

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 22 March 2021 – 10.30am**

Venue: WMVNC room 1	Present: Brian, Peter, Doreen, Andrew, Jan, Rob, Anne, Keven, Lucy, Nova minutes
Meeting Opened: 10.30am	Apologies:
	Absent:

### **Chairperson's Address:**

Welcome to all, thank you for attending. Please obey COVID 19 instructions.

### **Acknowledgement of Country**

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

### **CONFIRMATION OF AGENDA:**

- Item 2 – Finance Subcommittee (not HR)
- Risk and Audit – report to be emailed after meeting
- New Business Item 1 – membership application

**Proposed: Andrew**

**Seconded: Anne**

**All in favour – show of hands – carried unanimously**

### **MINUTES OF PREVIOUS MEETING: 22 February 2021**

#### **Motion to accept Minutes as a true Record:**

**Proposed: Keven**

**Seconded: Jan**

**All in favour – show of hands – carried unanimously**

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## **BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):**

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED / NOTES</b>
Prepare table of costs to run centre	<b>Doreen &amp; Cheryl</b>	To have a financial buffer of the amount it takes to run the Centre for a year and then calculate what needs to be invested back into the community. An investment buffer for a Community Centre of \$100,000 is the suggested amount from City of Onkaparinga. Request to the Finance subcommittee to prepare an estimate of operating costs in a normal year. When we review the Business Continuity Plan this year, considering any extraneous issues. (Bring review of BCP earlier, currently July 2021) <b>ONGOING</b>
Prepare estimates on staff increases	<b>Finance SC</b>	Prepare and table an estimation of costs for additional services for CDO, CDSO, Venue hire and reception. <ul style="list-style-type: none"> <li>• CDSO 3 hours a week \$7,000 / 6 hours \$14,000 , a year</li> <li>• Receptionist – at level 3 \$36,000 a year – not viable</li> <li>• CDO - Lucy would prefer greater support in other areas to focus on her role. (Jan left the meeting 10.55am / returned 10.59am)</li> <li>• Recognition of what Lucy and Nova do. Support options to partially reorganise work to avoid interruptions.</li> <li>• Financially viable to absorb CDSO 3 hours at \$7,000.</li> </ul> <b>Motion tabled to approve the extra 3 hours a week for CDSO for next financial year. Request to Operations and Media SCs to arrange minute takers.</b> <b>Proposed: Andrew      Seconded: Anne      Carried unanimously</b>
Wish list for purchases	Operations SC	Investigate the cost of new ovens in main kitchen, coffee machine, a centre wish list. Let Andrew know if there is anything you like purchased. <b>ONGOING</b>
Service demarcation	Lucy	Lucy seeking clarity from Council about service demarcation between our key services compared to the library, re providing free insurance and space to groups. <b>ONGOING</b>
Domain name reg	Nova	Advise Andrew Bowden of decision <b>COMPLETE</b>
R&A audits to DCR	Lucy	Audit schedule to be entered into Document Control Register, awaiting dates from R&A <b>ONGOING</b>
Carpeting room 3	Lucy - low priority during COVID	Proposal to partially carpet Room 3 at a cost of \$2450 + GST. Landowners consent has been written, to be signed off by Brian. Await response from Council. <b>ONGOING</b>

**Motion to accept Business arising as stated:**

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**Proposed: Rob**

**Seconded: Keven**

**All in favour – show of hands – carried unanimously**

## **REPORTS:**

1. Treasurer – report with agenda Doreen Oughton
  - The budget is more optimistic than it looks, and we probably won't make a loss.
2. CDO – report with agenda Lucy Richardson
  - Quilt and Sew – postponed, flyer changed to state starting term 2
  - ACE funding – Brian has signed off the Variation of Contract to reduce our obligation of student numbers. They are taking away some of the funding, roughly \$3,000. We will be running the group as a Centre group in new financial year. Program Facilitator Shekina has resigned, HR SC meeting Thursday to discuss.
3. CDSO – report with agenda Nova Smith
  - Feedback that the website is looking great.
  - CEP environment sessions going well – 19 people at last week's session.
  - Teracycle boxes are going to be one type – Terracycle for Beauty products
4. Volunteer Team Meeting - no meeting Lucy Richardson
5. CC Network Report – no report due Lucy Richardson
6. Literacy (Quarterly) – no report due Shekina Shar
7. Pals (Quarterly) – no report due Pauline Smith
8. Venue Hire (Quarterly) – no report due Tracy Hogan
9. Playgroup (Quarterly) – no report due Joanne Keatley

## **Sub-Committees Reports**

1. Events & Fundraising (23/2) – report with agenda Lucy Richardson
2. Media (2/3) – report with agenda Lucy Richardson
3. Operations (1/3) – report with agenda Lucy Richardson
4. Risk and Audit (19/3) – **Peter will circulate** Peter McDonald
5. HR report (9/3) - report with agenda Robert Close

## **Motion to accept Reports as tabled:**

**Proposed: Andrew**

**Seconded: Jan**

**All in favour – show of hands – carried unanimously**

## **NEW BUSINESS:**

1. **Membership Application** – Sue Dallison. **Unanimously accepted.**

Membership is for 2 years, administered by Nova.

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## 2. Ratification of new website (proposal from Media Subcommittee)

Continually updating flyers and content. Easier for updates to be made.

**Motion tabled to accept the website.**

**Proposed : Jan**

**Seconded: Anne**

**Carried unanimously**

## **STANDING ITEMS:**

### **Governance:**

Brian Adams

Delegated Authority Procedure and Policy and Operating Procedure (OP) Development documents for discussion & ratification. We needed a more concise document; the Delegated Authority OP now refers to individual Ops instead of duplicating the information in one huge document. During normal OP review process (every 3 years) we need to highlight the delegated authority within each OP.

**Motion tabled to ratify the Delegated Authority OP and the Policy and Operating Procedures Development OP.**

**Proposed: Andrew**

**Seconded: Peter**

**Carried unanimously**

### **Risk Register**

Brian Adams

Emergency Evacuation document has been manually updated, now has correct evacuation point.

### **Incidents Reported** – nil for last month

Brian Adams

Information re a risk from German Group regarding brakes to be replaced on tables. Has gone to R&A, and will go to Operations SC.

### **Application for WMVNC membership** – Sue Dallison

Brian Adams

(Under new business)

### **Business Plan 2021-22 Items due February**

Lucy Richardson

Lucy has been keeping an eye on our targets, lots in Feb! Nothing additional from March.

- Volunteer & Staff training calendar – in progress, awaiting dates from facilitators
- Phone system upgrade – awaiting Council audit. City of Onkaparinga is auditing all Centres phone systems, the result of which may be that our system gets replaced. Advised to hold off purchasing anything for now.
- Case Scenario training (reception) – Complete
- Establish team for community breakfast – starting May - Complete
- Establish team for community lunches – not started, new program.
  - Initial meeting with Rotary Morphett Vale
  - Rotary would like their volunteers to be included (will go through our full process / includes induction)

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- Develop a new website – in progress, due to launch end of March. Ratified at this meeting - Complete
- Community needs analysis undertaken – Additional task of Asset Mapping. In progress, coming to completion for the March component, with lead up to next stage in Sept (table F), and then will support our next Strategic Plan.
- Media and Marketing Plan reviewed – in progress
- New collaborations with current hirers – in progress

## **OUTGOING CORRESPONDENCE:**

1. nil

## **INCOMING CORRESPONDENCE:**

1. nil

**MEETING CLOSED: 12.09pm**

NEXT MEETING: Monday 19 April 2021, 10.30 at the Centre
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Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date