

St George Creative Art & Craft Centre

Minutes of General Meeting 14th February 2014

Meeting opened approximately 5.05pm by President, Norma Mortimer.

Welcome and thank you all for coming – I thank Ann for taking on the Vice Presidency.

Attendance: Ann Smith, Elizabeth Sikic, Alice Madden, Rob Woellner, Norma Mortimer, Jan Beattie, Lee Brett, Peter Dorahy, Margaret Conlon.

Apologies: Elva Henderson, Gilbert Sant.

Minutes of previous meeting – Read by Elizabeth, Moved – Margaret, Seconded – Rob. Accepted.

Business arising from Minutes.

Correspondence In:

Correspondence Out: - As per attached notes.

Treasurers Report: January 2014 – Read, Margaret. Seconded, Rob. Accepted, Jan.

President's Report: Read - Norma. Thank you all for your help etc. Moved, Jan. Seconded, Alice. Accepted.

New Business

1. Health and Safety.

2. 24th February - Fire training at James Laws House, St George Hospital. Norma, Ann and Lee will go and various members attending.

3. Looked at documents – Blue paper on Fire & Safety Procedures handed out and will be discussed later. Final copies will be distributed within the Centre.

4. Emergency Procedures include – Blackouts, asthma, first aid & anaphylaxis training – St John's package. Train two people and update first aid kit. Alice & Ann will make further enquiries regarding First Aid kit and training. Lee and one Children's Tutor will go.

5. Working with children checks have been done.

6. Revised enrolment forms have been handed out.

7. Revised Letter has been handed out. Noted that some parents have been putting a cross where the answer to some questions legally needs to be a 'Yes' or 'No'. This will be followed up with Elva.

8. Children's Co-ordinator Report –

9. Working on publicity for this Centre: Norma – New brochures given to Gilbert to upload to our website.

10. SITA Grant: We must have a project – To be discussed later. Norma is talking with Council.

11. Disabled toilet: Plans for St George Creative Art & Craft Centre letter to Mr Coleman and have seen Mr Gallagher. The Director, Kim Buhagiar, got the architects in and included us in for toilets at the back of the Centre with entry to be from inside the Centre only.

Signs – Norma may be able to help get Rotary to help with signs.

12. Keys: A Record must be kept. Karina will write a letter to Council and to Chris Richardson for the return of keys.

13. Co-ordinator's Role – Workbook. Karina needs to be able to work without interruption.

- Officeworks are amenable to requests every few months or so.
- Lee has put together an Exhibition at Dragon's Lair Gallery, Hurstville Museum & Gallery, 8th March – 30th March.
- **Open Day** – Market Day 31st May
- **Surprise Craft Raffle** – 22nd August.

Property – Secondary latch on front door is not working and a new lock is needed. A work order will need to be placed with Council.

Window handle does not work. David Linden said we were to 'Bear with it'.

Meeting closed 6.15pm. Next meeting – 14th March.