



**Minutes of the Bi-monthly Ordinary General Committee Meeting:
Thursday 8 February 2018**

Welcome and thank you for coming.

Present: Maria Kokkoris, Louise Robinson, Debbie Bourke, Gilbert Sant, Lisa Hancock, Tracey Clifford, Christine McGuigan, Jane Lim, Janet Selby, Lee Brett, Peter Addison, Anne Diwell, Jan Beattie, Maree Gunn

Apologies: Bernadette Zammit, Margaret Conlon, Margaret Whitehurst, Jenny Jones, Narelle Taylor, Pat Watson, Anne- Maree Wilds

1. **Correspondence in/out:** It is asked that the Reception ladies, Leonie and Jane submit a written list of any relevant SGCACC correspondence that needs to be presented to the meeting.

2. **Previous Minutes** – It is noted that meeting minutes have been previously made available to all members through a hard copy available at the Centre or as a request to view electronically through the office.
Debbie Bourke, Treasurer, added a concern regarding the policy on a ‘3 quote system for all contracted work over \$1,000’ that was raised but not actioned at the last meeting. Under business arising from the last meeting it was proposed an amendment to the minutes stating this point be signalled prior to the acceptance of the minutes.
It was moved that the SGCACC policy is to state that there is a ‘3 quote system for all contracted work over \$1,000’. Monies under \$1,000 must also have the President or Treasurer’s approval or a submitted, itemised list of proposed spending passed through a meeting as well as receipts after purchase.
(Forwarded- Louise Robinson and seconded- Peter Addison)
The President declared the minutes approved as corrected (forwarded- Peter Addison and seconded Janet Selby).

3. Business Arising from Minutes

Firing Fees – Documentation was produced at the beginning of this year, verifying a \$10 firing fee in Term 4, 2016 had been the accepted charge. The change of firing Fee payment had been altered from \$10.00 to \$5.00 without consultation or approval of the Executive Committee.

Gilbert Sant explained the fee was reduced, as very little was being fired due to the condition of the old kiln. It was an oversight not to take it to the committee and he apologised. A goodwill retrospective, one-off payment called a ‘donation’ of \$5 will be made by the potters concerned to compensate for financial loss to the Centre (forwarded- Gilbert Sant, seconded- Lee Brett).

It is suggested that a firing fee be charged according to a fee schedule of \$5 per kg for bisque and glaze firings, recorded on an individual potter’s ‘Kiln Usage’ sheet (see Appendix A). This compared to firing costs at other Centres such as Blackwattle is very reasonable. The idea of the Centre providing glazes for use by the potters is also to be considered. This procedure will be reviewed at the end of Term 1. The possibility of paying a designated person to do the firing is raised. Thank you, Janet Selby for your knowledgeable suggestions on the matter.

Joan Poche asked that firing of the children's class items be charged a fee based on a group rather than individually. All at the meeting agreed to this proposal but it was not actioned.

4. Treasurer's Reports recorded from 1 July, 2017 to 31 January 2018 now documented through the MYOB software were submitted to the meeting (forwarded- Louise Robinson, seconded- Jan Beattie).

5. President's Report:

- New Signs are to be created by council for the exterior of the Centre 'Inc.' to be included (forwarded- Gilbert Sant, seconded- Jane Lim).
- All electrics and general maintenance is now to be carried out by Georges River Council.
- Strategic Plan Progress Report presented to the committee (Refer Appendix B)

6. General & New Business

- What is a reasonable length of a Bi-monthly Ordinary General Meeting time?

Due to the extended length of meetings Louise Robinson suggested a system of timing be adopted. It was moved that the President's report maximum 15mins, Treasurer's report maximum 15 mins and Secretary's report 15 mins. If at the end of that, more time is required a request for an additional 5-10 mins can be made. All speakers on general business items be given 2 minutes maximum to present an item. Any discussion for or against be given 2 minutes per argument until someone either requests that a motion is put to the meeting or be continued at the next meeting when additional information, research or facts be attained to make a decision. In addition, a flexible clause may apply for special circumstances like a guest speaker or instruction times when timing would not be relevant or appropriate. Everybody agrees to take responsibility for timekeeping (forwarded- Jane Lim, seconded- Cathie Hammond).

It is also asked that any agenda items submitted be presented by the person who requested them (forwarded- Louise Robinson, seconded Jane Lim).

