



LITTLE NICHOLSON STREET PLAYCENTRE INC
2014 Annual General Meeting

Date: 21st October, 2014
Time: 7.45pm – 10.00pm
Venue: Cat & Fiddle, Balmain
Present: Natalie Britton, Heather Hilton, Larni Malcolm, Annelie Child, Rebecca Nicholls, Jonelle Mullings, Renee Raper, Sasha Dumaresq, Melissa Wilkinson, Trine Andersen
Apologies: Trudy Gould, Emma Shannon

1. Introductions - All

2. Reports:

President	Natalie Britton
Secretary	Heather Hilton
Treasurer	Larni Malcolm
Memberships	Jonelle Mullings
Parties	Natalie Britton
Fundraising	Annelie Child
Maintenance	Rebecca Nicholls
Events	Renee Raper
Toys & Equipment	Trine Andersen
Communications & Website	Melissa Wilkinson

3. Comments and Confirmation of AGM Minutes

4. Acknowledgment of outgoing members ; Annelie Child, Emma Shannon, Trudy Gould & Melissa Wilkinson

5. Voting in of the FY14 committee

President	Natalie Britton
Secretary	Heather Hilton
Treasurer	Larni Malcolm
Memberships	Jonelle Mullings
Parties	Natalie Britton
Fundraising	TBC
Maintenance	Rebecca Nicholls & Sasha Dumaresq
Events	Renee Raper
Toys & Equipment	Trine Andersen
Communications & Website	TBC

6. General Business



President – Natalie Britton

The Little Nicholson Street Play Centre has had a great year and has ended this financial year in a strong position.

In summary:

Total Income for FY14 :	\$66,245
Total Expenses for FY14 :	\$61,473
Cash in bank :	\$51,209

We'd like to acknowledge our partnership with Leichhardt Council for the use of the land and also their assistance during the year in particular with various maintenance issues.

The membership database increased and we now have 236 Calendar year members.

A special mention to the families who attended our quarterly working bee's and came with those skills to repair or maintain areas that saved on hiring trades - a big thank you.

For the committee, thank you to the following people who served throughout the 12 months at different times and have now stepped down: Tash Morris, Julie Irvine, Rachael Ward, Lucy Miller, Melissa Wilkinson, Annelie Child, Emma Shannon and Trudy Gould. Also a special thank you to Fiona McGowan who assisted in dispatch of Membership packs for a number of months during the year.

Some key achievements during the last year include:

- New centre signage
- Completion of the Softfall and pergola
- Tree removal and ongoing maintenance
- Pod swing chair
- New toddler area 'toys' have been purchased and will be installed before the end of this calendar year
- Fan in the Art Cottage
- New kitchen area in the Playroom
- A large number of toys were bought for the Play Cottage; new books, prams, things for the kitchen, new cars and new items for the Thomas Table
- We have recently increased our hosting level with Melbourne IT so we hope our website is more stable moving forward



Secretary – Heather Hilton

This position includes various responsibilities including recording minutes from our monthly meetings and assisting the President in a variety of tasks.

In summary some key areas:

Dropbox

- After the creation in 2013 all members of the Committee have continued to save all files to our Little Nich Dropbox account to ensure we continue to create a repository of all files – making handovers easy and create a good history for the future.

Committee 'Help'

- Throughout the year when required I have covered some positions including Memberships and Events. During this year I have been briefed on most roles so have a good understanding of responsibilities so I am able to step in and or do handovers. It's important we continue to 'share the knowledge' amongst Committee Members.

Training of new Committee Members

- As required new Committee members have been 'inducted' and have received Welcome Packs to bring them up to speed.

Monthly Meetings

- Meetings will now be held on the second Monday of each month.



Treasurer – Larni Malcolm

This year saw LNSP continue to deliver strong financial performance. Good continuing financial discipline on expenditure saw the Committee achieve a small profit this year (\$4771).

Income

- Membership revenue totalled \$39,041, up by 0.5% on 2013. Memberships (1 or 2 year) were up slightly and comprised 74% of this income (compared to 73% for 2013), Five Trip Tickets accounted for the remainder.
- Party income was also strong, up 9% on the previous year to \$18,822.
- Fundraising income was lower than expectations due to different events being conducted than originally planned. Income came from well-attended parenting evenings.

