

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 2 May 2022 – 9am

Venue: WMVNC Room 1	Present: Brian Adams, Peter McDonald, Andrew Smith, Keven Cocks, Doreen Oughton, Lucy Richardson, Nova Smith minutes, Rob Close 10.21am
Meeting Opened: 9.15am	Apologies: John Venning, Jan Martin
	Absent:

Chairperson's Address:

Welcome everyone, thank you for attending. It is lovely to have you all here.

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:

Proposed: Andrew Smith Seconded: Doreen Oughton
All in favour – show of hands – carried unanimously

MINUTES OF PREVIOUS MEETING: 28 March 2022

Motion to accept Minutes as a true Record:

Proposed: Keven Cocks Seconded: Doreen Oughton
All in favour – show of hands – carried unanimously

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BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Door to garden	Andrew	Referred to Operations Subcommittee. Andrew has contacted Luke at Onkaparinga security and reported to Customer Service. COMPLETE
COVID 19 Vac Policy	All	Feedback was requested to Brian by 8/4/22, including if nil comment. Some feedback has resulted in changes, and this policy will be under ongoing review as per normal procedure. Thank you to Brian for his work on this difficult policy. We will encourage volunteers that may be close contacts (even if not mandated as close contacted), to stay home and do RATS, especially while COVID is so widespread. Proposal tabled to ratify the COVID 19 Vaccination Policy. Proposed: Andrew Smith Seconded: Keven Cocks All in favour – show of hands – carried unanimously
5 Management Committee OPs	All	Feedback was to Brian by end of April, including if nil comment. Deadline extended to end of this week, 6/5/22. Thank you for comments received. ONGOING
Kitchen oven upgrade	Brian / Lucy	Awaiting outcome from City of Onkaparinga. Lucy to make contact with Council for status update (Simon / Emma). ONGOING
R&A audits to DCR	R&A SC	Marc has the audit documents for DCR. Audit to Café and Upcycle boutique to be organised. ONGOING
VH Online system & reporting	Working group	Meeting Monday 9/5/22 with Pam Hamdorf and Jacquie Meynell from City of Onkaparinga. <ul style="list-style-type: none"> • Tanya Oakes – Venue Hire Officer • Jan Martin – Vice Chair • Doreen Oughton – Treasurer • Peter McDonald – Secretary • Lucy Richardson – CDO • Nova Smith – CDSO • (Tracey Hogan – Venue Hire Officer on Mat Leave – unable to attend) ONGOING
Constitution	Constitution working group	Meeting set up for 23 rd May at 9.15, will distribute a list of changes on the day. Invitation and constitution circulated to members. ONGOING

Motion to accept Business arising as stated:

Proposed: Peter McDonald

Seconded: Andrew Smith

All in favour – show of hands – carried unanimously

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REPORTS:

1. Treasurer – report with agenda Doreen Oughton
 - Balance sheet / narrative report had a couple of errors, Doreen will redo and send out an updated version to all. Large assets moved underneath operating surplus and loss. To separate them as one- offs.
 - Profit and Loss – year to date doing very well. We were very cautious when budgeting last year.
 - Cheryl letter advising to increase fees. \$1,600 a month, which is \$50 more. Prices haven't been increased in 2 years. **AS ATTACHED WITH MINUTES**
Proposal tabled that we accept the raise in fees of \$50 per month for Southern Vales Bookkeeping.
Proposed: Doreen Seconded Andrew
All in favour – show of hands – carried unanimously

2. CDO – as tabled Lucy Richardson
 - DHS – our funding includes a volunteer and participant survey, being done together this year, starting 15/5. We need as many as we can. Funding due 8th July.
 - Garden extension - We have received land-owners consent, awaiting grant outcome.
 - Succession plan – have met with some of the MC, will continue to meet. Meetings are going very well.
 - Business Plan review – first draft circulated last week, along with Community Analysis Data. Looking for suggestions for goals.
 - Marketing and Comms - Letterbox drops a high priority. Postcard for community lunches – currently running at a loss. Everyday English needs promo.
 - Collaborative ACE program with Hackham West, Lucy meeting with Colly and Sarah.
 - Links to Wellbeing – potential new partnership with us. Given free venue hire.

3. CDSO – verbal report Nova Smith
 - Impacted a lot by recent public holidays on Mondays
 - Café – doing full days on Wednesdays, great fun but exhausting. Recruitment is underway.
 - Signage – flag and bollard covers shown to group. Flag was \$210, 3 bollard covers were \$205.

4. CC Network Report – no meeting Brian Adams
5. Literacy (Quarterly) – report due June Keven Cocks
6. PALS (Quarterly) – report due June Pauline Smith

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| 7. Venue Hire (Quarterly) – report due June | Tanya Oakes |
| 8. Playgroup (Quarterly) – report due June | Lucy Richardson |

Sub-Committees Reports

- | | |
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| 1. Events & Fundraising (29/3) – report with agenda | Lucy Richardson |
| 2. Media (6/4) - report with agenda | Jan Martin |
| 3. Operations (4/4) - report with agenda | Andrew Smith |
| 4. Risk and Audit (21/4) –report with agenda | Peter McDonald |
| 5. HR (13/4) – report with agenda | Robert Close |
| 6. Finance (14/4) – report with agenda | Doreen Oughton |

**Motion tabled that this committee approve the changes to budget April to June 2022.
(As highlighted in the report.)**

Proposed: Andrew Smith

Seconded: Keven Cocks

All in favour – show of hands – carried unanimously

Business Plan – Lucy working through projected costs for items to be purchased.

Motion to accept Reports as tabled:

Proposed: Peter McDonald

Seconded: Andrew Smith

All in favour – show of hands – carried unanimously

NEW BUSINESS: Nil

STANDING ITEMS:

Governance:

Brian Adams

OP WHS.15 V7 Infectious Illness with Risk Assessment (2) – for discussion & ratification.
Updated to reflect changes / refer to the COVID Vaccination Policy.

Motion tabled to accept the OP WHS.15 V7 Infectious Illness with Risk Assessment.

Proposed: Andrew Smith

Seconded: Doreen Oughton

All in favour – show of hands – carried unanimously

WHS:

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| ● Issues for discussion:
NIL | Brian Adams |
| ● Risk Register
No changes to register | Brian Adams |
| ● Incidents Reported: | Brian Adams |

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No incident report –fall over low couches in front foyer. Trips due to low contrast in colour, matches the tile colour. TO R&A.

Application for WMVNC membership

Brian Adams

NIL

Business Plan 2021-22

Lucy Richardson

- Phone system upgrade – awaiting Council audit. ONGOING
- Skills Audit of all Volunteers – New project. UNDERWAY
- Effectiveness Survey of Management Committee to be developed – New project. UNDERWAY.

Business Plan 2022-23: to be drafted by Committee
As per email from Lucy 27/4/22 asking for ideas.

Lucy Richardson

OUTGOING CORRESPONDENCE:

1. Nil

INCOMING CORRESPONDENCE:

1. Landowners Consent Approval for expansion of Community Garden
2. Offer to conduct an accredited Mental Health First Aid course for volunteers. Craig Field, a new hirer running own business. Offered good discount for volunteer training, at \$1,400. Schedule for next financial year.
3. Southern Vales Bookkeeping – increase in fees (as approved under Treasurers Report).

(Rob arrived 10.21am)

MEETING CLOSED: 10.23am

NEXT MEETING: **Monday 23rd May 2022**

Special General Meeting at 9.15am at the Centre

(Quorum shall be 10 members or 50%, which ever is lesser).

Morning tea – Andrew Smith will coordinate.

Management Committee meeting at 10.30am