ST GEORGE CREATIVE ART & CRAFT CENTRE

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MEETING MINUTES
Date: 13th July, 2017
Time: 5:30pm
Location: Pole Depot, Penshurst

President: Maria Kokkoris
Secretary: Helen Filipopoulos
Minutes recorded by Debbie Bourke

Present: Mia Kokkoris, Debbie Bourke, Louise Robinson, Joan Poche, Jan Beattie, Olga Sedneva, Maree Gunn, Margaret Conlon, Lee Brett, Julie Tsopel, Godelieve Mols,

Apologies: Gilbert Sant, Leonie Graves, Margaret Whitehurst, Cathie Hammond, Brooke Taylor, Helen Filipopoulos

Meeting commenced at (5:34pm)

Treasurer's Report read by Debbie Bourke. Moved by Maria Kokkoris, seconded by Joan Poche.

N.B. – A inconsistency has been noticed with payment to Woodrow Kiln regarding the total of two payments recorded in the 'Sundries' column and the recording of GST need further review. Also, there seems to be a need for documentation in regard to the kiln usage and firing fee. It is recommended again that the 'Kiln Usage' proforma including date, name of work contributor, number of pieces, scheduled fee and payment information be completed.

Correspondence in/out read by Maria Kokkoris

Grant applications: Georges River Council grant application was submitted on the 25th June, 2017. We have requested 'Improving access to reception desk'-$9590
Create NSW- English Speaking Art Exhibition Program. Coco Tang, will run a visual arts program in Term 4. An exhibition of works created through the January holidays period will be held at the centre finalising this program - $1592
Grandparents Day event. A date to be organised between 15th October - !2th November- $950

Chinese Art Group: at the request of 3 Bridges, a painting class accommodating 15-20 participants will take place on the first Thursday of each month.

President's report

Council Change of Policy- possible new lease arrangement: Preparation and planning needs to be made to adjust to impending extra payments/expenditure to council that is tending toward 'corporate' rather than 'community'. There is a pressing need to prove that the centre is in constant use and a necessity for all members using the facilities to contribute their share to the running costs. Compliance with Work Health Safety legislation is to be updated and staff, tutors and group leaders inducted in regard to the pertaining matters. Marketing plans to encourage more tutors, students and revenue raising needs to take place. In regard to WHS, increased use

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of the centre will result in the small parking area being inadequate. This problem will need to be addressed.

Children's Classes: Fee payment and pre-term enrolment are now in hand. Further changes to the enrolment form regarding refunds has been included. Waiting lists for classes are smaller than expected. Joan Poche is to make inquiries regarding a contact list for home-schooled children's network group as a possible link for increasing class numbers.

A Child Protection Policy has been drawn up and all children's tutors have been inducted and signed off on this. The Working with Children Clearance (WWC) for all children's tutors and volunteers has been made mandatory. First aid training and qualification update for children's tutors and the SGCACC President are to take place. The SGCACC will cover the initial expense involved with this. New children's tutors will need to have an up to date qualification before starting to work with children at the centre.

Children's art class volunteers are still needed. A possible Wednesday class may happen if an extra adult to assist can be found. Olga Sedneva may be able to help out with this.

Godelieve Mols has made contact with Karen Bekkit of the 3Bridges Network regarding holiday pottery workshops for children in September. A plan suggested would be workshops from 10.30-12.30 rotating the 40 participants over 2 days in groups of 10. SGCACC to consider the fee charged including $10.00 membership.

Godelieve's recent workshop saw seven cancellations at short notice, leaving only one participant for the session. An on-line booking and early payment system may help with this situation.

Tutors and Group Leaders WHS and Job Description Induction: Two 'Cheese and Chocolate' meetings will be offered on Tuesday 1st August and Saturday 5Th August. It is required that all tutors and a representative leader of all social groups attend **one** of these sessions to comply with safety regulations and be informed about job description.

New Kiln: Installation has been delayed as there is a need for a 20 amp lower voltage function to be connected. The electricity box needs fixing by council. A ventilation facility needs to be connected in regard to WHS checklist that asks: 'Is there adequate ventilation and fume extraction?'

Riverwood Markets: This group are looking for a new home. It was suggested the SGCACC could accommodate them. Markets could be held on the 1st or 3rd or 4th Saturday of each month. 7am set up for 8am-1pm. Vendors will be required to pay the $10 annual membership fee that will cover them for insurance. $20 will be charged per site. A concern was raised regarding the limited parking in the area when the market is taking place. It was agreed that there would be inside and outside stalls and toilets in the centre and next door in the 3Bridges area could be used. There was a query toward the reason for the Riverwood market closing. It may be a good idea to investigate what stall holders are offering to sell.

General and New Business

New logo Competition: 14 entries were submitted for judging. The current logo and two versions of Create@ were deemed to meet more of the set criterion but overall each of the entries were considered not to really promote what the centre is about. Debbie Bourke suggested that the ideas be submitted to local TAFE Graphic Design students or the '99design' website for consideration of a more professional proposal.

The logo is seen as the 'face' of the organisation and needs to be directed to our target audience for marketing in order to increase the numbers participating in the centre.

Refurbishments: work still to be completed of the Stage 1 Plan- replacing the green tabletops in the art area, replace locks in the art area, electrics in regard to the kiln and the kitchen splashback area.

Family Trivia Night for the official opening of Stage 1 refurbishments and a fundraiser for the new kiln. Saturday 14th October. Donation for entry- $20 for adults, $5 for children (accompanied by an adult). BYO food and drink. Vouchers for prizes (other than SGCACC works). A call out for everyone to contact their network in our community; providores, local businesses including shops and so on for a request of support for the night. A letter of explanation to hand out for this purpose is to be prepared.
It is requested that all children be accompanied by an adult. Louise Robinson has offered to attend as the RSA representative on the night.

St George Arts Society exhibition screens: A date to be confirmed for delivery to the centre.

Charity Volunteers Days: *Days for Girls*- 'Packing Day' on Saturday 29th July from 11am – 2pm at The Centre. Donations still needed include: IKEA large snap lock bags and size 16-18 underpants preferably in dark colours. Many thanks to those who have come along to help with our past 'sewing bee' days. Your time and effort are very much appreciated.

New classes to be introduced: Olga Sedneva has offered to run crochet and knitting classes in Term 4. Let's see if we can start a marketing plan to help promote these. Coco Tang will start new Chinese painting classes on Friday mornings in Term 3 using the Folk Art/Children's area.

MHAD Group – Maree Gunn announced a digital photography class in Term 4 – Monday classes as usual. They are allocated a cupboard to store their supplies during the term.

Thank you Leonie Graves: Leonie's hard work and extra hours contributing the Centre's running are very much appreciated.

Meeting closed 6:40pm

Next Meeting: Thursday 14th September- AGM, 2017, commencing 5.30pm sharp

Followed by:
Thursday 9th November, 2017
Thursday 7th December, 2017 – Christmas Party