



Annual General Meeting

Date: Wednesday 19 October, 2011
Venue: Royal Oak Hotel, cnr College & Curtis, Balmain
Start: 8pm
Attending: All FY11 committee, open meeting - AGM promoted to centre members
Ros Allison, Lisa Grima, Kate Quirk, Cheli Lawlor, Kylie Evans, Bree Mankin, Rebecca Ridler and Julie Irvine along with Natalie Britton, Jenny Chamberlain, Jenifer Finucane, Louise Booth

Agenda

1. President's Report
2. Treasurer's Report – Statement of 2011 financial position
3. Election of office bearers and members of the LNSP Committee for the 2012 financial year. Positions to be filled:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Maintenance Coordinator
 - f. Membership Coordinator
 - g. Party Coordinator
 - h. Events Coordinator
 - i. Toy Purchasing and Equipment Coordinator
 - j. Website & Communications Coordinator
4. 2011 Key Achievements:
 - a. Memberships
 - b. Maintenance
 - c. Fundraising
 - d. Website
 - e. Parties
 - f. Events
 - g. Toys and Equipment
5. AOB



1. President's report - Ros Alison

- The Little Nicholson St Centre has had a strong year, the FY11 committee leave the Centre with strong foundations and an improved membership base. With a supportive membership and professional and enthusiastic committee, the Centre is set for a positive future.
- We end the year with 202 members, ahead of last year. We are financially strong and enjoy solid support from the local community, Leichhardt Council and NSW Government.
- The treasurer's report includes the details of our FY11 performance, in summary:
 - Total income for FY11 \$54,362.75
 - Total expenses for FY11 \$69,267.97 (includes \$29,314 carried over from FY10 building expenses, with grant income factored into FY10 income). Operating deficit at \$14,905.
 - Normalised expenses (excluding budgeted renovation payments) calculated at \$39,953
 - Cash at bank \$47,105, a solid contingency and positive start for FY12.
- I am pleased to have worked with a group of dedicated and enthusiastic committee members who have all donated their time to improve the centre for current and future members.
- The current committee inherited management of the centre after a major renovation, however ongoing maintenance, and continued investment in upkeep remain critical to the safe and secure environment we aim to provide for our members. This year we reviewed safety at the centre, with a KidSafe audit and follow up on key findings.
- We also embarked on a program to streamline our payment facility for memberships, parties and adhoc fundraising via PayPal, and to significantly improve member communication via a vastly improved and updated website.
- Finally, I encourage the new Committee to continue to invest in and develop the playcentre, and urge them to continue to keep members interests central to every activity undertaken. 'Little Nich' is a treasured resource for families in our community and I am happy to hand over to a motivated, enthusiastic group of volunteers who I am sure will continue all of the good work done by the FY11 committee and those before us.



2. Treasurer's report – Lisa Grima

Income

- **Total Income for 2010/11 was \$54,362.75.** This was a great figure for the year and an increase in previous years. One year membership income was right on budget, 2 year memberships have increased with the use of Paypal and 5 trip ticket sales are up on last year. Parties seem to have had the largest increase in income from last year increasing by \$3,626.00
- This result is a great result from previous years (2009/10) where our income has increased to \$54,362.75 (+\$14,000 since 2009). (Last year's figures were not taken into consideration as a comparison given the impact that closing the centre for two months had on party, membership and five trip ticket revenues)
- I also believe that Paypal has a lot to do with this increase as we are now more transparent with our membership and party bookings. People are happy to make their arrangements on the internet and we have made this possible.

Expenses

- **Total expenses for 2010/11 were \$69267.97.** This figure was impacted by expenses held over to this financial year for the development. A total of \$29,314.00 which include \$22,222.00 for the builder, \$5429.00 for the architect and \$1,663.00 for the carpet. Taking these amounts out of the equation our everyday expenses were \$39,953.97
- The expenses result compares to \$40,727.24 in the 2009 financial year. Again I have not compared to the previous financial year due to abnormalities in the year.

Profit and Loss

- **The operating deficit for 2010/11 was \$14,905.22.** The deficit will be a once off for the centre due to the building expenses held over to this financial year and not accounted for in the previous financial year.
- **Total Cash At Bank as of October 10, 2011 is a total of \$47,105.30.** This comprises of our 3 accounts as follows:
 - PayPal \$902.50
 - Westpac Everyday Account \$4,814.84
 - Westpac Interest Bearing Account \$41,387.96
- This leaves LNSP in a very strong financial position for the upcoming year, especially as we can expect a steady increase in membership and five trip ticket revenue due to the positive feedback that we are getting to the centre.



Treasurer's report c'ont – Lisa Grima

- It is important to point out the inconsistencies in our statements, financial summary and 2010 figures. Although our accounting with our Community Building Partnerships are believed to be correct our financial accounts have had some unaccounted expenses and income on them which has been rectified in this 2010/2011 financial year.

