





# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## **REPORTS:**

1. Treasurer – report with agenda

Doreen Oughton

- Balance Sheet – Large assets shown separately, so we can see operational costs separate to big purchases.
- Plan is to break even; we are doing well.

2. CDO – report with agenda

Lucy Richardson

- Age Friendly Onkaparinga

Meeting with Sam Berry & Nova on 23/11 re the Age Friendly Onkaparinga project. Funding from the Office for Ageing Well. 6-month project to determine how age friendly centres are, identifying potential improvements. We will use the Age Friendly Toolkit which includes Guidelines, audits and surveys.

- Healthy Workplace – whole of centre initiative – fresh start
  - Operating Procedure has been ratified by R&A – thank you for everyone’s comments/feedback.
  - I have drafted a Workplace Health & Wellbeing Action Plan – incorporates some of what we already do – will eventually form most of the OP.
  - Survey to all volunteers and staff Feb 2023 – will add suggestions to action plan.
  - New Code of Conduct and updated position descriptions sent out to all volunteers Feb 2023.
  - CDO project scope has been written for funding to run workshops in March 2023 – team building, review of key operating procedures – this will be offsite (possibly surf club).
  - Morale building slogan – “this is how we do it” or similar
  - Ongoing – awaiting outcome of grant to fund Tanya’s wellbeing program which will be open to volunteers. Budget considerations to be made for new financial year to keep health and wellbeing foremost in centre activities.
- End of year event is Monday 5<sup>th</sup> December, not Tuesday.
- Coffee Machine - quotes went out with agenda.
  - Best quote is from Altura, original quote was \$7,000 roughly 18 months ago. The price has increased to \$9,432.50
  - Altura has been the most forthcoming with assistance and help over email and phone, although some information is only supplied verbally. Jan

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noted positive feedback on Altura coffee beans. Original recommendation was from Doreen.

- We really need a machine here to gain the most from our current barista training.
- We may need extra power points out the front. We know there will be an ongoing expenditure, which is hard to estimate as it is based on use but balanced by income. Our plan is to break even.

**Motion proposed to purchase an Altura coffee machine and cart and extras up to the cost of \$10,000**

**Proposed: Peter                      Seconded: Jan**

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

- Apologies re delay in paperwork for management catch ups, still to be circulated.
- Christmas lunch / new year lunch
  - January social get-together – venue to be confirmed (suggestions welcome), on a Friday – lunch.
  - Discussion about the difficult decision of the committee members having their lunch paid for by the Centre. It was noted that the committee have budgeted for this, and it is normal practice for groups of volunteers that work very hard for the Centre to have a lunch out, i.e. VSO team.

**Motion tabled to have the Centre Pay for the Management Committee Members main meal at a 'new year get together'**

**Proposed: Jan                      Seconded: Doreen**

**All in favour – show of hands – carried by a majority vote**

3. CDSO – report with agenda Nova Smith
  - Cost per visit infographic discussion. Doesn't benefit us a Centre to be promoting this type of information. Not to be published or promoted, but the data could be used internally to MC every 6 months or so. Could be a useful tool.
  - WMVNC 2023 meeting dates – **tabled, as attached**
4. CC Network Report – no meeting Brian Adams
5. Literacy (Quarterly) – report due end of quarter Keven Cocks
  - Documenting resources as program has many resources that currently aren't accessed.
6. PALS (Quarterly) – report due end of quarter Pauline Smith
7. Venue Hire (Quarterly) – report due end of quarter Tracey Hogan
8. Playgroup (Quarterly) – report due end of quarter Lucy Richardson

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## Sub-Committees Reports

1. Events & Fundraising – no report due Lucy Richardson
  - Query re the Seniors Event, regarding not engaging the band again. This was due to the singer being flat and off key. FE SC was involved to help with food / serving as it was such a big event but are not the organisers of the event. This was discussed as F&E SC always debrief from their events.
2. Media (2/11) – report with agenda Jan Martin
  - ‘Welcome to the Centre’ in different languages / bubble Stickers design has been accepted by the Media Subcommittee and the order is in.
3. Operations (7/11) – report with agenda Andrew Smith
  - Chair replacement - cost of approx. \$23,000 for 230 chairs. This will come to the management committee for ratifications, including a 6 monthly cleaning budget, to be factored into the budget (in can be put into this budget).
    - Has not formally gone to Risk and Audit SC, needs to be highlighted in the minutes when delegating actions and advised by Chairperson.
    - Peter advised 4 chairs have now snapped, but no incident reports received.
    - Could be added to Venue Hire induction re reporting damage.
4. Risk and Audit (15/11) – report with agenda Peter McDonald
5. HR (22/11) – report with agenda Robert Close
6. Finance – no report due Doreen Oughton

## Motion to accept Reports as tabled:

**Proposed: Rob**

**Seconded: Keven**

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

## NEW BUSINESS:

1. Purchase of freezer – out of session vote approval for purchase.  
11/11/22 email sent from Brian to MC regarding purchasing a new freezer. 7 responses received in the affirmative. 7 of the 8 management committee members responded to approve the purchase of the new freezer.

**Motion tabled to ratify the purchase of the freezer.**

**Proposed: Keven**

**Seconded: Jan**

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

## STANDING ITEMS:

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## Governance:

Brian Adams

## WHS:

- **Issues for discussion:** Brian Adams  
Roof fire Monday 14/11. Fortunately, an electrician was onsite due to flooding, as he kept the fire under control until the Fire brigade got here. The fire button was pressed, but there was no call made to triple 0, (it was instructed but didn't happen). Fire brigade attended quickly but would have attended faster /at a higher priority if we had called. The evacuation went well.
- **Risk Register:** Brian Adams
- **Incidents Reported:** Brian Adams  
Incident report needed for the fire – **ACTION: Lucy**

## 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**
- 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**
  - external signage request needs to go via Team Leader Emma Cadd.

## OUTGOING CORRESPONDENCE:

Nil

## INCOMING CORRESPONDENCE:

1. Smith Family/View Club request for no charge venue hire.

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View Club are volunteers that fundraise for the Smith Family. 4 meetings a year at a cost of approx. \$240 a year. Would bring new people into the Centre, from across a large area. Discussion whether we should ask them to acknowledge our donation. Usually we would ask them to put our logo on promotion, but this is an internal meeting so promotion wouldn't be public.

**Motion tabled to provide free venue hire to the View Club for 4 meetings a year for 2023.**

**Proposed: Peter**

**Seconded : Rob**

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

2. Community Centres SA email 10/11 re RAT test distribution  
Lucy received a phone call from SA Health last week, they will call back to find the outcome from the meeting. Giving out 5 free RAT tests to the community, everyone is eligible. Storage is not a problem.  
Would we be encouraging unwell people to come into the building, or would people be coming to pick them up in advance to have at home? We don't want to put our volunteers and staff at risk.

**Motion tabled that we do distribute RATS for SA Health, once below queries are answered to Lucy's satisfaction.**

- Is it our responsibility to manage or can we leave them for self-serve?
- We shut down over Christmas – can we continue to shut down?

**Proposed: Jan**

**Seconded: Leanne**

**All in favour – show of hands – carried by majority**

3. Email 9/11 from Julia Grant re Council visit  
They were very impressed.

**MEETING CLOSED: 12.12 pm**

NEXT MEETING: <b>Monday 23 January 2023 at 10.30am</b>
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Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date