



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

Minutes of Extraordinary Meeting

14 December 2017

Present: Maria Kokkoris, Margaret Conlon, Debbie Bourke, Gilbert Sant, Leonie Graves, Lee Brett, Jan Beattie, Cathie, Julie Tsopel, Joan Poche, Brooke Taylor, Jane Lim, Margaret Whitehurst

Apologies: Louise Robertson, Olga Sedneva

Meeting Commenced 5.45 pm

Auditor's Report

The Auditor, Mr Frank Zonaras, presented the Financial Reports for the last financial year and explained all aspects of his reporting and the Centre's financial position. Because the Centre has only recently become incorporated, the Committee was not familiar with all the Fair Trading requirements, which has resulted in our being late in submitting our annual report to the Department of Fair Trading. This is now in hand.

Moved Gilbert, seconded Margaret Conlon that the Auditor's report be accepted. All agreed.

Gilbert and Margaret questioned the need for the Centre to have an audit, as the legal requirement for our type of association is for a financial statement to be presented annually to members.

Meeting closed at 6.00 pm.



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Minutes of General

Meeting 14 December 2017

Maria opened the meeting at 6 pm, welcomed everyone and thanked them for coming.

Business Arising:

- It was noted that the firing fee paid by pottery students was actually \$5 per term, not \$10.
- There has been a suggestion that any amount from the \$3 per child per class equipment fee be saved towards the purchase of a digital projector for use in children's and other classes. Joan stated that she always spends the full amount on children's supplies, and would therefore take a very long time to save the required amount. There was some discussion on the need for, and ways to finance, the purchase of a projector. It was suggested we apply for a grant, but Maria pointed out that grant applications are not always successful.

Treasurer's Report:

Debbie reported that there are still problems with MYOB – data entry and training – but things are being resolved. She stated that the closing balance as at 22 November 2017 was \$29,918.22.

Profit for this year's Exhibition Opening and Market Day was \$1,798.51 including a generous donation from Club Central of \$800.00.

Moved Maria, seconded Gilbert that this be accepted. All agreed.

President's Report

Council will be notified that the grant from Federal Government Stronger Communities Program for \$2500 for the electrical work has been approved. St George Creative Art & Craft Centre to match with \$2500. Work to be completed by 6 May 2018. Council has been sent all relevant correspondence.

Workers Compensation

We are required by law to provide worker's compensation insurance for our employees. ICARE will be contacted for a quote.

Evaluation of Exhibition Night and Market Day

Maria and Debbie have produced an evaluation form/program of planning for Annual Exhibition. Debbie went through planning timetable for next year. The forming of a sub-committee to organise the event was suggested. It was noted that Council/school permission is required to put out signs. Signing and advertising to be looked at. VIP's need to be invited in plenty of time. Volunteers from the children's classes might be used on the night to 'walk through' the exhibits with VIP guests. The possibility of direct debit payment on the day for those unable to pay cash was suggested. More rubbish bins need to be organised for the event.

Co-ordinator/Book Keeper Employment Days

Next year, Leonie will work on Monday and Friday and Jane on Tuesday. Moved Julie, seconded Gilbert. All agreed.

Monthly Markets

Confirmation of market times is 8am – 1pm.

Responses from tutors and stallholders indicate that they are in favour of monthly markets returning, therefore they will be monthly from February. There will be a monthly roster of tutor to open up.

Bruce has indicated he no longer wishes to do the BBQ. Thank you Bruce for all the years of sizzle you have given the Centre. Leonie will approach Lions Club Australia to see if they will take over the BBQ, with profits going to Lions.

Outdoor Market Holders

Stallholder Lisa has been approached to run the outdoor markets. Gate to be opened at 7 am, allocation of sites, collect money from stallholders and give to tutor on duty, take out signs, which will be located the night before against building. In exchange, her stall will be free of charge.

It was agreed that outdoor market stallholders will pay \$15, and tutor stallholders will pay 20% commission on sales.

Tempe House Open Days

Open days are held 4 time a year. We will not participate in February, but will arrange a promotional table for rest of year with tutors participating in displays and workshops.

School Holiday Workshops Workshops will be run with approximately 20 participants by Frances Wilson with rotating tables for painting/drawing/ceramics. There will be 2 to 3 staff. Snacks will be served and all materials provided. They will be held from 2 – 5.30 pm on 4, 5, 9,

10, 11, 16, 17 and 18 January. All will become members and commission will be paid on class attendance.

Flyers

Social groups and market day flyers will be prepared, as well as class timetables.

Bayside Council – will hold an open Day in April.

New Pottery Class

Janet Selby will start a new pottery class in 2018 on Wednesday from 10 am – 1 pm.

3Bridges Newsletter

3Bridges have given us a free ad in their current newsletter. We will also advertise monthly market restarting. They have also asked if we would like to contribute articles or any write-up about the Centre – activities, etc. – speak to Iylia (Ill-Ya) 1300327434.

New Lock

There will be a new Lock on the front door. Keys will be issued to all tutors. Each tutor must sign for the key and there will be a \$50 charge if the key is lost. Leonie will contact when they arrive.

Stained glass Social Group

A new stained glass social group will commence next term on Wednesday from 10 am – 12 pm. The group will be supervised by Winnie Wong. They will be allocated one of the brown cupboards.

Museum Bus Trips

Olga will be in charge of advertising and organising a bus trip to the South Coast. Leonie will book bus and send out info. Dates to be arranged and will need to be co-ordinated with craft

Market Bus Trips, so they are not held in the same month.

Minutes/Agenda

Gilbert requested that Agenda/Minutes be distributed 2 weeks in advance. A proposed agenda will be prepared 2 weeks in advance. If you want to add to agenda, you can do so. You will then need to attend meeting to present your item.

Survey Forms

Survey forms will be attached to 2018 membership forms. These will allow for evaluation of Centre and needs of students, and assist in putting together a strategic plan for 2018.

Meeting closed 7.15 pm Next Meeting 5.30 pm Thursday 8 February 2018