Income: \$20,500.00

Expenses: \$15,800.00

(\$4,700.00 in expenses was also in the 2010 financial year)

Total: \$20,500.00

- I've thoroughly enjoyed my time on the committee for the past two years and being a part of this great team and a part of a big change for LNSP. Thanks everyone!



Statement of Accounts As at Sept 30, 2011

INCOME	Actual
Membership Fees (1 year)	\$19,607.14
Membership Fees (2 years)	\$5,945.48
Five Trip ticket	\$8,532.02
Fundraising	\$6,582.45
Parties	\$11,976.00
Interest Income	\$1,537.88
Other	\$323.28
<u>TOTAL INCOME</u>	<u>\$54,504.25</u>
EXPENDITURE	
Insurance	\$2,618.37
Electricity	\$699.84
Stationary & Postage	\$695.37
Printing	\$0.00
Cleaning & Yardman	\$10,260.88
Maintenance	\$4,174.50
Keys and Security	\$0.00
Infrastructure and furniture	\$1,663.00
Toys & Equipment	\$4,342.29
Party Bond Reimbursement	\$5,900.00
Website & Internet	\$1,399.85
Fundraising expenses	\$945.20
Events	\$1,528.86
Post Office Box Rental	\$86.00
Refund of Working Bee Levy	\$175.00
Online Banking Fees	\$424.80
Other	\$8,219.20
Special Projects	\$24,989.77
Paypal Fees	\$1,145.04
<u>TOTAL EXPENDITURE</u>	<u>\$69,267.97</u>
Miscellaneous Income	\$20,500.00
Miscellaneous Expenses	\$15,800.00
Difference	\$ 4,700.00 This amount was in FY2010
<u>Profit/Loss</u>	<u>\$14,763.72</u>



3. Election of office bearers and members of the LNSP committee for the FY12 financial year.

President Nomination – Kylie Evans
Nominated by – Rebecca Ridler
Seconded – Kate Quirk

Treasure Nomination – Rebecca Ridler
Nominated By – Kylie Evans
Seconded – Ros Allison

Membership Nomination – Jenny Chamberlain
Nominated By – Rebecca Ridler
Seconded – Lisa Grima

Party Nomination – Bree Mankin
Nominated By – Kylie Evans
Seconded – Julie Irvine

Events Nomination – Cheli Lawler
Nominated By – Ros Allison
Seconded – Rebecca Ridler

Fundraising Nomination – Natalie Britton
Nominated By – Kylie Evans
Seconded – Kate Quirk

Maintenance Nomination – Julie Irvine
Nominated By – Kylie Evans
Seconded – Lisa Grima

Communications & Website Nomination - Jenifer Finucane
Nominated By – Rebecca Ridler
Seconded – Ros Allison

Toys & Equipment – Louise Booth
Nominated By – Kylie Evans
Seconded – Julie Irvine

Roles of Secretary and additional Maintenance to be filled.



4. Key Achievements

Memberships - Rebecca Ridler

We currently have 202 members from 1st January to 17th October 2011, an increase of 7 members or 4% compared to 2010 for the same period (2010 for the same period we had 195 members).

202 Memberships are broken down into 24 New Premium (2year) memberships and 155 New 1year memberships and 23 2year memberships from 2010.

We have also sold 274, 5 trip tickets, which is broken down as 230 via JT Supermarket and 44 via our website. This is an increase of 149 tickets or 119% compared with 2010 (2010 sold 125 tickets).

An increase in memberships are due to the Centre being open fully in 2011 compared with the Centre closing for a few months in 2010.

The new registration process being all online received positive feedback from all, making it easy and seamless.

Maintenance - Julie Irvine, with Jane Baseby previously

The maintenance department has had another busy year. The role has been shared between 2 committee members, so issues can be attended to in a timely manner.

The team of Jane Baseby and myself have undertaken some of the following works:

- Sandpit refilled with 2 tonnes of sand and a new sandpit cover made.
- The Kidsafe audit completed and major hazards addressed including working with engineer regarding rear wall of centre.
- The working bees have been a huge success and an important resource to keep the centre to a high standard.
- Adhoc maintenance of plumbing resolved and forward planning for plumbing works required under craft cottage to be completed in 2012.
- Working closely with our wonderful cleaner to ensure the centre is kept clean, tidy and stocked with cleaning products.
- The new website has been a very effective way for members to contact maintenance directly in order to raise concerns or communicate ideas for the centre.

I have thoroughly enjoyed my first year on the committee in the role of maintenance. I look forward to learning more about the centre and working with the committee to keep the centre in great condition for our members and their children.



