

LITTLE NICHOLSON STREET PLAYCENTRE INC
AGM – OCTOBER WRAP UP
14th November 2017
Cat & Fiddle, Balmain
7.45pm to 9pm

Attendees: Natalie Britton, Gemma Puplett, Louise Sim, Rebecca Nicholls, Renee Raper, Louise Dawson, Rachael Davern, Julie Wilson, Tamsin Taylor, Julie Wilson, Hayley Watts, Greg Thomas

Apologies: Rachel Gillick, Angela Kreis, Rachel Reid-Gleichman, Larni Malcolm

President – Natalie Britton

- Welcome to all new members. I am so excited to have so many new people involved in our committee.
- Awaiting Community Building Partnership Grant decision – early Dec.
- Discussion on what level of income do we need to keep in bank.
- LNSP a model to roll out for other communities. Met with Jamie Parker who had some great ideas of how to get this initiative in the hands of the right people. – picking this back up in early 2018.
- Need new front gate sign and any other signs to be done by January 2018.
- Trying to update documents - keen to get everyone started in their roles.
- Change venue for meetings? Three weeds a definite contender for 2018.
- Working on - Manual for new members – Bible for LNSP.
- Dates for next year circulated – you have a week to get back to Nat if dates are OK.
- Welcome notes.

Committee Changes – THANK YOU

- Thank you to our long standing **Treasurer – Larni Malcolm** who is resigning after 4 years with the centre along with **Rebecca Nicholls** (Maintenance and Events). We will miss them both terribly. They have been an amazing support for me and to the centre in their time on the committee.
- The new **Treasurer** is **Rachael Davern** and Events has been taken up by Louise Oliver.
- Other new committee members are listed in new contact sheet provided to all committee members.

Secretary - Angela (absent)

- Apologies from Angela.
- Notes provided from Gemma and to be collated/circulated by Angela.

Fundraising – Gemma

- Mail chimp survey – nutrition and health, Psychology ones are the best.
- Get more community support.
- Friday – organised activity – Yoga, craft, school hols.
- Sign up board for above sign in sheet, plus new front door sign, close the gate on swing door.

LITTLE NICHOLSON STREET PLAYCENTRE INC

October FY18

TOTAL	2016 Actual	2017 Actual	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	2018 YTD	2018 Forecast	2018 Act+Fcst	2018 Act+Fcst	Variance to Budget
Income	0	0							0	0	0	0	0
1. Memberships	30,477	27,910	856	1,740	1,259	7,140	4,755	4,536	856	26,621	27,477	27,910	-27,054
2. Parties	15,170	14,730	370	840	185	2,960	1,480	925	370	14,360	14,730	14,730	-14,360
3. Fundraising	3,787	1,670	0	0	0	0	1,000	150	0	2,250	2,250	2,250	-2,250
4. Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Toys	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Comms/Technology	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Events	0	0	0	0	0	0	0	0	0	0	0	0	0
8. Other	782	387	27	25	25	25	25	25	27	325	352	350	-323
Total Income	50,215	44,698	1,253	2,605	1,469	10,125	7,260	5,636	1,253	43,556	44,809	45,240	-43,988
Expenditure	0	0							0	0	0	0	0
1. Memberships	572	536	120	75	0	350	100	50	120	650	770	650	530
2. Parties	7,250	7,685	540	855	1,110	585	0	570	540	7,260	7,800	7,685	7,145
3. Fundraising	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Maintenance	19,183	15,804	1,702	1,800	2,450	1,800	1,800	2,450	1,702	32,400	34,102	34,200	32,498
5. Toys	2,906	5,991	0	0	1,250	500	0	1,250	0	6,000	6,000	6,000	6,000
6. Comms/Technology	3,466	3,226	25	539	250	1,069	50	250	25	2,878	2,903	2,928	2,903
7. Events	2,150	2,325	0	29	2,200	0	0	0	0	3,029	3,029	3,071	3,071
8. Other	17,609	6,120	93	83	4,333	133	1,333	493	93	7,883	7,976	7,966	7,873
Total Expenditure	53,137	41,686	2,480	3,382	11,593	4,437	3,283	5,063	2,480	60,100	62,580	62,500	60,020
Profit/Loss	-2,922	3,011	-1,228	-777	-10,124	5,688	3,977	573	-1,228	-16,544	-17,771	-17,260	-16,032

Accounts

WBC Trans	2,448.11
WBC Interest	53,875.18
Paypal	763.40
Total Accounts	57,086.69

Monthly Summary

New budget drafted for 2018 year - budget currently estimates a significant loss for the year unless income can be raised to offset higher cost (primarily cleaning \$4.5k and the return of maintenance under the centre responsibility \$4.2k). Budget also includes an allowance for special projects estimated at \$10k – additional funding in the form of grants, fundraising or membership drives should be sought to cover these projects.

Handover has commenced to the new treasurer – bank account access will be arranged. Current plan is for Rachael to take over from 1 December, with Larni's support as needed. Larni is also updating handover notes/role description. Rachael will seek input for FY18 budget from committee members before finalisation.

Income remained traditionally low leading to year end. Key expenses were cleaning, party bonds and expense around member letter.

The bank account balance sits at \$57k.

