

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

VH Online system & reporting	Lucy	Operations SC have concluded that we need to await Reynella's transition to Space to Co, on hold for 6 months. Complete for Management at this stage. COMPLETE
Constitution	Constitution working group	Minutes from last meeting and special general meeting to be signed off, then constitution will be submitted to Consumer and Business Services. ONGOING

Motion to accept Business arising as stated:

Proposed: Peter

Seconded: Keven

All in favour – show of hands – carried unanimously

REPORTS:

1. Treasurer – report with agenda Doreen Oughton
 - Treasurers report June 2022 **tabled**.
 - Overall a fantastic report, thank you to Doreen for a great snapshot.
 - Active Synergies, we ran extra classes to run at the lower COVID capacity numbers, happy it is not a loss.
 - Special note of fundraising effort, a massive contribution.
 - Tanya and VH team of volunteers, a significant contribution by this team. VH income has surpassed pre-pandemic income. VH noted in Ops SC minutes 3 to 5 bookings a day through City of Onkaparinga website.
2. CDO – report with agenda Lucy Richardson
 - Lucy meeting regularly with HWCC (Hackham West Community Centre) and embarking on a partnership with ACE funding applications, to run a cooking program here with participants from HWCC attending via bus. HWCC will do the ACE admin. Exciting to bring cooking back and have the 2 Centres working closely.
 - HWCC also running a barista training course especially for our volunteers.
 - Building upgrade priorities – HDMI and mirrors
 - Open Night to 8/11/22 – please schedule date in calendars as hosted by MC.
 - Community Kitchen, great that Anita's contract has been extended. The team are now working to a budget, some feedback received that meals aren't as good, but needs to be sustainable once funding finished.
 - Grant writing – members encouraged to attend training and support the Centre with CoO (City of Onkaparinga) grant writing.
3. CDSO – no report due Nova Smith
4. CC Network Report – no meeting Brian Adams
5. Literacy (Quarterly) – report due end of quarter Keven Cocks
6. PALS (Quarterly) – report due end of quarter Pauline Smith
7. Venue Hire (Quarterly) – report due end of quarter Tanya Oakes

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8. Playgroup (Quarterly) – report due end of quarter Lucy Richardson

Sub-Committees Reports

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|---|-----------------|
| 1. Events & Fundraising (28/6) – report with agenda | Lucy Richardson |
| 2. Media (6/7) - report with agenda | Jan Martin |
| 3. Operations (4/7) - report with agenda | Andrew Smith |
| 4. Risk and Audit (19/7) –report with agenda | Peter McDonald |
| 5. HR (17/7) – report with agenda | Robert Close |
| 6. Finance – no report due | Doreen Oughton |

Motion to accept Reports as tabled:

Proposed: Jan

Seconded: Doreen

All in favour – show of hands – carried unanimously

NEW BUSINESS: Nil

STANDING ITEMS:

Governance:

Brian Adams

WHS:

- **Issues for discussion:** Nil Brian Adams
- **Risk Register** Nil Brian Adams
- **Incidents Reported:** Brian Adams
 - Car park injury, volunteer gave first aid.
 - Burn on hand from ovens in kitchen.

Both issues investigated by R&A SC, finalised and entered into database.

Application for WMVNC membership Nil

Brian Adams

Business Plan 2022-23

Lucy Richardson

- Cultural Awareness Info included in inductions (July) – Lucy to meet with David Stephens

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- NAIDOC week event (July) – unfortunately not running an event this year, as unable to secure a facilitator.
- Annual School Holiday program developed (July) –12 months programming nearing completion.
- Community Needs Analysis (August) – Flinders University Social Work Students TBC
- Marketing Plan review (August) - To Media Subcommittee for review
- Management Annual Catch-ups with CDO (August) – to be scheduled
- Effectiveness Survey for Management Committee (August) – ongoing

OUTGOING CORRESPONDENCE:

Nil

INCOMING CORRESPONDENCE:

Email from Standards and Performance Pathways. Updating requirements for ASES, transitioning to version 9. Extra standards focus on health and wellbeing. Upcoming meeting re ASES, all welcome to attend, registrations now open.

MEETING CLOSED: 11.12 am

NEXT MEETING: Monday 22 August 2022 at 10.30am

Chairperson

Date

Secretary

Date