Fundraising – Kylie Evans

Various initiatives were promoted with the main focus on the development of the Parenting Series Evenings, with member feedback sought. Below is the summary in order of months

December: *Elsie's Refuge*

Members donated Christmas gifts for children wrapped with a note for gender/age that were provided to the families living at Elsie's Women's Refuge.

February: *Colouring in Book*

The local Balmain Treasures Colouring developed by two local mums was promoted to members via email, in the centre and in a newsletter for \$8. 25% of proceeds of sales will be given to the centre with Jane Baseby & Jasmine managing the enquires, sales and distribution. Awaiting update, maybe \$40 raised.

March : *Parenting Series - Child Development*

Kids & Co Clinical Psychology presented to 55 people upstairs at the Royal Oak. They covered tantrums, aggression, discipline, how to praise and provide some great resources including book lists etc.

Oh Darling Beauty Bar donated a lucky door prize won by Michelle Abignano. \$25 pp to attend less costs - \$1100 raised for the centre

May : *Parenting Series - The N word - Nutrition*

About Life provided the speakers – Emma Sutherland with Hayley. 40 parents in attendance for an interactive night that covered tasting, lots of Q & A on foods that support growth, best snacks and more. Emma Sutherland an engaging presenter – only 60% of content got so lots of resources emailed out. Lucky Door prizes from Catch light Photography of a family shoot with frame went to David Stewart and About Life \$50 voucher went to Sinead Dwyer. \$25 per person to attend, less costs, \$1000 raised for the centre.

September: *Wine Tasting Night*

80 locals in attendance at the Monkey Bar who generously gave us the space for free. \$30pp covered the tasting and canapés. The Wine Point was our event partner who provided 10 wines all labelled with our logo and 20% of each case came back to the centre. We also sold raffle tickets for 14 great prizes donated from local businesses. Rego, wine sales and raffle raised \$2140 to be put towards new dress up corner, reading corner and seating.



Fundraising c'ont – Kylie Evans

Other :

- *The Telstra Foundation* provide a \$1200 grant to local communities/centres and a submission via a member Charlie Stanbury was worked on with the goal we may be one of the lucky centres to receive this. We will hear in December 2011. A huge thank you to Charlie who has been a member for 5 years for thinking of us!
- Aussie Farmers Direct – 2% contribution of sales for families that order fruit, veg, diary etc to be delivered to their home generated \$320 over the last year for us
- A new “Businesses we love” logo created for our sponsors, featured on site and in our communication
- A Certificate of Appreciation was designed for presentation to all sponsors and businesses who supported us
- All were promoted via newsletters, facebook and a dedicated board at the centre maintained with their brochures.

Our 2011 sponsors include the following businesses who donated their time /expertise or services as gift vouchers to the centre:

- Kids & Co. Clinical Psychology
- Aboutlife Natural Marketplace
- Evans Street Hardware
- Rhapsody In Graphics
- Royal Oak Pub Balmain
- Oh Darling Beauty Bar
- [Body Benefits Pilates and Personal Training Studio](#)
- The Hair Palace
- ‘Clean and Clear’ Residential & Commercial Cleaning Specialists
- Balmain Massage Centre
- Planet Beauty
- Little Darling Diner
- The Monkey Bar
- Catchlight Pictures
- Azzurri Communications
- TRAFFIK
- Alison Fort Design
-

I have enjoyed raising funds for the centre while creating events that have supported the members in knowledge and fun!



Website & membership communication - Kylie Evans

Website

A new website was developed in Dec 2010/Jan 2011, to make the membership process more seamless for the community.

A brief was sent out to the previous web contact – Luca and a contact of Kylie Evans – Rhapsody in Graphic's and we included a review of the entire functionality and design. The aim to be to update the site and ensure it assists all members with their needs for the centre while assisting committee members in being more efficient. Rhapsody in Graphics - Barbara Smith did an exceptional job over the Christmas/New year period with Rebecca, Bree, Liz and myself to get the site complete and ready for January registrations all for \$660.

The new website become live in January and included:

- New visual design including photos of kids at the centre
- Creation of a content management system
- Free Software for Memberships being tailored to our needs
- Software for Party Calendar being purchased - \$175
- 70% new content on history, hours, sponsors, past committees, newsletters, all events and all fundraising, contact us section improved etc
- Book a party online and pay including confirmation emails
- RSVP to our free events including confirmation emails
- Register and pay for all fundraising
- Working Bee Information/dates
- Inclusion of social media - facebook

Email addresses were set up for most members with our provider Melbourne IT, this avoids personal email addresses be used and kept on file and these addresses can be easily transferred to changing of committee members .

A paypal account was created by the treasurer which ensures all payments for memberships, parties and fundraising events are into one main account.

