

# facts sheet

no.1 Sept 2011

## The Little Bay Coast Centre Inc 2011-2012

### MANAGEMENT AND STAFF

The Centre is operated by an Incorporated Association registered with the Department of Fair Trading and governed by a Management Committee. The Management Committee is elected annually at an AGM. The Committee meets monthly on the second Wednesday of the month. Meetings cover financial reports, building maintenance, attendance figures, new members, new classes, funding opportunities, insurance and legal requirements. The Management Committee is assisted by an Occupational Health and Safety Committee and an Assistance Group.

The OH&S Committee monitors all safety matters which may impact members and staff. The Assistance Group plans and delivers all events and special activities.

The Centre employs two staff, a Manager and an Administration Supervisor. The Manager is Linda Mearing, the Administration Supervisor is Deborah Cradick. Both staff members are paid to work 30 hours per week.

### MANAGEMENT COMMITTEE 2011 - 2012

#### President : Malcolm Sullivan

Malcolm has been a member of the Centre for 9 years and a member of the Management Committee for 7 years. Prior to retirement he ran his own business. Malcolm does Men's Exercise, volunteers in the office on Thursdays, does all Raffles and is the Centre's handyman extraordinaire.



#### Vice President : Lee Barwick

Lee has been a member of the Centre for 3 years. She was elected to the Management Committee in 2010. She attends Calligraphy classes and Painting in Watercolours, has assisted re-establish the courtyard garden near the BBQ deck and worked to restore our heritage outdoor furniture. Lee was an assistant Principal and still does some casual teaching



#### Vice President : Judy Pearson

Judy has been a member of the Centre for 15 years and a member of the Committee for 9 years. She also chairs the Assistance Group which organises all events and produces the annual Fashion Parade. Judy does tap, line dancing and yoga. Before retirement Judy worked in public relations and executive management support.



#### Treasurer : Joe Fleming

Joe has been a member of the Centre for over 10 years and on the Committee for over 8 years. He has been Treasurer for most of those years and is also now the Association's Public Officer. He is also an active member of Randwick Probus, Clovelly RSL Sub Branch, the Army Museum of NSW and the Association of 17th Infantry Battalions. Prior to retirement Joe worked for the French commercial bank, BNP PARIBAS. Joe tutors French for Beginners and French Language and Culture.



#### Secretary : Helen Fatouros

Helen has kindly accepted the role of Acting Secretary. Helen joined the Centre several years ago and was elected to the Committee for the first time in 2010. Helen attends the Painting in Oils Classes each Wednesday. Prior to retirement Helen worked in executive assistant roles with the University of NSW.



## COMMITTEE MEMBERS

### Robin Buck

Robin has been a member of the Centre for 5 years. She was invited to join the Committee in October 2010. She goes to Painting in Oils and Bridge and looks after the secluded garden near the BBQ deck. In addition to art and brain games she also excels at people management and family support.



### Arthur Eastwood

Arthur has been a Centre member for 10 years and a member of the Committee for three years. He tutors Calligraphy and attends the Watercolour class. He also provides invaluable assistance with building maintenance and monitoring. Prior to retirement Arthur held management roles in the armed services as well as engineering and construction industries.



### Cheryl Tucker

Cheryl has been a member of the Centre for 10 years. This year is her first year on the Committee. She attends French classes and calligraphy. She regularly takes a stall at Open Days to display and sell her magnificent greetings cards and hand crafted gift ware. Her French class colleagues know only too well that she is also a magnificent cook and organiser.



## OCCUPATIONAL HEALTH AND SAFETY

### Convenor

**Sheila Fielding.** Sheila is a member of the Choir and does Beading, Scrap Booking, Line Dancing, Tap Dancing, Yoga and Drama.

The committee members are **Kathy Symons** and **Jan Allen**. Kathy does Women's Exercise and Jan does Italian.



## ASSISTANCE GROUP

### Convenor

#### **Judith Pearson**

Pictured group members are **Linda Mearing, Judith Pearson, Eva Minny, Sue Bolous, Nancy Cowan - Maisie Launt** (absent)

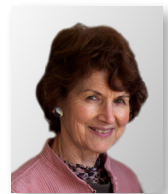


## STAFF

### Manager,

**Linda Mearing, B.A. Dip Ed and Dip Soc**

Linda is a trained teacher and social policy officer. Her experience includes work for the State Government in health and education and for local government in community services. She qualified as a Fellow of the Australian Institute of Company Directors in 2002 with over 20 years involvement in the management of multiple not for profit organisations.



### Administration Supervisor

#### **Deborah Cradick**

Deborah is a qualified bookkeeper with over 30 years experience in finance management. She has worked in several industrial sectors including real estate, accounting, banking and manufacturing. Deborah has lived locally for many years and knows the area well

