



STEELS CREEK COMMUNITY CENTRE, INC.

Located at: 699 Steels Creek Road, Steels Creek
Postal address: PO Box 72, Yarra Glen VIC 3775

Committee Meeting Minutes

Wednesday 20th July 2016

7-30p.m

Welcome:- John opened meeting at 7-30.

Present:- Keith Montell, John Brand, Geoff Townsend

Apologies:- Christine Tomlins, David Allan

Quorum was acknowledged.

Minutes from Previous meeting 13th April 2016 were read. Moved Keith Montell.
Seconded Geoff Townsend.

Matters Arising from Previous Minutes :-

1. Mowing – John mowed just prior to the SCA pizza night. No need to put this out to the broader community at this stage. If it becomes problematic then we will look at another solution.

Moved Geoff. Seconded Keith.

Correspondence:-

1. Bendigo Bank Statements.
2. Secretary not present so no further correspondence was discussed

Treasures Report:- See Statement and Budget. John – budget looks slightly healthier than expected, despite increased maintenance costs. Keith – Water filter had to be replaced – yet to be invoiced. Window cleaning will be done soon.

Moved John Seconded Geoff.

General Business:-

1. Keith – problems left with grounds following SCA Pizza night. Site was cleared following day. Charges may have to be applied for any additional work to clean centre if required in future. Heating system left on after last use (before committee meeting). John – signs will be made to ensure all are aware of proper centre use and clean up.
2. Keith – Keith has been the default contact point for any difficulties or issues that arise when people are using the centre. John to put up signs for contact point. As he is the closest member to the centre and works from home he can usually respond quite quickly if need be.
3. Keith – 16 students from Billanook College will be coming to the centre sometime the week of 12th September to help maintain the grounds. A committee member needs to be the on the day to oversee and to officially thank the students and faculty members. Keith will be away and Geoff is unable to do it. John not sure based on unclear work commitments – but willing if able. Keith to provide contact details and any instructions for work to be completed. Mike or Christine may need to be called upon if no-one else is able to do this.
4. Grapevine – John is currently still doing this but has set up the process to be linked to the web site content. A survey went out to recipients of the Grapevine to gauge effectiveness and community satisfaction. The results of the survey will be published in the next Jolly Thing. John will reconnect with Catherine to see if she would be happy to pick this up again with the new changes in place. John to investigate possibilities of Grapevine emails not being received but survey results show that the vast majority of people are receiving it ok. Need more regular promotion of the market, film night and any other upcoming events in Grapevine.
5. Market – General discussion about the fortnightly market. Main drawcards (like bread, cards, some produce providers) have impacted attendance. Promotion in the Grapevine and Jolly Thing should perhaps focus on providing market fare, not just attendance.

Other business:

- Original website designer has contacted John to offer regular maintenance services to the website. The cost of hosting has been further discounted but the maintenance costs would increase the overall price. No further funding is available from the SCA. John suggests not taking up the maintenance offer at

this time. He is able to do all outlined tasks. If the website maintainer changes then this may have to be re-examined.

- Building lease up for renewal in 2017. John to find out appropriate person in council.

Next Meeting:- AGM. Date to be finalized with other committee members. Likely dates are 10th or 17th August at 7:30pm. John will canvas other members and publicize this in the Grapevine and upcoming Jolly Thing.

Meeting Closed :- 8-30.