



23 St George Road, Penshurst 2222 Tel: 9579 3331 Email: info@sgcacc.org.au

Minutes of Extraordinary Meeting

14 March 201

Present: Maria Kokkoris, Debbie Bourke, Louise Robinson

Apologies: Margaret Conlon

Meeting Commenced 5.30 pm

- Children's classes:
Safety issues- attracting volunteers for classes when only the tutor is present. In this way another adult is present in case of an emergency. Tetsuya Moi may be present on these days working at Reception as a volunteer to make up his 15 hours community service. He will need to obtain WWC clearance. Lock for the kiln needs to happen- the kiln was running during a children's class today.
- Process and procedure for any complaints made against anyone participating or working at the Centre. The matter is to be addressed personally by the President and in consideration of the facts a decision made to deal with the situation if deemed necessary. In the event of a matters such as this arising it will not be generally addressed and open for discussion at an Ordinary General Meeting.
- Assistance for Brooke Taylor. Ladies working at Reception will be asked to help establish a system to organise finances so that Brooke may then manage her payments and general finances herself. Fee collection from students will be made electronically to Brooke's account and money owing to the Centre as commission transferred electronically. Brooke has been given permission to use the Centre's computer to assist her with this organisation.
- The new kiln- it is understood that although the kiln is an asset of the Centre it is used only by the Pottery Social Groups and Tutored Classes. It is encouraging to see the growth of these groups recently in consideration a user-pay system.

Meeting closed at 6.15 pm