Expenditure

- Strong investment in maintenance continued into 2014, with maintenance and cleaning accounting for 30% of expense (equal to 2013)
- Expense of 20% was attributed to special projects for 2014 – these included softfall, a new pergola and new play kitchen.
- Return of party bonds and working bee refunds saw 14.5%, \$8,937 returned to members
- Toys expense \$6126 (10%) accounted for the next largest area of expense.
- Other key expenditure included technology and communications costs (\$3,624) event expenses (\$2,230 - combined for Christmas, Easter and Mother & Father's Day events), insurances (\$3,012) and utilities (\$1,076)

Operating Result and Reserves

The closing cash balances as at 30 September 2014 were;

• Westpac Transaction Account	\$ 3,529.42
• Westpac Interest Bearing Account	\$47,128.33
• Paypal Account	\$ 551.39
TOTAL	\$51,209.14

A profit of \$4771 was achieved for 2014 – this is likely to be invested in 2015 on furniture and infrastructure, including plans for new flooring for the playroom. Full accounts are shown below.



**Statement Of Accounts - Little Nicholson Street Play Centre
As at 30 Sep 2014**

INCOME	Actual
Membership Fees (1 year)	\$21,640.00
Membership Fees (2 years)	\$7,525.00
Five Trip ticket	\$9,876.00
Fundraising	\$6,245.45
Parties	\$18,822.00
Interest Income	\$1,052.40
Other	\$1,083.86
TOTAL INCOME	\$66,244.71

EXPENDITURE	
Stationary & Postage	\$697.90
Refund of Working Bee Levy	\$222.40
Party Bond Reimbursement	\$8,715.00
Fundraising expenses	\$54.49
Cleaning & Yardman	\$13,000.00
Maintenance	\$5,529.54
Keys & Security	\$192.52
Kitchen & First Aid	\$970.95
Infrastructure and furniture	\$12,567.78
Toys & Equipment	\$6,125.57
Printing	\$1,648.00
Website & Internet	\$1,976.75
Events	\$2,230.11
Insurance	\$3,012.29
Utilities	\$1,076.23
Paypal Fees	\$1,776.31
Online Banking Fees	\$440.25
Council Lease & Fair Trading Fees	\$510.31
Post Office Box Rental	\$107.00
Other	\$620.00
TOTAL EXPENDITURE	\$61,473.40

Profit/Loss	\$4,771.31
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Opening Balance as of 1 Oct 2013	\$46,437.83
Total Income	\$66,244.71
Total Expenditure	\$61,473.40
Closing Balance as of 30 September 2014	\$51,209.14



Memberships – Jonelle Mullings

Membership Numbers

Membership numbers have been very strong this year.

Annual Memberships:

We currently have a total of 238 Members, compared to 235 at the same time last year.

These Members are broken down into:

- 21 x 2 year memberships purchased in 2013
- 29 x new 2 year memberships (up from 23 last year)
- 120 x early bird annual memberships
- 21 x non-early bird annual memberships
- 28 x June-Dec memberships
- 9 x Oct – Dec memberships

Approximately 25% are new Memberships, compared to 35% as reported at last year's AGM.

5 trip memberships:

We have sold 184 x 5 trip tickets, compared to 218 reported at last year's AGM. These were sold through the following methods:

- 63 online
- 121 through JT supermarket

Access by non-Members and audits

We continued with our general measures:

To address the issue of Members not signing in / people attending the Centre without purchasing a valid membership.

- 2014 numbering system for membership cards, making it easier to review the sign in register to determine if people were using out of date membership cards.
- Terms and conditions were refined and all members view these before they are processed.
- Facebook and email reminders to people to ensure that their memberships are valid and they are purchasing new 5 trip tickets when their old ones are used up.
- We continue to audit the sign in register to cross check the correct member number and/or 5 trip numbers are being used.
- A no tolerance policy for those who attend for free – they are asked to leave.
- A regular audit will continue in 2015.

Looking towards 2015

- The sign in system with JT has been improved.
- New cards have been printed and are ready for 2015.
- Mini Movers information will be included with member packs in 2015.



Fundraising – Annelie Child & Emma Shannon

All fundraising took place at the Cat & Fiddle Pub, Balmain. We are very thankful to the team for offering this space for free.

April: Parenting Skills Evening – Fussy Eaters

- Emma Sutherland, Nutritionist presented on the importance of healthy eating, how to make mealtimes enjoyable and how to handle fussy eaters. 57 people attended.
- \$1941 was raised – with ticket sales and raffle sales.