- There are new keys for the front door available for pick up at council. Each person requiring a key will need to be signed off at the Georges River Council Office. A request was made by Jan Beattie and Cathie Hammond to hold a key – this is needed twice a year for the Centre's bus trips. It was agreed that the Centre will pay the additional key cost of \$50 to meet this purpose (forwarded- Gilbert Sant, seconded- Brooke Taylor).
- The Centre will purchase more red paint to complete the metal security door and have spare paint if needed for touch ups and possible graffiti. Consideration of a Perspex sheet to be cut to replace the sagging plastic, allowing for available funds is to be considered (forwarded- Peter Addison, seconded- Anne Diwell).
- Welcome to Christine McGuigan- Group Leader of the new Social Stained Glass Group and Janet Selby, our new pottery teacher. Godelieve Mols has requested Social Group one-off meeting. Fees- \$10.00 membership \$5 for 2 hours (forwarded- Gilbert Sant, seconded- Debbie Bourke).
- Bayside Arts- 28th April, 2018. The final program needs to be submitted by mid-February. Tutors are asked to contribute and be available to help.

- Francis Wilson, qualified Art Therapist who is NDIS approved, is available to conduct one-to-one or small group workshops at the Centre (forwarded- Louise Robinson, seconded- Christine McGuigan)
- Maree Gun presented the idea applying for a Council 'Partnership Program' linked with the SGCACC and the MHAD Group. This will involve the centre storing and accessing a matt cutter and silk screen equipment '(forwarded- Lee Brett, seconded- Christine McGuigan).
- Lisa Hancock spoke about the recent Market Days. All set up arrangements went well with 22 stall holders booked for February. The possibility of a paid musician or busker who collects donations to attend the market might be considered in the future. No noise before 9 am in consideration of our neighbours will be requested- the use of Facebook to request possible musicians will be explored. Oatley Lions Club will provide the BBQ and the Oatley Massage Lady who is a qualified First Aider will be in attendance. Maria Kokkoris, also a qualified First Aider will attend most markets. Thank you to David Coleman for the printing of advertising flyers. Any enquiries regarding the markets that come to the SGCACC Office will be directed to Lisa. Thank you Lisa for all your effort and organisation.
- Leonie Graves informed the committee that we no longer have Petty Cash. Monies under \$1,000 must also have the President or Treasurer's approval or a submitted, itemised list of proposed spending passed through a meeting as well as receipts after purchase.
- Brooke Taylor discussed the possibility of an additional Children's class on Friday to accommodate the increasing waiting lists of children wanting to join classes. Maria Kokkoris also talked about the addition of further drawing/painting class on Thursday. This would be taught by Tetsuya Moi who currently volunteers on the Wednesday children's class. Tetsuya is a highly qualified and practising visual artist (forwarded- Debbie Bourke, seconded- Gilbert Sant).
- Margaret Conlon informs the committee that a Peshurst Library Display has been offered to us from March to April. As well as pieces of work from SGCACC artists flyers advertising and promoting the Centre can be left.
- There is a call out for a new Publicity Officer since the resignation of Stacey McLachlan. A suggestion that children's parents/carers and our general members be approached. Consideration of the terms 'Upcycle and Repurposing' in regard to promoting the Market Days might be considered (forwarded- Louise, seconded- Anne Diwell).
- Jane and Leonie to be paid on a weekly basis. Their superannuation to remain on a monthly payment (forwarded- Peter Addison, seconded- Joan Poche)
- In the 'Group Leaders and Tutor's Job Description and Guidelines' it is now to read:
How SGCACC is self-funded:
 'Commission rates are from 5% and no more than 15% as per commission sheet schedule. (Page 1 Tutor's Guidelines). Thank you Gilbert Sant for noticing this oversight.
- Cost of MYOB implementation
 Yearly subscription \$350.00. Usage of MYOB to be reviewed at the end of the financial year
 We are aiming for 'best practice' in administration. MYOB gives us profit/loss documentation, invoicing, reporting expenses, payroll and accounts for GST in a thorough manner that Excel does not.
- Gilbert Sant has proposed an amendment to the SGCACC Constitution regarding auditing of our books. An audit of the books is deemed necessary to help with administrative organisation. It aids the Centre by keeping processes transparent and protecting us from allegations of corruption. An audit helps us identify areas that may have been missed in our general book keeping such as GST payments, insurance to cover our paid staff. The President and Treasurer need to legally sign off and be accountable for the Centre's finances- an audit is a guarantee that all has been managed correctly. An audit helps protect all

involved in the Centre and ensure everyone is above reproach. By using an Auditor his knowledge and expertise are brought into play instead committee members 'second guessing' what they think is correct. A change in the constitution regarding 'audit' will not be made (forwarded- Peter Addison, seconded- Christine McGuigan).

