

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 22 November 2021 – 10.30am

Venue: WMVNC Room 1	Present: Brian Adams, Jan Martin, Peter McDonald, Doreen Oughton, John Venning, Robert Close, Keven Cocks, Lucy Richardson, Nova Smith minutes.
Meeting Opened: 10.32am	Apologies: Andrew Smith
	Absent:

Chairperson's Address:

Welcome to all, thank you all for attending our final meeting for 2021. If you wish to speak, please show your hands, and show hands when voting. Welcome John Venning to his first meeting.

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:

Additions to agenda:

- COVID information as emailed by Lucy, under CDO report
- Response to the deputation made to Council last Tuesday, under CDO report
- OP QM.01(19) Quality Management – Management Committee, Under Governance item 2

Proposed: Jan

Seconded: Rob

All in favour – show of hands – carried unanimously

MINUTES OF PREVIOUS MEETING: 25 October 2021

Motion to accept Minutes as a true Record:

Proposed: Peter

Seconded: Jan

All in favour – show of hands – carried unanimously

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BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Kitchen oven upgrade	Operations SC	Rep from Commercial Food Equipment inspecting kitchen ovens tomorrow, with Peter, Sonya and Brian. ONGOING
R&A audits to DCR	Brian	Document ready to go thanks to Peter. Brian to set up a meeting with Tanya. ONGOING
Delays and detail for utilities invoices	Doreen	New cleaners at the end of this month. Still awaiting the original cleaning bills. Doreen to speak with Kathrin in the Library, to see if she gets the original bills. ONGOING
VH report	All	2 main requirements are: 1 – costs and income 2 – number of hours of use / percentage of usage against hours available. Tanya, Peter and Brian have been working on a spreadsheet. A volunteer with basic Excel skills will do the data entry and extraction, to ensure not onerous on VH Officer. Discussed allocating costs for Centre Meetings. Keven to trial extracting data from Google Calendar. ONGOING
Vacancies on Committee	Media SC	Promote vacancies targeting specific skills as listed refer to Media COMPLETE
Cultural Diversity statement	Lucy	Lucy circulated the Vision and Mission for feedback, thanks to Jan for input. ONGOING Motion tabled to ratify the new Vision and Mission statement. Proposed: Peter Secoded: Rob All in favour – show of hands – carried unanimously
Membership to DCR	Nova	Marc has added a reminder to DCR – to start membership process in May. COMPLETE
Constitution	Peter / All	Peter circulated the Constitution and comments have been entered. Awaiting a further meeting with Jan in January. ONGOING
COVID communique	Brian	Draft communique for volunteers
OP QM.01(19) Quality Management	All	Responses to Brian by end of first week in December, including NIL. Please pay particular attention to delegated authority.
WHS - jars	Lucy	As per incident report, Lucy will discuss with the group.
Draft Letter of Demand	Lucy	For VH client who set off fire alarm Sunday 21/11/21
Update VH documents	VHO	Update the Venue Hire paperwork to cover the costs of emergency call outs

Motion to accept Business arising as stated:

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Proposed: John

Seconded: Doreen

All in favour – show of hands – Carried unanimously

REPORTS:

1. Treasurer – report with agenda Doreen Oughton
Profit and loss – have improved on budget by nearly \$22,000 year to date, which we may use over the closure at Christmas. Our equity is up.
Nothing has gone through regarding the coffee machine, as still fundraising.
2. CDO – report with agenda Lucy Richardson
 - **Christmas Cheer funding request**
A volunteer had a chat with an EM (Elected Member) at our AGM, invited them to attend their group. At the group they spoke to EM and said it would be nice to have decorations for the foyer, good for community spirit. The EM should have contacted Brian for more information. It ended up going to the Council meeting with a deputation, the Director of Community Services Philomena Taylor, and various Council reports were written.
Paul Wright’s report for the EM’s requested a reallocation funds from Councils cancelled Christmas events to all Centres. The report included the financial standing of all Centres, including ours. This is community money and is public knowledge.
We received 3 votes from the Council, but it was embarrassing to be there; the EM should have approached the Management Committee.
 - **Grant writing – Community Food Program – (Brainstorm tabled, as attached)**
Applying to Grants SA for grant up to \$10,000, to pay a qualified chef to train up a volunteer team, on a 6-month contract. The program must be sustainable (volunteer led) for Community Lunches and frozen meals. Anita Pachot is fully onboard with this as the Chef. Lucy is going to go ahead with the funding application, but a very competitive grant, and may approach the Committee for support should the grant be unsuccessful. The Community Food program is a main focus from our Strategic plan.
 - **Centre Groups – budgets**
Our intention is to finish the year with a small surplus.
Lucy would like to meet with each Centre group around equipment needs, for example;
 - The Writers Group bring in participant fees and don’t spend anything, they might like a bus trip. The Writers group are writing an Anthology, which will have a cost.
 - Men’s Chat would like a bus trip.Some courses are always going to be in deficit, which is fine, as it is for the good of the community. The Centre underwrites all of our courses, with utilities etc.
 - **Council Grants** – e.g. EGO, small equipment. Lucy will work with Brian to support him to write them.