July: Parenting Skills Evening - How to Improve Communication & Build Confidence in your child

- The event was held on 22nd July with Speech Pathologist Suzanne Calvert who presented on how to encourage the development of speech and help prepare for school. 23 people attended. Suzanne was excellent and would be keen to talk again.
- \$955 was raised – with ticket sales and raffle sales.

September: Parenting Skills Evening - Family Dynamics

- This was held on the 9th of September with Psychologist Belinda Jones from Kids and Co, who presented on how to encourage positive behaviour, handle sibling rivalry and raise compliant children. 34 people attended. Kids and Co are happy to support more Parenting Nights in the future.
- \$1350 was raised – with ticket sales and raffle sales.

Aussie Farmers Direct

Aussie Farmers Direct donates 2% of revenue raised from members who use the service in two payments to the centre. We include a brochure in our member pack along with brochures at the centre and facebook. We receive two payments per year, in February and September, a total of \$413.

Grill'd Local Matters

We were lucky to receive a \$100 donation from Grill'd.

Kidstuff

When shopping at kidstuff you can mention LNSP and we receive points which we can convert to vouchers for shopping at the store.

We have also submitted an application to Community Building Partnership 2014. The application covers new floor coverings in the play cottage and also new shade over the swing area. We will hear back in early 2015. If we are not successful we will undertake these projects ourselves.

Total 2014 fundraising income was \$6245.45.

2014 Sponsors:

- Kids & Co Clinical Psychology
- Darling Street Meats
- Cat & Fiddle Pub
- Alison Fort Design
- Emma Sutherland
- Hungry Grashopper Cafe, Haberfield
- Mini Movers



- Kidstuff
- Roseberry Cake Creations
- SuperHeroes Inc
- Inner West Massage

These kind sponsors donated prizes for our various fundraising events and enabled us to sell raffle tickets.

- Daniela's Beauty - beauty voucher
- Egg of the Universe - yoga passes, lunch voucher
- The source bulk foods – voucher
- The Sackville Bottle Shop - bottle of wine
- Our Place on Darling Street - dinner voucher
- Body benefits studio - introduction passes
- Balmain Massage Centre - massage voucher
- Canvas Therapies - voucher for facial

For 2015 events we will once again survey members to gain insight into the format and topics they would like to see.



Toys & Equipment – Trine Andersen

Updating of general toys and art supplies has continued, using past knowledge and our member's input. In the next few months we will be unveiling a new toddler area outside with a number of suitable outdoor interactive toys which will be erected on the outside of the swing fence (under the pergola).

The Toy Cottage:

- The layout of the cottage is regularly updated, to allow the children and carers to make the most of this space.
- The kitchen area was significantly updated in the last year.
- Various new toys were purchased including new baby prams and more items for the Thomas Table.

Art Cottage Update:

- The continued quarterly purchasing of paper, paint and art supplies has been in great demand.

Outdoor equipment:

- A number of new cars have been purchased – they are always in demand.
- We have also purchased three new rollercoasters (currently on back order).
- We have also changed one of the swing chairs to a POD chair for the little ones or those who like to get out mid swing!
- Blackboard has been fixed.

Outdoor Area:

- New sand continues to be added at regular intervals
- The new signage was completed – welcome and pram area etc

Other :

- The toddler area is the current large project. Shade over the swing area is also planned plus new flooring for the Toy Cottage.



Maintenance – Rebecca Nicholls

Key Jobs Completed

1. New pergola, new softfall and fake grass was completed at the start of our financial year.
2. Working Bees throughout the year were all held and successful. Attendance was a struggle again - anywhere from 8 - 12 people. We are so grateful to the mums/dads who attend these as they are critical to the upkeep of the centre.
3. In September 2014, the carpet was cleaned in Playroom
4. All trees were all assessed and trimmed accordingly, ensuring safety of branches not falling.
5. One tree (nearest the pub) was fully removed as this was causing issue to the wall between the centre and the pub. A fence has been erected as a precautionary measure.
6. Bench Seats and decking around sandpits and tree were all sanded and stained
7. Kitchen restocked three times with coffee, tea, cups and sugar so members can relax when at the centre
8. Cleaning products bought twice throughout the year.
9. Sandpit was refilled twice this year with a discount on sand from Evans Street Hardware
10. A huge thanks to Ismit who undertook many of the handyman jobs and did not charge the centre – thank you on behalf of the Committee and all members..
11. Recently Jason Dumaresq has completed many odd jobs around the centre – and the Committee appreciate his assistance.
12. Asbestos report on the Art Cottage was completed
13. Thomas Table was fixed
14. New fan in the Art Cottage was installed
15. Panel replaced on the Art Cottage and new planting
16. New tarp has been purchased and will be used at Events if it's raining to add protection to the right hand side of the pergola (entrance side)

