

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

ACTION	PERSON	DATE CREATED / NOTES
Partnerships / MOU	Jan	Jan has met with Lyn and will meet with Lucy next Monday to discuss. ONGOING
Kitchen oven upgrade	Brian / Lucy	Matt Wilson was here Friday measuring up the kitchen. Looks like the ovens may go in this year, unclear if calendar or financial year. Lucy to call Matt to discuss the design, as may be some confusion re oven location. ACTION: Lucy ONGOING
R&A audits to DCR	R&A SC	2 Kitchen work instructions have been completed, copies to the team. Next audit – volunteer management and HR audit ONGOING
Constitution	Constitution working group	Consumer and Business Services have been given: updated constitution, list of changes, minutes to meeting when ratified, minutes of special general meeting, minutes of following MC meeting where MC recognised completion of the update. Awaiting a reply. ONGOING
Child and Young People Training	Rob, Keven, John	Training required.
Effectiveness Survey for Management Committee	Brian All	Update and email to all Everyone to fill in and return to Lucy, can be confidential . Is to be anonymous so give hard copy only to Reception by COB 31 August

Motion to accept Business arising as stated:

Proposed: Andrew

Seconded: Jan

All in favour – show of hands – carried unanimously

REPORTS:

1. Treasurer – report with agenda Doreen Oughton
2. CDO – report with agenda Lucy Richardson
 - Current funding – Brian will be submitting 2 grant applications today.
 - Small equipment grant CoO for sewing machines for Behind the Seams program.
 - Community Development Program - written with Tanya, for a wellbeing program.
 - Room 4 – items have been moved to prep for mirrors. Curtains are a 6 weeks waiting. Awaiting curtains prior to mirrors going up.
 - HDMI – Weslec Electrical has been given approval in current year’s budget, to install HDMI in rooms 1 & 2 this week. Another contractor will do 3,4,5&6 for less than rooms 1 & 2. Approx. \$900. Worth doing, will get this done as a priority. Close to completion.
 - Will start working on open night soon – and in earnest after August leave.

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- Succession planning – meetings set with all MC members, for annual catch ups. Please confirm your time.
 - AGM prep well in hand.
 - DCO – friendly reminder to response to Marc’s emails when receive information about document review. Especially if no changes, so he can continue his progress.
 - Reminder – **Child and Young People training** (prev Child Safe) 27th Sept. We won’t offer for another 6 months. Worth doing refresher before it expires as it saves time. **ACTION:** Rob, Keven & John due. Free for Centre volunteers.
3. CDSO – verbal Nova Smith
- 2 days sick last week, catching up
 - AGM invite – **10am** 26/9/22
 - Membership list to be approved, thanks for application forms.
 - Annual reports – now closed for submissions
 - CDO backfill September
 - Barista training
 - Café support
 - Flyer designs – lots of work on Canva
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
8. Playgroup (Quarterly) – report due end of quarter Lucy Richardson

Sub-Committees Reports

1. Events & Fundraising (26/7) – verbal report Lucy Richardson
- Focusing on R U OK day, with the Library.
 - Fundraising raffle for Father’s Day is out.
 - Peter noted that Bunnings had a sign out that they are looking for groups for BBQs. Need a minimum of 4 people on each 2 hour shift.
2. Media (3/8) - report with agenda Jan Martin
- Committee looking for a fancy name for the coffee cart, any suggestions please let Jan know. ‘We’ve bean’ ‘Bean there, done that’
Hard to give the coffee machine a name when haven’t seen the set up. Mostly it will be in the foyer, it will be fairly mobile as **modelled on set up of HWCC, see photos**. Mobility is for putting it away at night or wheeling it to the garden.
3. Operations (1/8) – no meeting Andrew Smith
4. Risk and Audit (16/8) –to be emailed Peter McDonald

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5. HR (9/8) – emailed Robert Close
6. Finance – no report due Doreen Oughton

Motion to accept Reports as tabled:

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

NEW BUSINESS:

1. Management Committee photo to be taken today
2. Documents for review and ratification by Management Committee:
 - OP GOV.10(19) Membership – a later version has been emailed by Brian.
 - OP GOV.05(21)V4 Annual Reporting – lots of comments received thank you.
Please email your comments to Brian by end of August, including if NIL changes.

STANDING ITEMS:

Governance: Brian Adams

WHS:

- **Issues for discussion:** Nil Brian Adams
- **Risk Register** Nil Brian Adams
- **Incidents Reported:** Nil Brian Adams
- **Application for WMVNC membership** Brian Adams
Peter read out the list of applications for membership, 28 names on the list read out.

Motion tabled to accept 28 membership applications as read aloud by Peter.

Proposed Peter Seconded : Andrew
All in favour - Show of hands - carried unanimously

- Questions from Media SC:
Is it compulsory for a volunteer to be a member? No
Do subcommittee members need to be a member? No

Business Plan 2022-23

Lucy Richardson

- Annual School Holiday program developed (July) – COMPLETE
- Community Needs Analysis (August) – Working on this firstly with Alex, then Keven & Brian. ONGOING

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- Marketing Plan review (August) – Underway with Media SC ONGOING
- Management Annual Catch-ups with CDO (August) – UNDERWAY
- Effectiveness Survey for Management Committee (August) – as circulated. ONGOING
 - **ACTION : All** – Feedback or comments to Lucy ASAP please, can go in Lucy’s pigeonhole or email. Will take less than 5 minutes.
 - **ACTION:** Brian will make changes and email to all.
 - Will also be a survey to volunteers about MC.
- Succession Plan (September) – via MC catch ups. VSO recruitment meeting with all volunteers in Aug / Sept. Rob catching up with VSOs. ONGOING
- Volunteer Skills Audit (September) – ONGOING
- Additional external signage – noticeboard (September) – ONGOING

OUTGOING CORRESPONDENCE:

Nil

INCOMING CORRESPONDENCE:

Nil

MEETING CLOSED: 11.25am

NEXT MEETING: AGM Monday 26 September 2022 at 10am

Chairperson

Date

Secretary

Date