



STEELS CREEK COMMUNITY CENTRE, INC.

699 Steels Creek Road, Steels Creek, VIC 3775

Committee Meeting Minutes 14th April 2025

Meeting opened: 19:36

Welcome: Kerry Guthrie

Present: Maree Rothwell (VP), Mary Schiel (BC), Ivan Filsel (AG), Kerry Guthrie (P), Delia West (GC), Peta Whitford (LC)

Apologies: JB, Julie Wilcox, Mark Newel, Craig Irvine, Fiona Martin

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

Matters arising from previous minutes:

- **Website Update for Groups** – there still appears to be incorrect information on the website relating to groups that use the community centre. **ACTION:** would all group representatives please go on to the website and check the information listed for the group. Any updated information should be emailed to maree@rothwells.com.au
- **Community Resilience** – Maree R, Fiona M & Andrew G will join a webinar by Resilience Canopy on Tuesday 15th April. This is a fact-finding discussion. **ACTION:** Maree to report back at next meeting
- **Assembly Area Sign** – has been erected in the lower carpark. Many thanks to Ivan for completing the emergency evacuation procedures for the centre. **No further action required.**
- **Defibrillator Batteries** – replacement cost of batteries is approx. \$80. Mark Newell will be sponsoring the purchase of a replacement battery for the SCTC. Approach the Family Clinic Yarra Glen on the corner of Steels Creek and Symonds Street and ask if they will sponsor our replacement battery. **ACTION:** Maree to follow up with the Family Clinic. Order replacement battery regardless of sponsorship approach. Verify cost of the adult and child pads that are also required.
- **Floor Polishing** – Carry forward to next meeting. **ACTION:** Craig to follow up
- **Council Small Grant for Sign** – application was submitted at the end of March. Kerry received a call from council saying they are very happy with the submission and agree in principle with the project. They are however looking at funding through the Council Community Resilience team rather than through the small grants avenue but cannot discuss at present as council

team leader is on leave. **ACTION:** application will be pulled from this month's funding until discussions within council have been carried out. Kerry G will then be contacted with an update on the best way to proceed.

- **Constitution** – needs a review which is not a simple nor straightforward project. Any changes will need to be approved via a Special General Meeting. **ACTION:** Kerry to locate a digital copy of the constitution and forward to each of the committee members for review.
- **Council Rubbish Bin** – we are still undecided on whether applying for a bin package from council is the way to go (was discussed at last meeting but no action done) **ACTION:** Kerry to email council for details on which bin package the council would issue us with and the cost involved.
- **The Jolly Thing** – many thanks to Mary Shiel for her great work on the recent issue of the Jolly Thing. There was a lot of messages, from those looking forward to reading it, letting us know the link wasn't working, and post reading it. Next issue should include the sponsors of the community centre, assuming they have paid their sponsorship monies. 300 copies were printed though maybe not so many required for next time. **No further action required.**

Correspondence In: Nil

Correspondence out: Nil

Treasurers Report: Balances of accounts as of 14th of April, 2025

Bendigo Bank Everyday Account \$10,614.05

Balance of accounts as of 14th of April, 2025

- Bendigo Bank Everyday account \$10,614.05
- Bendigo Bank Term Deposit \$6,546.33
- Cash (\$462.20 Banked on 14.4.25)
- Bill (\$333.65 Lease Pending 14.4.25)
- Art Fund (in Statement Acc) (\$3,179.26)
- Available Community Centre Funds (\$7562.79)

BANK ACTIVITY

Month	Income	Expenses
January	\$256.00 Dec, Transfer \$31.76 Ritchies School	-\$141.79 Hoogies YG -\$197.08 Electric -\$1,395 DEFT Insurance
February	5.2.25 - \$34.55 Ritchies -Fundraising Bunnings BBQ (\$1,575.50) 9.2.25 -\$424.10 Cash Deposit (Missing \$9) 28.2.25	-\$55 DNS Domain Name

March 23.03.25 – CASH (TBC)	4.3.25 - \$26.41 Ritchies 21.3.25 - \$80 Movie Night	25.3.25 I Filsell - \$184.90 3.2.25-\$450 Past cleaning (Oct, Nov, Dec, Jan) -\$100 Maree Rothwell
April 14.04.25 – CASH (\$462.10 Deposit pending)	2.4.25 - \$32.86 Ritchies 11.4.25 \$90 Movie Night	Yarra Ranges Shire Lease \$333.65 (Pending in Bendigo)

Treasurers Notes:

Cash and Bank Accounts all reconcile, and monthly reconciliations have been done to cross check for any mistakes.

Excellent fundraising. Is it worth running a campaign to get a few more people to add Steels Creek Community Centre to their Ritchies CB Card? **ACTION: Kerry to put a message into the next Grapevine publication**

I haven't received any bills or costings on The Jolly Thing, please let me know if there are bills to pay or accounts to sort. Well done on completing it. Looks great.

COMMENT: no bills or costings to be accounted for. Printing was completed by Cindy McLeish parliamentary office in Yarra Glen

ACTION: Craig and Kerry still need to chat to Garden Fairy regarding what we would like cleaned at the community centre

Moved: Ivan Seconded: Peta

Accepted

General Business:

- **The Jolly Thing, Trove Archive:** with the recent publication of the Jolly Thing, it was pointed out that a copy should go to the State Archives, which we stated it did. However, it has come to our attention, that various efforts to search the state archives for past copies of Jolly Thing were not successful. The latest Jolly Thing is saved on our community Facebook page (Thank you Peter Benda). **ACTION: Maree to check with JB or Morgan Calder on how the Jolly Thing got to the archives in the past (and how to view). Ivan also volunteered to ask Malcolm Calder for his insight.**
- **Email addressed for committee members:** it was decided that having specific email addresses for some committee positions would be best for continuity purposes, especially when there are changes to those positions. Email addresses that would be beneficial are as follows – president@, secretary@, treasurer@ (already in existence), thegrapevine@ (already in existence), thejollything@, and bookings@. **ACTION: Kerry to chat to Craig about how he set up the one for the treasurer, confirm we can have those additional email addresses, and set them up accordingly.**

Any Other Business:

- **Key Locks at Council Premises:** we have been made aware that council would prefer that key lock boxes are not used for access to council premises. This is due to a recent spate of break ins where the key lock boxes have been forced open and the keys used for access. While we believe the risk to our community for a break in is relatively low, Ivan has sourced a person who is able to install a push button lock on the current door, negating the need to change the door completely. Locks can be purchased at bunnings for approx. \$200 and fitted for a cost of \$300 (as quoted). All agreed this was an acceptable solution to comply with council. **ACTION: Ivan to arrange purchase of lock and installation as necessary.**

Next Meeting: 23rd June 2025

Meeting Closed: 20:25