

Firestation Print Studio

Annual General Meeting: Minutes

Venue 2 Willis Street Armadale Victoria 3143

2.30 pm Saturday 14 November 2009

1. Meeting declared open.
2. Apologies were received from Elizabeth Banfield, Judy Schrever, Yvonne Watson.
3. Present: Bronwyn Rees, Coralie Stow, Marisa Corral, Cindy Mann, Myra Kaufman, Margaret Manchee, Giuliana D'Angele, Deb Taylor, David Terry
4. Minutes of previous Annual General Meeting (Thursday 25 September 2008) were confirmed,.
5. Reports – Appended:
 - President (Bronwyn Rees)
 - Treasurer (Coralie Stow)
6. Election of Committee of Management office bearers 2009 - 2010
 - President – Coralie Stow
 - Vice President and Public Officer – Elizabeth Banfield
 - Treasurer – Margaret Manchee
 - Secretary – Cindy Mann
 - Management committee members (4) Marisa Corral, Myra Kaufman, Judy Schrever, David Terry
7. Conduct of management meetings – confirmed
 - that committee of management comprise elected office bearers and four non office bearers, as elected;
 - that subcommittees may be formed from committee of management and eligible members of the Firestation Print Studio, such subcommittees to report regularly to committee of management;
 - that Workshop Manager report in writing to committee of management meetings;
 - that each officer not a member of the committee of management appointed in volunteer or remunerated capacity as determined by the committee of management report regularly to committee of management meetings;
 - that all members of the Firestation Print Studio are welcome to attend management committee meetings as observers;
 - that all members attending management committee meetings shall be financial members of the Firestation Print Studio;
 - that all agenda items proposed for discussion shall be referred in writing to Secretary at the Firestation Print Studio (no less than one week in advance of scheduled meetings).

Meeting closed with appreciation to retiring President, Bronwyn Rees, and services of 2008 – 2009 Management Committee members.

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President's report 2009

Bronwyn Rees, outgoing President:

I've been on the committee since mid 2004 and president since 2007 and it's been a great experience.

When I joined, the administrator was also the president, she was only paid for four days a fortnight and also played the role of workshop manager and taught anyone who needed a few lessons in how to etch.

It's hard to believe as we now have a paid workshop manager working seven days a fortnight, a gallery coordinator, a supervised access person, and a number of different teachers. The role of president and manager has been separated. We're even getting someone who is volunteering to do our marketing! So that's one person being replaced by seven.

Last October, Sarah Amos agreed to be our patron, which is a great vote of confidence from her.

We've run lots of competitions, filled the studios and expanded the activity of the place to include new courses and new people.

We converted and reclaimed the back studio for letterpress, and it has been used for teaching, meetings and exhibitions, and even some letterpress.

Most of all, I feel I can step down because we now have a really solid team running the place – I feel confident that the Firestation will now go from strength to strength.

Thanks again for the experience of working with you – I've learnt so much and it's been really enjoyable.

Bronwyn Rees

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Treasurer's report 2009

Coralie Stow

Pleased to report that the FPS finances have improved this year.

There has been an average bank balance of around \$4,000 for the last six months and cash flow has been more carefully managed

We have had more funds in the account due to the efforts of the Workshop Manager and the Committee; in particular we are grateful for

- increased gallery sales with Yvonne's help
- the movie fundraiser organised by Myra and Judy
- workshops organised by Leigh-Anne
- Spring into Gardening stall organised by Elizabeth and Judy

We continue to manage using MYOB, and are considering upgrading the software.

Judy has been a huge help this year, training Leigh-Anne and bringing the accounts up-to-date.

Next steps:

Finish changing the bank account over to Bendigo Bank

Install the Eftpos machine

Further diversifying sources of income

Coralie Stow