Reminder: please send a photo of expenses to accounts@lnsp.com.au email preferred over text for auditability – please include total in email header if multiple claims are being submitted (consider splitting totals if different budget groups are being claimed), and if sending an invoice please confirm whether payment is required directly to the supplier, or reimbursement is required back to the committee member. Thank you.

New Treasurer – Rachael Davern

- Nat distributed top line budget.
- Paypal - having a few troubles we are working on as we are a NFP.
- Need to update handover notes.

Toys – Julie Wilson

- Stocktake of toys required after November working bee and any toys thrown out noted.
- Feedback from committee and members if possible on preferences for new toys to buy. How to best canvas members preferences?
- Looking for a big initiative next year.
- Big shop planned soon.

ACTIONS:

- Sign to remind people not to take toys home.
- Better sandpit cover – roll out like the pool cover?
- New sandpit sign this is what you do!
- Need to get play safe certificate/maintenance or toys can coordinate.

Maintenance (from Feb as recap) - Greg

- *Working Bee* – Scheduled for 18th Nov. 3 members had confirmed at the meeting. Nat would send a reminder SMS out 8pm Wed 15th. No extra tasks over the ‘standard’ list.
- *Trees* – need to trim/prune the five trees. This was previously handled by the council. However, since the amalgamation we have been told that we need to arrange this ourselves. ‘The Stump Guy’ has given a quote; \$5,676k for all work. The smooth bark eucalyptus at the top of the centre is diseased and will need to be removed. The large eucalyptus overhanging Union Street needs a significant prune. The other three trees need only minor pruning. Tree removal will need a permit from the council. A second quote has been requested from ‘Trees Company’. Nat will speak with Frank at the council for clarification on what is our responsibility.
- *Maintenance responsibilities* – council vs LNSP. We need to talk with the council to clarify in general, post amalgamation, where responsibilities lie (e.g. tree, stump and other safety issues).
- *Sand delivery* – sand in the sand-box to be topped-up as part of working bee. No deliveries possible on Saturday. We no longer use the hardware store on Evans Street. Jo and Sons in Five Dock is preferred. Pour it on top.
- *Door closure* - Spring on front gate to be repaired/replaced by Greg so it closes automatically. Put spring on gate to the swings. And also put up a sign.
- *Keys* – Need to audit the keys and keep a log, including numbers. Understand who has what and then get keys cut / provide keys for all committee members.

Actions:

- Replacing shed with smaller one to put in a big play area

Communications – Renee

- EDM – SENT out to members 15/11 evening, promoting; Xmas Party, Party spots, membership renewal, & working bee (will hold off fundraiser for new year when we have more info)
- Latest members database loaded into Mailchimp with date of 15/11 (this database used for newsletter send). [Louise send new members once a month.]
- IWM – business hour on Thurs nights – promote free membership for rest of 2017 – this will go out Thurs 23/11 when memberships can now be purchased as early bird (used from purchase date until Dec 2018).

Events – Rebecca/Louise Dawson

- Xmas – 2nd Dec.
- Handover from Rebecca and use Renee to help communicate
- Delegate tasks to committee members
- Need to book entertainers first
- Going to do two events next year

Parties – Natalie

LNSP Party bookings

14th November 2017

2017/18

Bookings Events/PH Events Saturdays Available

PH Slots Parties

Apr-17	8	EASTER	1	10	9	89%
May-17	6	MD	1	8	7	86%
Jun-17	6			8	8	75%
Jul-17	9			10	10	90%
Aug-17	7			8	8	88%
Sep-17	6	FD	1	10	9	67%
Oct-17	7			8	8	88%
Nov-17	7	WB	1	8	7	100%
Dec-17	5	XMAS	1	10	9	56%
Jan-18	4			8	8	50%
Feb-18	2			8	8	25%
Mar-18	1	Easter Long W-end/Easter event	3	8	5	20%

68 8 104 96 71%

Total party dates available (Oct '17 to Mar '18)

45

TOTAL BOOKINGS (Oct '17 to Mar '17)

26

58%

- Party Bookings opening from Oct 17 - March 2018 in July.
- April - Sept 18 bookings opening in January 2018
- December and January are always the quietest months
- Need to promote parties to all of our members specifically

Memberships – Louise

- Membership sales are very low at this time of year given the short amount of time left in the year. There has been some interest from potential new members in buying an annual membership now. Committee decided to open the 2018 memberships early so new members will get two months free (ie from date of purchase until 31 December 2017).
- Website to be updated and 1 year and 2 year memberships opened next week.
- Welcome brochures, membership cards and Save the Date brochures need to be printed ready for 2018 memberships. Aim to update these documents (if necessary) and have them printed before the end of the year. To facilitate this dates need to be finalised for Working Bees and member events - draft list of dates tabled for Committee member review.
- For 2018 we will have two Working Bees and two member events.
- Discussed the ongoing problem of people using the centre without purchasing a membership or 5 trip pass. Consider whether we should engage someone to assist with on site checking of memberships – student or OAP? Situation to be monitored.

Meetings ongoing – 1st Tues if the month

Xmas Party – Thurs 30th Nov – Our place on darling Street. 7:30pm. BYO.