- A detailed summary of grant expenditure is located in the 'Grants Folder' located at Reception. A copy of the Excel spreadsheet can be acquired through Leonie Graves or Jane Lim at Reception. A hard copy of this will soon be posted on the notice board for anyone who is interested to see it.

It is decided that included in the Centre's 'Grant Procedure and Policy' a list of expenditure is to be recorded on a monthly basis and reported at each committee meeting.

- Four items related to grant money and Kokkoris Pty Ltd by Tracey Clifford.

The committee would like to thank Tracey for raising the matter of the Centre's lack of policy regarding grant money.

1. Regarding the disbursement of grant monies from Georges River Council September 2017 of \$9590 and December 2016 of \$46590 approximately, why were no quotes obtained other than those by Kokkoris Pty Ltd trading as Crafty Kabinets? **Gilbert replied saying that, 'No other quotes were required from Council. Everything was done in haste due to the tight deadline of application'. Tracey asked, 'Why were there no other quotes obtained after the application was successful?' Gilbert replied, 'That we didn't think it was necessary'.**
2. Was the President's relationship to Kokkoris Pty Ltd i.e. shareholder and secretary fully disclosed to the St George Creative Arts and Crafts Centre Inc. (SGCAC) and Georges River Council? **Mia Kokkoris was not President at the time of applying for the December, 2016 grant. Mia Kokkoris was asked by Council, Gilbert Sant and Elva Henderson to supply a quote for the refurbishment. They were all aware of Mia Kokkoris' involvement with Crafty Kabinets.**
3. What steps did the president take to avoid a conflict of interest in these matters as outlined and required in the NSW Associations Incorporations Act 2009 No.7 Part 4 Managements of Associations Division 1 Committee Members 31 Disclosure of Interests. In particular "31 Disclosure of interests (2) A disclosure by a committee member at a committee meeting that the committee member: (a) is a member, or is in the employment, of a specified company or other body, or (b) is a partner, or is in the employment, of a specified person, or Page 19 Associations Incorporation Act 2009 No 7 Section 32 Management of associations Part 4 (c) has some other specified interest relating to a specified company or other body or to a specified person, is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person that may arise after the date of the disclosure and that is required to be disclosed under subsection (1).

When the SGCACC applied for any grant in 2016, there was no Centre Policy or Guideline to refer to on this matter. It is interesting to note that those handling the affairs of the organisation at the time had only managed the Centre's incorporation specifically to gain advantage of this grant opportunity even though a Strategic Plan written in 2004, advocated the Centre become incorporated many years before. The whole process of applying for grants was a new venture for everyone at the Centre.

Council had not asked for any potential 'conflict of interest' to be identified and with no guideline, mistakes were made. In fact council encouraged and specifically requested the quote from Kokkoris Pty Ltd. as they, including management at the Centre knew the work would be completed efficiently

and to a high standard. On hindsight, it can be seen how a conflict of interest may be viewed by some not knowing the circumstances applying to this case.

In light of Tracey raising this issue, the Executive Committee recommend that a 'Grant Procedure and Policy' including guidelines regarding grant application be researched, written and presented at a committee meeting. They ask for Tracey's help with this process. This in place, our current volunteers who work for the Centre on Committee are assured they are operating in a professional and lawful manner. The proposed 'Grant Procedure and Policy' including guidelines regarding grant application would also benefit any future volunteers taking on this role.

4. Why were complete minutes not recorded in the records of committee meetings dealing with those grants and the above?

The keeping of SGCACC minutes at Committee Meetings has shown steady progress toward administrative 'best practice' since 2016. If information has not been raised or recorded it is because of organisational awareness and lack of a written policy on the matter, not that items have been intentionally omitted.

All members of the Centre should acknowledge that procedures for all are now tightened and transparent regarding the '3 quote policy' for any work/ grant related matters.

- A letter from Margaret Conlon (see Appendix C)
- Gilbert Sant has raised the issue of transparency in regard to information distributed and collected on the SGCACC email. Only members of the Executive Committee, the Co-ordinator and Book Keeper have access to this email link. It is asked that Leonie Graves and Jane Lim in consultation with Margaret Conlon (Secretary) submit a written list of any relevant SGCACC correspondence in and out that needs to be presented to the Bi-monthly Ordinary General Meeting. The Secretary will seek the advice or guidance from the President of the Centre if needed.

In accordance with Gilbert Sant's wishes an email to him from Debbie Bourke was read out. The email noted two financial concerns regarding Gilbert's actions involving the Centre, the issue of Executive Committee approval and equity to all SGCACC members. The third, confirmation of Social Group fee payment. Debbie would welcome the opportunity to meet with those who expressed concerns with this email and to have the opportunity to respond to issues raised.

