	Old kiln \$800.00	
	New Kiln \$11,000.00	
	Defribulator \$2,000.00	
	2 x computers/printer \$3,000.00	
	Cupboards/storage \$35,000.00	
	Fridge/microwave \$50.00	
	Spinning wheels \$100.00	
	Total fixed Assets: \$51,950.00	
		Less depreciation: \$798.00
		Total fixed Assets: -
Cash on Hand		
Commonwealth Bank Savings	closed	\$8,722.64
ING Savings	closed	\$947.65
ING Fixed Term	closed	\$12,622.36
St George Bank	\$27,768.65	-
Petty Cash	\$200.00	-
Total Current Assets	\$27,968.65	\$22,292.65
Total Assets	\$79,918.65	\$22,292.65
Liabilities		
Current Liabilities		
Accrued expenses	nil	\$956.00
Net Assets	\$79,918.65	\$21,336.65
Equity:		

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Current Year Surplus/Deficit	\$13,536.65	\$1,831.21
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NB: Full copies SGCACC audited accounts are unavailable as they are currently being processed.

AUDITOR'S REPORT

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