



STEELS CREEK COMMUNITY CENTRE, INC.

699 Steels Creek Road, Steels Creek, VIC 3775

Committee Meeting Minutes 12th August 2024

Meeting opened: 19:30pm

Welcome: Maree Rothwell

Present: Maree Rothwell (P), Ivan Filsel (Art Group), Kerry Guthrie (VP), Delia West (Garden Club), Mary Shiel (Book Club)

Apologies: Mark Newel, John Brand, Fiona Martin

Minutes from previous meeting: Moved: Ivan Seconded: Mary **Accepted**

Matters arising from previous minutes:

- **Busy Bee** – Two busy bees have been held since the last meeting and both have been very productive. Scheduling the BB at 9am before the Exchange Hub is working well. This arrangement will continue as we slowly work to maintain the community centre surrounds.
- **Evacuation Plan** – Ivan submitted the plans to council and was informed there were specific requirements for leased council property evacuation plans. Subsequently, a link has been provided to Ivan with those requirements. It is possible that an “Emergency Meeting Point” sign will be required to be erected in our lower carpark. Should this be necessary, an approach to council for installation will be made. **ACTION:** Ivan to explore the link, prepare the plan and post at the evacuation points within the community centre.
- **Sponsorship** – Residents “Request for Donation” letter has been prepared and presented to committee (see copy below). Additional suggestion is to add the Ritchies Card information to the letter, ensuring it does not extend the letter to more than one page. **ACTION:** Maree and Fiona continue to work on the Sponsorship aspects.



Steels Creek Community Centre Inc

699 Steels Creek Road, Steels Creek VIC 3775

August 2024

Dear Steels Creek Community Member,

You'll have seen the Steels Creek Community Centre and perhaps visited at some point, or regularly! It's a truly cherished hub for the past nearly 140 years - once the local school and post office, through goldrush and surviving fires - now a place of meetings and lovely gatherings from birthday parties to art and fabulous flower shows.

What you might not realise, is that the Community Centre is fully self-funded. Whilst leased from Shire of Yarra Ranges, it is totally reliant on volunteers and nominal financial contributions from each of the groups who use it.

When we can, we apply for grants and sponsorships from local business, and now we're reaching out asking local residents to consider making a donation, however small or large, so that the Steels Creek Community Centre can continue operating.

Your donation would go towards maintaining the facilities; ensuring that the place continues as a friendly, welcoming space, connecting all residents and remaining the community heart of beautiful Steels Creek.

Sincere thanks for your consideration, and in advance for any contribution you make. If you would like any further information or would prefer to discuss, please don't hesitate to contact me.

Warm regards,
Maree Rothwell
(Volunteer) President

☎ 0414 278 649

✉ maree@rothwells.com.au

Donations via direct deposit or cheque to:

Steels Creek Community Centre Inc

BSB: 013 035 Account 12345678

👥 Steels Creek Community groups to which all are welcome: Art Group, Bookclub, Exchange Hub, Fireguard, Garden Club, Landcare, Secret Men's Business, Stitchers, Tennis & Social Club, Women's Group, 4Reel Movie Nights, and available to hire for small events.

- **Website** – Is now almost ready to be handed over to someone for ongoing maintenance. **ACTION:** Each group to check the information included on the

website, relevant to their group, is current. Any updates should be emailed to Maree.

- **Garden Group Invoice** – One invoice has been paid and the second will be paid. **ACTION:** Delia to confirm when second invoice has been paid
- **Steels Creek Day** – A planning meeting for the open day has been set for 25th September at 2pm where all final details for the day will be ironed out. **ACTION:** Delia to bring a plan of how the Garden Club will set out their stalls on the day; Kerry to put a “Save the Date” notice in the grapevine; Maree to approach Stitchers to see if they would make “showbags” for the day where we can put in our Donation letter, Welcome to steels Creek flyer and Fire Guard map
- **Jolly Thing** – All information has been received from Morgan Calder. The logo is being used for the welcome pack. Discussed trying to get the JT published again but instead as an annual edition, reviewing the year past. **ACTION:** Kerry to include a request in the Grapevine for anyone who would be interested in doing an annual publication rather than a quarterly one.
- **Window cleaning** – will be carried out on October 12th at 9am before Exchange Hub. **ACTION:** Kerry to put notice of window cleaning and gardening busy bee in Grapevine.
- **Community Resilience Update** – Derek Schlennstedt response regarding the Energy update enquiry was as follows:
“I wanted to update you about the latest development at the Steels Creek Community Centre. An energy audit was recently completed, and the following upgrades have been identified:
 - Installation of a 4.4kW solar system
 - Installation of a generator plug-in point
 - Installation of a cabinet for batteries, though (batteries will not be included)We anticipate that the installations may be completed by November 2024 (sic)”
ACTION: Kerry to contact Derek to inform of the Garden Show/Open day and ensure works do not interfere with that event; Kerry and Erin-Maree O'Neill will dust off the welcome pack and send to committee for any suggestions of additional information; Maree to contact Brett Ellis re resilience training; Kerry to find out where the YGL&LC get their quarterly program printed; Kerry to research the signs and in put a grant to the council for the sign.
- **Door Lock** – If we are to update the key lock as per council requirements then a new door will be necessary in order to attach an appropriate lock. As per our lease, the door falls under council responsibility. **ACTION:** Ivan/Maree to contact the council and discuss the issue of requiring a new door with an appropriate lock at council expense.

Correspondence In:

- Rotary Information book: Steels Creek listings have been updated
- Derek Schlennstedt: email regarding energy plan query

Correspondence out:

- Derek Schlennstedt: email enquiring solar installation

Treasurers Report: Emailed by JB.

JB unable to attend meeting. The community centre has made a profit of \$54 for the year, which we are ok with considering we are a not-for-profit organisation.

However, it was noted that bookings for the community centre are down. Posters promoting the Community Centre as a venue for hire could be prepared and put on notice boards at Yarra Glen Primary school and Pre School/Kindergarten. **ACTION:** At next meeting we should Move, Second & Accept the financials from the last and this meeting.

Income summary

- Expense summary
- Profit & Loss

Moved: Seconded: **Accepted**

Group Notices:

- **Tennis & Social Club:** Christmas in July had a low attendance but still held and enjoyed by all who attended

General Business:

- The trees have been bought and planted in the flagpole garden. Many thanks to Ivan for arranging.
- WhatsApp Community Chat: each of the community groups are encouraged to set up a group chat under the SCCC WhatsApp banner.
- The turn left sign at the exit of the carpark has been cleared and is now visible.

Any Other Business:

- Peter Benda has officially stepped down as the secretary, effective immediately. Kerry and Maree are currently covering the secretary duties but a new Secretary is required to be appointed at the next AGM. **ACTION: Kerry to put notice in the Grapevine**
- AGM: 7th October 2024 at 6pm at the community centre. Drinks and nibbles will be provided. **ACTION: Kerry to put notice in the Grapevine.**
- Joint SCCC & SCTC Christmas dinner to be held at the Yarra Glen pub on 11th December

- Jenny Tetlow has kindly donated a wooden owl statue to the Community Centre. While we are very appreciative and will find a spot for this item, we need to be cognisant that the community centre is not in a position to accept all and every donated item it is offered, and certain requirements should be met, such as having some connection to the centre or the community.

ACTION: Ivan to connect with Jenny or her family and find out the back story to the owl

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Next Meeting: 25th November @19:30

Meeting Closed: 21:01pm