Members of the Executive Committee present would like to have the following statement recorded in the minutes:

There is a dream that the SGCACC has huge potential and can become a great place filled with busy creative activity and forwarding the arts to the wider community- its original intention. For this to happen there will be a transition of change in all aspects of the Centre as seen in the Strategic Plan.

It is to be noted that there exists a small group of members who are resistant to change or progress at the Centre and therefore benefit to the wider community. Despite opportunities offered and requested for help and use of their knowledge, being long term members of the Centre, they persistently continue to scrutinise any efforts that promote progress, looking for faults and aiming to block the hard work and

efforts of the Executive Committee. It would be much appreciated if we could all work together to make positive changes and enjoy the progress of the Centre together and in harmony.

Meeting Closed: 7.35pm

Next Meeting: 12th April, 2018 at 5.30 pm

Unfortunately, the WHS Tutors and Group Leaders Induction that was to follow has been postponed due to the extended length of the committee meeting. As a result a new time will need to be offered in the future.

Appendix A



Kiln Usage Record Sheet

Name: _____

Tutor/Social Group: _____

Term: __

Date	Description of item	Number of pieces	Weight	Fee for firing- \$5 per kg	Paid

09/02/2018

Appendix B

The SGCACC Strategic Plan was first submitted to the Bi-monthly Ordinary General Meeting on 8th December 2016. Full documentation including completed tasks for 2017 moving toward 2018 are available electronically or as hard copy viewed through the office. In summary:
Point 6, page 5 'Our strategic plan sees the innovative development of facilities toward an aesthetic working space through improved structure and management. We aim to improve the function of the centre with a view toward sustainability. We hope to do this initially through defining the roles of the committee and members and researching efficient ways to raise funds, internally and externally, for the building improvements. Consideration of the equity to all members in regard to facilities and running costs of the centre'.

Major Goals:

- i. Improve facilities and appearance both internally and externally of the building. Gallery space to promote art works created by artists involved in the centre**
- ii. Expand Operations-Extended availability of tutors and classes- target wider range of age groups**
- iii. Increase marketing for sustainable funding and improve management practices**

Current directions in 2018-2020:

- Continued pursuance of best practice with administration using the MYOB software, audit of accounts and improved marketing
- Notice Board- cupboard space on office wall over fan switches to accommodate a cork /pin board and white board area
- Continued pursuance of council regarding parking
- Building on more tutors and classes, market days
- Painting the interior/ Permanent divider-storage to replace the old screens in Lee Brett's art area - look into specific grant applications
- Front outer door- Perspex cut and fitted
- Equipment: digital projector, spring loaded drying stand for children's classes and stolen microphone/speaker to be replaced with a wireless mic with Bluetooth speaker.

On request, all members are able to view the full Strategic Plan through Reception.

Appendix C

A letter from Margaret Conlon

To Meeting Attendees

I am unable to attend the meeting of 8 February 2018, but would like my views to be put on record in order to help resolve these problems and look to the future.

At the meeting of 9 November, 2017, Mia proposed that the remaining grant money be spent on the kitchen splashback. Joan said that the water heater is dangerous and a child had been burned, and suggested money would be better spent on making the water heater safe. It was agreed by all at the meeting that Gilbert would construct a box around the heater, with a benchtop, "which would not cost much, and remainder of money be used for splashback". There was therefore no need to obtain 3 quotes. The issue of 3 quotes was raised at the meeting but no action was taken, no motion was put forward or passed, so, at this stage, the obtaining of 3 quotes is not mandatory.

When there are small jobs or repairs around the Centre, these are usually done by Gilbert and a claim put in. This was previously done by Peter and Rob.

With regard to summary of grant expenditure, cost of implementation of MYOB and similar matters, whilst the information may be available in the office, it should be tabled at a meeting, so that it is recorded in the minutes.

Gilbert and Mia have resolved the issue of firing fees from last term. What we need to do now is to settle on a fair amount to be charged and how it will be administered, so that we don't have this discussion every meeting. We then need to review this periodically to see that it is fair both to the Centre and the students.

With regard to transparency, Mia has stepped aside from involvement in grant applications and Louise has volunteered to do them in the future. The tabling at meetings of grants received and grant expenditure will complete transparency.

Regarding social groups, obviously it saves everyone's time to pay up front. I would add that I belong to a social patchwork group and the fee is \$3.50 per 4-hour meeting, but it is paid yearly or half-yearly.

Thank you

Margaret Conlon

31.1.2018