

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 24 October 2022 – 10.30am**

Venue: WMVNC Room 5	Present: Brian Adams, Jan Martin, Peter McDonald, Rob Close, Andrew Smith, John Venning, Keven Cocks, Doreen Oughton, Lucy Richardson, Nova Smith Visitors - Leanne Murphy and Alex MacKenzie
Meeting Opened: 10.31am	Apologies: Nil
	Absent: Nil

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

#### **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.

**Guest Attendees:** Leanne Murphy, VSO Recruitment. Alex MacKenzie, Social Work placement.

### **CONFIRMATION OF AGENDA:**

Addition of Incoming correspondence from CoO to Brian Adams

**Proposed: Andrew Smith                      Seconded: Jan Martin**

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

### **MINUTES OF PREVIOUS MEETING: 22 August 2022**

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

**Proposed: Peter McDonald                      Seconded: Rob Close**

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

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

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ACTION	PERSON	DATE CREATED / NOTES
Ops SC minutes	Lucy	Check budget amount in Ops SC minutes, incorrect?
CCSA Conference	Lucy	Circulate information to MC
Partnerships / MOU	Jan	Needed to clarify the difference between a binding and a non-binding agreement. The OP to be titled MOU (rather than partnerships.) OP to be circulated for ratification once updated. <span style="float: right;"><b>ONGOING</b></span>
Kitchen oven upgrade	Brian / Lucy	Lucy met with Matt this morning, it is looking promising for Christmas installation, depending on availability of the trades. Council is funding the whole project, including flooring, power etc. 800mm cupboard to left of ovens, quote received by CoO of \$7,000. May be installed by maintenance team, or another contractor. Addition of shelving where the metal shelving is now near hand basin, to include mops and brooms etc. Matt is looking to see if this can be included in the project. <span style="float: right;"><b>ONGOING</b></span>
R&A audits to DCR	R&A SC	Volunteer Management and HR audit is now starting, with the first meeting next week. <span style="float: right;"><b>ONGOING</b></span>
Constitution	Constitution working group	Still awaiting a reply. There may be a charge. We are governed by our new constitution. <span style="float: right;"><b>ONGOING</b></span>
Child and Young People Training	Rob, Keven, John	Training required: <ul style="list-style-type: none"> <li>• Rob and Keven have attended training.</li> <li>• John is on the waiting list for the next training. <span style="float: right;"><b>COMPLETE</b></span></li> </ul>
Effectiveness Survey for Management Committee	Brian	Lucy has 7 back, as they are anonymous, we don't know who is outstanding. Brian will collate and summarise for discussion at the next meeting. A follow up survey will go out to the volunteers regarding MC. <span style="float: right;"><b>ONGOING</b></span>
Documents for review	All / Brian	Brian will follow up. <span style="float: right;"><b>ONGOING</b></span> We can look to cutdown time wasting, by updating upfront, then circulating with changes for review. To use track changes. <ul style="list-style-type: none"> <li>• OP GOV.10(19) Membership</li> <li>• OP GOV.05(21)V4 Annual Reporting.</li> <li>• Please email your comments to Brian, including if NIL changes.</li> </ul>

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

**Proposed: Andrew Smith                      Seconded: John Venning**

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

### **REPORTS:**

1. Treasurer –August and September reports with agenda                      Doreen Oughton
  - We are still in a very good financial position.
  - Finance subcommittee minutes 13/10/22 tabled (Minutes have errors. Corrected minutes to be **circulated with the minutes**) Lucy noted that we are very financially

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secure, and that we need to spend for our community and volunteers. This impacts us with grant writing, as we are in competition with some very small organisations that really need the money.

We need to buy new chairs for room 5, cutlery / crockery etc. Lucy will work with areas to gather quotes / estimates for budgets. Noted that fabric chairs need to be maintained / cleaned.

## 2. CDO – report with agenda

Lucy Richardson

- Participant surveys going out soon.
- Awaiting outcomes for funding apps, not successful for the Australia Post Grant.
- Christmas Cheer - \$500 being allocation by CoO to be spend on volunteers and staff for Christmas events. The \$500 is within the existing CDO budget, which Lucy usually spends around \$500 on end of year event and volunteer recognition e.g. trophies etc. and will continue to do this.
- Noted that OPS minutes may have an incorrect amount re budgeting, Lucy to review.  
**ACTION: Lucy**
- Open Night – coming up soon! Invitations have gone out, RSVPs are coming in. Lucy working on a slide show and goody bags. Lucy will send you the running sheet, please come along around ½ hour before opening to schmooze. Talking about what we can do together.
- Succession planning – have met with everyone for annual catch ups. Will type up and return to you for signature.
- Community Kitchen – has been capped at 30, due to the team’s confidence. It is booking out. Alex MacKenzie has sourced 5% perpetual discount with Drakes next door, that can be used across any programs.
- Marketing and Communications – targeting ‘area one’, thank you to everyone that did post box drops. Next one will be probably offering a coffee voucher.
- Barista Machine – purchase soon, master class is happening soon.
- Links to Wellbeing organisation running a workshop called ‘Healthy Minds, Healthy Lives’ are requesting collaboration; they will get free room hire, using our logo on promotion. A small local business. 1 day a week for 6 weeks.

**Motion tabled to support a collaborative program with Links to Wellbeing, providing venue hire no cost, as part of commitment to healthy workplace for our volunteers and community, for 6 weeks.**

**Proposed: Peter                      Seconded: Andrew**

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

- Healthy Workplace Policy – Lucy and Alex working on. Many things are already in place, making a calendar to make information more accessible.

