

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 27 March 2023 – 10.30am

Venue: WMVNC Room 1	Present: Brian Adams, Jan Martin, Peter McDonald, Doreen Oughton, Leanne Murphy, John Venning, Robert Close, Lucy Richardson, Nova Smith minutes.
Meeting Opened: 10.30am	Apologies: Andrew Smith, Keven Cocks
	Absent:

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.

CONFIRMATION OF AGENDA:

Proposed: Jan Martin

Seconded: John Venning

All in favour – show of hands – carried unanimously

MINUTES OF PREVIOUS MEETING: 27 February 2023

Motion to accept Minutes as a true Record:

Proposed: Peter McDonald

Seconded: Jan Martin

All in favour – show of hands – carried unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Contents insurance- URGENT	Doreen / Lucy	Neither Lucy or Marnie have heard back from LCIS. (Local community insurance scheme) Discussed temporary cover, but not possible with LCIS. Peter suggested Bayside Brokers. Request Cover note for interim. ONGOING
Chairs - new	Tracey / Jan	We have paid 1/3 as a deposit. Will be invoiced for the balance on delivery, with 30 days to pay. Will be delivered to rooms. ONGOING
Chairs - old	Lucy	To email Council to see if anyone needs old chairs ONGOING
Good Shepherd NIL program	Lucy	Sally came to open night, will be discussed further at Team Building Day tomorrow. ONGOING

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

OP Subcommittees	Brian & Peter	Update to reflect Ex Officio discussion
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Motion to accept Business arising as stated:

Proposed: Robert Close

Seconded: John Venning

All in favour – show of hands – carried unanimously

REPORTS:

1. Treasurer – as emailed Doreen Oughton
We are in the black, which is reassuring
Term investments; the 3rd one will mature in May.
2. CDO – report with agenda Lucy Richardson
Motion tabled for Adele Stevenson to have access code for the safe (VSO Wed & Thursdays.)
Proposed: Peter McDonald Seconded: Robert Close
All in favour – show of hands – carried unanimously
3. CDSO – report with agenda Nova Smith
We appreciate the work Nova does on the fabulous designs.
4. CC Network Report – verbal report Brian Adams
General agreement that we will be focusing on environmental issues as the new elected members are keen to address this.
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 Tracey Hogan
8. Playgroup (Quarterly) – report due end of quarter Lucy Richardson

Sub-Committees Reports

1. Events & Fundraising (28/2) – report with agenda Lucy Richardson
2. Media (1/3) – report with agenda Jan Martin
3. Operations (6/3) – report with agenda Andrew Smith
Motion tabled to purchase cutlery as required, up to \$2,000 to replenish events cutlery (Stanley Rogers) up to 120 settings and to replenish kitchen (hirer) cutlery 120 settings. The Stanley Rogers cutlery to be kept secure.
Proposed: Jan Martin Seconded: Peter McDonald
All in favour – show of hands – carried unanimously
4. Risk and Audit (21/3) – report to be **tabled** Peter McDonald
5. HR (14/3) – report to be **tabled** Robert Close
6. Finance – no report due Doreen Oughton

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Motion to accept Reports as tabled:

Proposed: Peter McDonald

Seconded: Robert Close

All in favour – show of hands – carried unanimously

NEW BUSINESS:

1. Nil

STANDING ITEMS:

- **Governance:** Brian Adams
OP GOV.02(20)V3 Sub Committees and their Terms of Reference
Noted that page numbering may be out.
Page 2, responsibilities – ‘CDO shall sit ex officio’ Jan suggesting it could be ‘chair and or CDO’ can be ex officio. Peter and Brian will draft an update to be circulated for approval. **ACTION: Peter and Brian**
- OP GOV.09(19)V2 Auspicing
Motion tabled to accept and ratify the Auspicing OP.
Proposed: Jan Martin **Seconded: Robert Close**
All in favour – show of hands – carried unanimously

WHS:

- **Issues for discussion:** Brian Adams
Nil
- **Risk Register:** Brian Adams
No changes
- **Incidents Reported:** Brian Adams
Nil

Application for WMVNC membership

Nil

Brian Adams

Business Plan 2022-23

Lucy Richardson

- Team building day tomorrow will start this process of thinking about the Centre and Centre groups. Thinking about expanding programs. Talk about equipment to purchase; what we need to refresh the building. The building has already livened up a lot which is great.
- Business Plan review – Strategic Planning Session **11am to 1pm Monday 17th April** 2023, here at the Centre. (After Community Breakfast 8.30am to 9.30am)

OUTGOING CORRESPONDENCE:

Nil

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

INCOMING CORRESPONDENCE:

Nil

MEETING CLOSED: 11.04am

NEXT MEETING: Monday 24 April 2023 at 10.30am (Lucy will be an apology)
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Chairperson

Date

Secretary

Date