



The St George Creative Arts and Crafts Centre Inc -1601180
23 St Georges Road, Peshurst 2222 Tel: 9579 3331 Email: info@sgcacc.org.au

Minutes of General Meeting held at 23 St Georges Road, Peshurst

Thursday 13th December 2018

Present: Brooke Taylor, Jane Cochran, Gilbert Sant, Tracey Clifford, Peter Addison, Margaret Conlon, Theresa Jansen-Grzadka, Bruce Armstrong, Leonie Graves, Jan Beattie, Lee Brett, Cathie Hammond, Godelieve Mols, Olga Sedneva.

Apologies: Debbie Bourke, Jane Lim, Joan Poche, Maria Kokkoris.

Chair: Margaret Conlon

Minutes: Tracey Clifford

Proxies: None

Meeting commenced at 5.34pm

Minutes of Previous Meeting:

The Minutes of the previous meeting be accepted. Moved Bruce Armstrong seconded Lee Brett. Passed

Business Arising from Minutes of 8th November 2018:

The duties of the Office Co-ordinator and Book Keeper are in the process of being updated by the President.

Treasurer's Report:

Presented by Gilbert Sant

Opening balance at 1st November 2018 was \$25331.46, closing balance at 30th November 2018 \$25674.28, operating profit for the month \$342.82.

Moved Gilbert Sant seconded Jane Cochran. Passed

President's Report

Presented by Margaret Conlon

The Georges River Council has been in contact concerning the lease agreement for the SGCACC. The rent was calculated at \$22,000.00 p.a. which the SGCACC received a 95% discount so the SGCACC will be required to pay \$1,100.00 p.a. The SGCACC will receive an invoice from the GRC sometime in 2019.

An association's full name (including the word 'Incorporated' or the abbreviation 'Inc') must appear in legible characters on any letter, statement, invoice, notice, publication including website, order for goods or services, or receipt in connection with its activities. The SGCACC will need to update all letterheads, website, documents etc. Olga volunteered to change the logo.

The previous electricity account was estimated to be \$800.00 due to the inability of being able to gain access to read the meter. This quarter's electricity account is \$1400.00. The meter box is inside and locked. Only the GRC and Ausgrid has a key to gain access. The switchboard is in the 3 Bridges building and can be reset if needed.

The fee for tutors to be increased to \$8.00 per hour to begin Term 1 2019. Moved Margaret Conlon, seconded Tracey Clifford. Passed

The fee for the Children's classes be increased to \$18.00 per lesson. \$15.00 to the tutor and \$3.00 for materials to begin in Term 2 2019. Moved Margaret Conlon seconded Gilbert Sant. Passed

There will be no changes to membership and social fees for 2019.

Correspondence:

The letter addressed to the President dated the 16th November 2018 by Debbie Bourke was requested to be added to the minutes.

“Dear Margaret,

It is with concern that I noted in the recorded minutes of the last meeting that Tracey Clifford is to be known as a “Minute Secretary”. If the role of Secretary does not encompass the full duties as outlined in the Centre's Job Description is Tracey's role only casual? If so this needs to be recorded as such in the current governance of the Centre

Yours Sincerely

Debbie Bourke”

Margaret Conlon outlined the role of the Secretary and asked the meeting was anyone surprised with title, which everyone agreed to continue with the title Minute Secretary with Tracey Clifford in that role.

An email from Debbie Bourke dated 16th November 2018 addressed to Margaret Conlon and Bruce Armstrong concerning Tracey Clifford was read to the meeting. Margaret Conlon addressed the paragraph concerning the role of Secretary and allegations that “I find it amazing that Tracey Clifford, who has been seen to uphold correct process and procedure, seen this year with her accusations against Maria would be inclined to put her hand up as secretary if she could not carry out the role accordingly. It should be noted at this point these accusations led directly to Maria no longer standing for President and now others must take on the role unwillingly”.

Margaret read out the four questions Tracey Clifford asked at the February 2018 meeting concerning the disbursements of grant monies from GRC of September 2017 and December 2016, why no further quotes were obtained, disclosing conflict of interest. Margaret pointed out Tracey was entitled to ask about these matters and at no time has there ever been any accusations made by Tracey Clifford.

An email from 3 Bridges that has requested that a special needs group would be interested in starting an arts and crafts group. Frances is to liaise with 3 Bridges concerning this matter.

Two emails (22nd November 2018 and 23rd November 2018), from Olga concerning the Exhibition Night was read and addressed by Margaret Conlon. Margaret disagreed with the account given by Olga concerning exhibition space. This was discussed, and Olga is now aware that she needs to give Leonie her requests in writing and to the best of the Centre's ability will try to accommodate everyone's requests but noted space is very rare on the night.

Olga has requested a class for quilling to be on Wed 1.30 pm to 3.00 pm. The fee is \$12.00 for tutoring which a commission must be paid to the Centre and \$3.00 for materials, total fee \$15.00. Receipts must be issued for both the fee and materials.

An email was received from Catrina Ireland regarding a candle making class. Margaret has not received a reply from Catrina.

An email from Brooke Taylor was received concerning the allocation of Children's exhibition space. This was discussed, and it was proposed to investigate possible solutions to problem of space in the future.

An email from Christiane Statham from Studio TCS which is a cultural strategy and public art consultancy. They are working on developing a cultural strategy for GRC, building on the Creative GRC Discussion Paper. They have requested to meet. Gilbert Sant volunteered to meet with them in January 2019.

General Business

Leonie Graves informed the Centre about the NSW Creative Kids Programme and that SGCACC will need to register.

Olga asked permission to hold her Russian Christmas Week at the Centre. 5-10th Jan 2019 2-4.30 pm \$30.00 per head. Minimum 5. Olga will do all the advertising and payment to the Centre 15% commission. Moved Gilbert Sant, seconded Leonie Graves. Passed

Olga asked for a friend who would like to hire some space at the centre for puppet shows. Olga needs to come back with more details at another meeting

Next meeting Thursday 14th February 2019 5 30 pm

Meeting closed 6 38 pm