## 3. CDSO – report with agenda

Nova Smith

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Thank you to everyone for their support when I was acting CDO, it was a pleasure.

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|---|-----------------|
| 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

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|--|-----------------|
| 1. Events & Fundraising (27/9) – report with agenda    | Lucy Richardson |
| 2. Media (7/9 & 5/10) - reports with agenda            | Jan Martin      |
| 3. Operations (5/9 & 10/10) – reports with agenda      | Andrew Smith    |
| 4. Risk and Audit (27/9 & 18/10) – reports with agenda | Peter McDonald  |
| 5. HR (13/9 & 11/10) – reports with agenda             | Robert Close    |
| 6. Finance – no report due                             | Doreen Oughton  |

- Finance Sub Committee meeting minutes tabled from 13/10/22

**(updated version attached with errors corrected)**

- This outcome is the result of looking at budget vs profit & loss, to see if tracking to projections.
- The finance subcommittee proposed that we increase current term deposits by a total of \$70,000 and open a new term deposit of \$70,000.
- This will give us 3 term deposits totalling \$210,000. Leaving just over \$100,000 in the current account.
- Term deposits will be staggered if a big-ticket item comes up.

**Motion proposed to transfer \$140,000 to term deposits, to implement our investment strategy as above.**

**Proposed : Jan    Seconded: Andrew Smith**

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

## Minutes for SCs / delegations

It was noted that we need to highlight actions delegated to other sub committees

e.g. Operations SC – New Business, 10<sup>th</sup> Oct 2022, Risk and Audit to look at this issue of chairs.

**Bold and underlined.** Chairperson of the subcommittees to action this.

*(11.16am Lucy left the meeting, returned 11.20am)*

**Terms of Reference** – first meeting after AGM all subcommittee need to review and accept their Terms of Reference, and advise the MC.

## Motion to accept Reports as tabled:

**Proposed: Peter McDonald**

**Seconded: Jan Martin**

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

## **NEW BUSINESS:**

1. Ratification of Executive Lucy Richardson  
**Motion to appoint members of the Executive group for the next year: Brian Adams, Chairperson, Jan Martin Vice-Chair, Peter McDonald Secretary and Doreen Oughton Treasurer.**  
**Proposed: Andrew Smith    Seconded: John Venning**  
**All in favour – show of hands – carried unanimously**

Ratification of cheque signatories Lucy Richardson  
**Motion tabled to ratify Doreen Oughton, Robert Close and Cheryl Bencetti as cheque signatories.**  
**Proposed: Andrew Smith    Seconded: Jan Martin**  
**All in favour – show of hands – carried unanimously**
2. Ratification of access to Safe Lucy Richardson  
Addition of Anne McDonald to previous list.  
**Motion tabled to ratify Lucy Richardson, Nova Smith, Tracey Hogan, Cheryl Bencetti, Doreen Oughton, Michele Stanbridge, Anne McDonald, Sue David as having safe access.**  
**Proposed: Peter McDonald    Seconded: Andrew Smith**  
**All in favour – show of hands – carried unanimously**
3. Ratification of Sub Committees Lucy Richardson  
Lucy tabled 'subcommittee member listing 2022' (as attached)  
**Motion tabled to accept the subcommittee listing as tabled**  
**Proposed: Peter    Seconded: Rob Close**  
**All in favour – show of hands – carried unanimously**
4. Ratification of Petty cash & Cash advance funds Lucy Richardson  
Lucy Richardson, Nova Smith, Tracey Hogan, Cheryl Bencetti, Doreen Oughton, Michele Stansbridge and Anne McDonald  
**Motion tabled to accept Lucy Richardson, Nova Smith, Tracey Hogan, Cheryl Bencetti, Doreen Oughton, Michele Stansbridge and Anne McDonald as responsible for petty cash and cash advance funds.**  
**Proposed: John    Seconded: Keven**  
**All in favour – show of hands – carried unanimously**
5. **Community Centres SA Conference – Andrew Smith**

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3<sup>rd</sup> November 2022 – Adelaide Hills Convention Centre

Lucy to circulate information. **ACTION: Lucy**

## **STANDING ITEMS:**

### **Governance:**

Brian Adams

### **WHS:**

- **Issues for discussion: Nil** Brian Adams
- **Risk Register: Nil change** Brian Adams
- **Incidents Reported:** Brian Adams

4 incidents reported in the last month. All been investigated and closed.

- Trip over a chair. Wrist and neck injury.
- Café trip on a walker – Café 175.
- Cut - dish washer – broken china. Take anything broken out of service.
- Health incident – diabetic issue. Ambulance called, taken to Flinders, no further action.

### **Application for WMVNC membership**

Brian Adams

Nil

### **Business Plan 2022-23**

Lucy Richardson

- Community Needs Analysis (August) – Working on this firstly with Alex, then Keven & Brian. **ONGOING**
- Marketing Plan review (August) – Approved by Media SC **COMPLETE**
- Management Annual Catch-ups with CDO (August) – **COMPLETE**
- 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:**

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Nil

## **INCOMING CORRESPONDENCE:**

Letter from City of Onkaparinga, acknowledging the work of the Centre and confirming that \$500 will be allocated within the existing CDO budget regarding Christmas Cheer.  
(As discussed under CDO report)

**MEETING CLOSED: 11.45am**

<b>NEXT MEETING: Monday 28 November 2022 at 10.30am</b>
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