

Minutes Cherry Park House Management Committee AGM

Monday 19th May 2025 – 2pm

Welcome

Attendees: Richard Lawty, Penny Lawty, Ulrike Novak, Claire Monteith, Judi Sutar, Warren Bliss, Jeanette Klomp, Jackie Vokes (all ACKK) John Stockley (BOI Photo), Jim Betts (AA), Gillian Carlson (Creative Fibre), Beverly McLeod (Quilters)

Apologies: Litia Veas-Simpson
Move list accepted

Minutes of 2024 AGM – RL moved of minutes to be accepted, seconded PL AI agreed

AGM 2025 Chairman's Report:

- Changes in management committee saw two new people filling in the roll of treasurer and secretary. Welcome to Ulrike Novak and Claire Monteith.
- Pottery kiln power meter was installed and is working well. There is now a need to renew the CPH building power board which is on-going.
- Proposals for Artisan's Market have been halted due to lack of interest.
- CPH webpage calendar was replaced last year to a free Google one which seems to work fine.
- Due to a burglary, the main lock was replaced with a digital one. It has been replaced under guarantee due to issues.
- Our previous Treasurer had requested we move from calendar to financial year, thank you to Ulrike and Penny for working on this change.
- In 2024 the hourly booking rate has been increased by \$5 per room.
- One case of graffiti last year which was painted over.
- No change in our CPH venue (due to fit for purpose situation). Another possibility may appear at a later date.
- Moved accepted

Financial reviewer for 2024-2025

- Report has been delayed, maybe next month.

Treasurer Annual Report: Move previous report accepted, seconded.

- Ulrike has taken over the role from Gladys Caolo August last year.
- Expenses \$8,141.70
- Income \$11,316.25
- Leaving us with an excess of \$3,174.55
- Our cleaner has had a pay increase to \$25 p/hr
- Most groups who hire the rooms pay annually, a small amount pay in installments.

- Main costs are power, maintenance and cleaning invoices.
- Kiln power meter is working well and is a lot more accurate for charging the pottery group.
- Due to the move to the financial year, invoices are split into a bill for the end of March and then another one for the full coming financial year.
- Savings into the CPH account stands at \$21,400
- The purchase of some new chairs is in consideration.
Ulrike moved her report be received. All agreed

Booking Report: Move previous report accepted – seconded.

- The use of the new and FREE Google calendar is now up and running. It is a little basic and some double checking is needed, but otherwise seems to work fine.
- Reminder to groups to please double check their dates and times before locking in their bookings.
- CPH has 24 groups on average.
- Tuesdays, Thursday and weekends are the most popular.
- Some groups are still booking for the calendar year.
- There are new creative art group users.
Penny moved her report received. Seconded RL. All agreed

Election of new committee

- No new nominations

Current members:

Chairman – Richard Lawty

Treasurer – Ulrike Novak

Secretary – Claire Monteith

Booking Officer – Penny Lawty

Members – Emma Walker, Amy Slack & Carol de Ridder (Quilters)

General Business:

- Issue with mould on outside pottery wall. It was water blasted but it grows back fast. Also excess of dead leaves outside. Council to organise continued maintenance of outside area by their contractors who have a schedule. Will approach council.
- Front steps get very muddy in the wet months. There is a need to restrict cars from parking and driving in the area by the front door during this time of year. Last year area was cleared of debris by RL. There is no ‘fall’ in that area for natural drainage. This to be added to list
- Cutlery supply is getting low as especially teaspoons go missing regularly. Claire to grab more from op shops.
- New chairs for CPH – still waiting for correspondence in respect to supply, delivery and the possibility of ordering in bulk for discount. Richard is attending to this.
- Recent burglary – council to replace photography door and a few handles. CPHMG will replace cupboard handle.

- Smoke alarm in corridor where kiln is appears to be faulty. It has been removed and needs to be replaced. Note to be circulated to user groups re taking things into their own hands. CPHMG are not aware of problems if things are removed and thrown by users. Use the complaints/notes book in kitchen
- Health and Safety debate was sparked in regard to the first aid kit (Which is full), and training. While Croquet club will not be included as they have their own resuscitator and The one in the carpark is of course for everyone not just CPH users, if First aid training is required RL will contact St John but times will have to be negotiated by the group(s).
- There being no further business meeting closed.

Conclusion of meeting 3 pm

**Richard Lawty
CPHMG Chairman**