Ongoing changes and updates were made monthly throughout the year to keep the site current and fresh. Changes include updating of parenting nights, membership



quarter price changes, photos, logos' for events, sponsors, committee updates, email confirmation changes and text additions to ensure we are storing as much information on the site as possible for future and history sake.

Website & membership communication c'ont - Kylie Evans

Suggestions for moving forward include : update party software to next package (\$119), feature a join our mailing list, First time visit – how it works page, past events featured, 5 trip ticket expiry, forum for feedback, committee log on where all past minutes and committee handover notes can be stored via log on.

Overall, the feedback from the new site has been excellent. Many positive emails from past members over how they love being able to register online, saving them time and it's so easy and parties have been a real hit by viewing the calendar and paying online also!

New members have also commented and emailed asking questions and wanting to visit. We now have a working site that supports the community, our members and the committee.

Communications

A Newsletter template was designed in Mail Chimp which allowed for all emails to be exported from the membership database into mail chimp. Newsletters were sent out around every 8 weeks to members and all past members on our database. All past newsletters can be viewed on the website under newsletters.

Mailchimp provides feedback on bounce backs for incorrect emails along with the click-thru of how many opened/read the email.

Random emails were created and sent throughout the year promoting all fundraising events and our free events along with thank you for attending.

Our Facebook page was re-created– www.facebook.com/lnspc.

We are now have 80 likes and use the site to provide updates on events, free functions, sponsors, update etc. The more content we publish the more likes we seem to attract.

The cottage noticeboard has been updated a few times throughout the year with flyers now being able to be laminated with our own machine.

Flyers include:



- Welcome / Sign in and use bag hooks
- Book a Party
- Membership Prices
- Facebook Checkin and LIKE
- Repairs needed, place this on the broken/damaged item
- Fundraising Events
- Past Newsletters
- Key Dates for the year

Local initiatives we promoted included the Neuroplasma Fun Day and John McMahon Play Centre Disco both held on Sunday 16th October.

Parties - Bree Mankin

Parties for 2011 have been a huge hit, bookings were a little slow in January but increased as of February, throughout the year. Seven months of the year were fully booked, two months just shy of being at capacity. November and December still have some vacancies but you never know as Christmas is just around the corner.

Biggest success has been the ease of booking with the building of the website and booking directly online

Total number of Parties to date – 72 out of 97, with 4 parties still pending (6 more than 2010)

We already have six bookings for 2012!

Calendar year breakdown is as follows

- Jan – 2 out of 10
 - Feb – 7 out of 7
 - March – 6 out of 8
 - April - 7 out of 9
 - May – 7 out of 7
 - June - 8 out of 8
 - July – 10 out of 10
 - August – 6 out of 6
 - September – 6 out of 8
 - October – 10 out of 10
 - November – 3 out of 7 (2 pending)
 - December – 0 out of 7 (2 pending)
- Some of the feedback received is as follows:
- Thanks you so much, we had a wonderful time at the centre



- This place is amazing and my friends that have never been before loved it!
- Thank you for such an easy and smooth process with the website, booking a party is so easy
- Many thanks the weather held out and my son had a fantastic party
- Please thank all the committee for their hard work with the centre

Events - Cheli Lawlor, and previously Liz Williamson

Three events are held each year.

This financial year the Little Nicholson St Play Centre's events had the following registrations, attendance rates and costs associated with each:

	Registrations	Attendance	Attendance %	Event Cost	Cost PP
2010 Christmas Party	60+	N/A		\$910	
2011 Easter Party	88 Adults / 74 Kids	54 Adults / 43 Kids	60%	\$450	\$4.63
2011 Father's Day	31 Adults / 34 Kids	22 Adults / 24 Kids	71%	\$370	\$8.04

NB: Attendance rates vs registrations for the Easter Party event are underwhelming, probably because of awful weather on the day. Costs include talent from Woo Hoo Entertainment, craft supplies, food and drink.

A Mothers' Day event has been proposed to include in next year's calendar of events. Proposed date for event is Friday 11th May, from 10am – 12 (Mother's Day 2012 is 13th May).

This could be linked to raising money for a relevant charity e.g. Women's Breast Cancer Research, McGrath Foundation, Women's Shelter.

Christmas 2011 on Saturday 3rd December, from 10 am – 12.

Toys & Equipment - Kate Quirk



2012 was a successful year for the Toy Division of LNSP. The majority of the Toy Budget was spent on Paint, Paper and Craft Items for the Craft Cottage.

Other purchases include the Dressing Up Corner with a new costume rack and mirror for the children to dress up in. A new train-set and numerous trains were also purchased for the train table. Dora Dolls were a bit hit as was the donated Dora kitchen which was a nice addition to the kitchen area.

The hanging of the children's artwork in the main house was new and the painting competition should be carried on into 2012 with the artwork being changed every 6-8 weeks.

That's it - Thanks for the opportunity!