Maintaining the centre is everyone's job, whether you come for 1 visit, weekly, monthly or quarterly and keeping the centre in a tidy & organised manner can at times be our greatest challenge. We often receive comments about the mess left around the centre and the state of the playroom is at times appalling, if everyone can continue to spend a few extra minutes tidying up it would make a huge difference. Our goal is for sand to remain in the sand pit only – children bringing sand into the playroom kitchen to cook with or filling the sinks/toilets up takes time and \$ to fix.

The final working bee for 2014 is on November 15th, 2pm to 4pm and Jonelle and Larni will attend from the Committee. Heather to email out a reminder to all who nominated this date and provide the checklist to Jonelle & Larni.

Next financial year plans:

- Play Cottage Floor
- Swing area shade
- Rocks and concrete removed near the sandpit
- The water pump – fix so a little water comes out
- Purchase milk (long life small ones) for the kitchen as well



Events – Renee Raper

The centre hosted four fantastic free events for families in 2013 / 2014. The weekend events were attended by families and provided families with the opportunity to visit the centre together. Unfortunately rain was a factor with all events apart from Christmas so this did effect numbers on the day.

Summary of events held:

Event	Registered	Budget	Spent
Christmas	136	\$1000	\$930
Easter	88	\$600	\$500
Mother's Day	54	\$500	\$461
Father's Day	48	\$500	\$406

All events were promoted to members on the website, via Facebook and on flyers at the centre.

A special thanks to the following businesses who have provided support, discounts and prizes for the events.

- Hungry Grashopper Cafe, Haberfield
- Mini Movers
- Darling Street Meats
- Roseberry Cake Creations
- Inner West Massage (mobile)

A raffle was held at the Easter event and \$120 was raised. We plan to hold raffles at the Christmas and Easter events moving forward with money raised going towards new toys (usually cars).

I would like to say a big thank you to all the committee members who offered support at the events over the past year. They have been a great day for our community and couldn't have been done without your help.

We look forward to continuing to offer great FREE events to our members in the coming year.



Communications – Melissa Wilkinson

Communication to members is via our various Notice Boards, Facebook page, e-newsletters and separate emails when need along with our website being our main source of everything you need to know.

1. Notice Boards

Our flyers were updated every 6-8 weeks and promote membership, committee list, parties, kidstuff points, how to use art room, fundraising events, free events, broken item what to, etc. Our main noticeboard located above the sign-in-register and secondary noticeboard in the art room cottage.

We also provide a news board for the members to promote their services, ads or sell items along with a dedicated noticeboard for businesses who support the centre via fundraising nights, events or any type of sponsorship are featured only.

2. Facebook – www.facebook.com/LNSPC

We have now reached 391 LIKES. Facebook continues to be a great medium for members in real time on anything from centre closures, repairs, seek feedback, committee updates and promote everything available in the centre to them as member. We aim to average 1-2 posts per week which include centre updates, businesses that support us, member feedback posts and a light hearted post. We appreciate the dialogue when members use it to contact us.

3. E Newsletter and emails

We send an e-newsletter to all members and 5 trip members who provided an email address every two months. These newsletters aim to provide a snapshot of what has been achieved in the last two months and what is planned for the next two months along with the businesses who support us. Content provided by committee members if relevant and all newsletters are featured on our website for download. Separate dedicated emails if the item/issue is within the 2 months of the newsletter, mainly for fundraising events or required notices were also sent.

4. Website – www.lnsp.com.au

Our website has continued to be a great resource for new members and first time visitors wanting to know more about the centre. While for existing members it's the main way to become a member and/or book a party.

5. Community Marketing

The Welcome Brochure which is sent with all member packs was updated this year to include more pertinent information for visitors of the centre. We also have a postcard which is provided at all fundraising events which provides an overview for non-members of how the centre works.

6. New signage

This financial year we had three new permanent signs installed at the centre. The main sign provides all members with their role and responsibility whilst at the centre. Two other signs have been installed, for pram parking and handbags to try and keep the centre organized and free of trip hazards. A final forth sign has been designed for safety around the roller coasters and will be installed in the coming month.