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- **End of year event**

Requesting \$500 to help out with catering for the Volunteer End of Year event on Monday. Requesting \$500 for catering for volunteers.

Motion tabled to support the volunteer end of year party with \$500 towards catering.

Proposed: Peter

Seconded: Jan

All those in favour – show of hands – carried unanimously

- **COVID**

Our Colouring in Group facilitator Elizabeth can only run one more session. She is employed by Council with Commonwealth funding and therefore it is mandatory to be vaccinated. Elizabeth will not be getting vaccinated so can only run 1 more session under the currently funding. Lucy is suggesting that we pay her for the final session this year.

Lucy is already getting asked if our board is going to mandate vaccinations. CDO and CDSO role will probably have mandated vaccine. General discussion about mandating vaccination, inconclusive.

Brian will draft a Communique to the volunteers, including to be aware of being in large crowds and not coming in if unwell. This is not the time to be a martyr. ACTION: Brian

3. CDSO – report with agenda	Nova Smith
4. Volunteer Team Meeting – no report due	Lucy Richardson
5. CC Network Report (16/11) - tabled / attached	Brian Adams
6. Literacy (Quarterly) – no report due	Keven Cocks
7. PALS (Quarterly) – no report due	Pauline Smith
8. Venue Hire (Quarterly) – no report due	Tanya Oakes
9. Playgroup (Quarterly) – no report due	Joanne Keatley

Sub-Committees Reports

1. Events & Fundraising (26/10) – verbal report	Lucy Richardson
2. Media (2/11) - report with agenda	Jan Martin
3. Operations (1/11) - report with agenda	Andrew Smith
4. Risk and Audit (19/11) –tabled / attached	Peter McDonald
5. HR report (9/11) - report with agenda	Robert Close
6. Finance – no report due	Doreen Oughton

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Motion to accept Reports as tabled:

Proposed: Jan **Seconded:** Rob

All in favour – show of hands – carried unanimously

NEW BUSINESS:

Operating budgets for Centre groups Lucy Richardson
As covered by discussion at CDO report

STANDING ITEMS:

Governance:

Brian Adams

1. Partnering and Management Agreement

Partnering agreement has gone to the Lawyers for final approval. Final document will be emailed to Brian.

2. OP QM.01(19) Quality Management (Management Committee) circulated for review – to be circulate with Minutes. Responses to Brian by end of first week in December, including NIL. Please pay particular attention to delegated authority. **ACTION: ALL.**

WHS:

- **Issues for discussion:** Brian Adams
Issue or monitoring condition of storage jars, as per below incident reports. Lucy will discuss with the group. **ACTION: Lucy**

- **Risk Register** Brian Adams
No Changes

- **Incidents Reported** Brian Adams
 - Volunteer cut finger on cracked jar. Jar used to store sewing cotton.
 - Issue with a hirer last night, casual hirer set the fire alarm off by pressing the red button instead of the green button to exit the building. \$900 for MFS and \$220 for security. Their bond was \$300. Agreed to recoup the additional costs. Lucy to draft a Letter of Demand. **ACTION: Lucy**
 - The week before the fire brigade were out due to food left in oven burning by the PALS group.
 - We need to update the Venue Hire paperwork to cover the costs of emergency call outs. **ACTION: Venue Hire**

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Application for WMVNC membership

Brian Adams

Nil

Business Plan 2021-22

Lucy Richardson

- Phone system upgrade – awaiting Council audit. ONGOING
- Establish team for community lunches – new project. UNDERWAY
- Skills Audit of all Volunteers – New project. ONGOING
- Cultural Diversity Statement – New project. COMPLETE
- Effectiveness Survey to be developed – New project. Ties in with Anne’s project. ONGOING.

OUTGOING CORRESPONDENCE:

1.

INCOMING CORRESPONDENCE:

1.

MEETING CLOSED: 11.59am

NEXT MEETING: Monday 31 January (week 5) 2022, 10.30 am at the Centre
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Chairperson

Date

Secretary

Date