

Minutes
Auburn Community Centre Committee

MEETING HELD TUESDAY 3rd March 2015 5.30pm
Auburn Institute Meeting Room, Auburn

1. **Present:** Graham Richards, Anne Bastian, Elaine Rosenzweig, Wendy Lane, Andrea Mitchell, Cherry Stowman
2. **Apologies:** Pat Armstrong Judy Searley
3. **Confirmation of Previous Minutes**

Proposed Graham, seconded Elaine that the minutes be accepted

4. **Business arising**

Payment for powerpoints for Melissa – Pat to advise
Hanging rails in meeting room were requested by Di Turner but we haven't heard from Di again so will put on hold
Carpet for front two rooms organised
Wendy will deal with finance and will report on this every meeting

Actions:

Anne to contact Garry Easthope re locks, bolts, disabled access, tree lopping

Cherry to research cost of aircon to report back by end of April

Wendy to email to all committee members a list of who has keys to the building

Anne to contact **Judy** re:

- liquor licences, adding details on hiring form
- Need for a bond
- Details on current usage: postcodes of hirers?
- Sending booking form to Cherry when completed

Anne to write article for Auburn Express re committee

Anne to present progress report to Council's Section 41 committee meeting

Cherry to write ad for Auburn Express - \$50 per annum

5. Correspondence in:
6. Correspondence out
7. Workplace Health and Safety (WHS)
Committee members to sign in each meeting (standing item)
8. Sustainability (sub groups)
Subgroup reports:

Marketing (plan)

Cherry and Andrea presented their work to date on the marketing plan.

Community consultation

In progress by Pat

Markets (events)

Wendy and Elaine presented their work to date on the markets

9. Continuous improvement

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10. New business – for discussion:

- Community Centres SA (Pat)

11. Next Meeting:

Tuesday 7 April at 5.30 at Auburn Institute Meeting Room, Auburn