

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 28 June 2021 – 10.30am

Venue: WMVNC	Present: Brian Adams, Doreen Oughton, Jan Martin, Andrew Smith, Anne Brant, Robert Close, Lucy Richardson, Keven Cocks, Nova Smith minutes
Meeting Opened: 10.30am	Apologies: Peter McDonald
	Absent:

Chairperson's Address:

Welcome to all, thank you all for attending. Please obey COVID 19 instructions.

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: Andrew

Seconded: Jan

All in favour – show of hands – carried unanimously

MINUTES OF PREVIOUS MEETING: 24 May 2021

Motion to accept Minutes as a true Record:

Proposed: Anne

Seconded: Rob

All in favour – show of hands – carried unanimously

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Kitchen oven upgrade	Operations SC	Now with Operations SC Letter emailed to Simon Jones at Council 22/6/19 ONGOING
Service demarcation	Lucy	To Centre Network Meeting to discuss with Kathrin and Angela Also updating the Working Together document ONGOING
R&A audits to DCR	Brian	Looking to combine a couple of audits to consolidate timeframes, e.g. HR with Volunteer, and Café 175 with Upcycle Boutique. Brian will email the draft proposal soon ONGOING

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Delays and detail for utilities invoices	Doreen	Doreen has spoken with Paul and will remind him.	ONGOING
VH report	All	Advise Lucy what information is required in VH report	
Skills Audit	All	Return any outstanding skills audits to Lucy	

Motion to accept Business arising as stated:

Proposed: Jan

Seconded: Doreen

All in favour – show of hands – carried unanimously

REPORTS:

1. Treasurer – report with agenda

Doreen Oughton

- Very comfortable place of \$261,000 total equity, exceeding adjusted budget, due to Job Keeper.
- Budget for 2021 /2022. Looks like we will make a loss next year. Reinvesting back into the Centre.
- Query re fundraising goals, could it be higher? Very conservative as not able to do raffles, hard to do fundraising with COVID restrictions. We do need to step up but need help with volunteer team to help with organisation.
- CDSO hours – is the extra 3 hours a week
- Lots of money in cheque account – should it be invested? Not worth it now due to low interest rate.

Motion tabled to ratify the 2021 / 2022 budget as tabled.

Proposed: Andrew

Seconded: Rob

All in favour – show of hands – carried unanimously

2. CDO – report emailed

Lucy Richardson

- Congratulations on a job well done with the Audit, no recommendations given. Final report not received yet. Report may have some suggestions.
- Celebration for audit – what would the committee like to do? Await certificate, which could take a couple of months?
 - Brainstorm:
 - Project final certificate on screen
 - Include food
 - Await certificate / Lucy back from leave
- Leave - Lucy doesn't know what will happen with her leave re COVID. If Plan A goes ahead, Sherdian from Coromandel Community Centre will be here Wednesdays

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and Thursdays. Not yet confirmed what Sheridan's capacity will be if CDO or CDSO. Nova is not back filling, continuing CDSO work and hours.

3. CDSO – report with agenda Nova Smith
4. Volunteer Team Meeting – verbal report Lucy Richardson
 - Mexican Fiesta – first one in 18 months was a social get together. Great to see MC members there. Sanjana will be back in 2 or 3 weeks after exams, and will schedule more meetings, they may stay informal and social.
5. CC Network Report – verbal report Lucy Richardson
 - Lucy and Kathrin met, talked about Working Together document.
6. Literacy (Quarterly) – verbal report Keven Cocks
 - In transition as in last week of ACE funded program. Trying to refocus Literacy to be more of a social program by structuring the sessions with a focus of bringing the students and tutors together. Juggling social interaction with COVID requirements. Thanks to Lucy for more resources. Will be returning to \$5 charge per session. Working with Nova on promotion.
7. Pals (Quarterly) – no report due Pauline Smith
8. Venue Hire (Quarterly) – report emailed prior to mtg Tanya Oakes
 - First time Tanya has done a report. Can the Committee please advise Lucy what information or data is / isn't required going forward. **ACTION: All**
 - Knowing what hirers are here for potential collaborations and support etc.
9. Playgroup (Quarterly) – no report due Joanne Keatley

Sub-Committees Reports

1. Events & Fundraising (25/5) – report with agenda Lucy Richardson
 - Has organised a lunch for this group as a thank you
2. Media (1/6) – report with agenda Jan Martin
3. Operations (7/6) – report with agenda Andrew Smith
 - Loyverse bundle – is a cash register, as used by Seaford and Aberfoyle.
 - Query re Email hosting purchase – approved by Operations at \$110 a month. (Which is \$1,320 a year.)
 - Operations SC 'Terms of Reference' needs to be updated to refer to high ongoing costs going to MC for ratification.
 - Email hosting – discussion about budget. Budgeted under repairs and maintenance? TBC.
 - Discussion about number of emails being purchased, it is a high cost. We are looking at purchasing 19 emails at \$110 a month. Comes about due to Centre business sitting on personal emails, particularly important for sensitive HR content. We can review the need for the emails as we go.

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Motion tabled to approve the purchase of email hosting with a single annual payment of \$1,170.

Proposed: Keven Seconded: Rob

All in favour – show of hands – carried by majority of 5 to 1

4. Risk and Audit (24/6) – report to be tabled Brian Adams
5. HR report (8/6) - report with agenda Robert Close
 - A lot happening now, which is a bit disconcerting. Helping people to work within their boundaries and position description. Anne has worked on a 'Boundaries' document, which can be used at initial induction and at ongoing training. Discussion that there is a lot of opportunity to reach outside of position descriptions, but it needs to be done with respect and awareness. Delegated Authority document may also assist with boundaries.
6. Finance (20/5) – report with agenda Doreen Oughton

Motion to accept Reports as tabled:

Proposed: Andrew

Seconded: Jan

All in favour – show of hands – carried unanimously

NEW BUSINESS:

1. Request for financial support for Mad Hatters event Brian Adams
 - Request from an individual to top up the donation to Cancer Council to a total of \$1,000. \$475 was raised with ticket sales and fundraising on the day. This was our Biggest Morning Tea event. Seeking a donation of \$375 to \$525 from the Centre.
 - We are going to absorb the cost to the Centre to run the event, of \$150, plus the \$5 attendee fee for the Seniors Group was already donated to Cancer Council as this would usually be Centre Funds. The Centre has already contributed roughly \$400.

Motion tabled that we round up the donation to the Cancer Council to \$500, from 475.

Proposed: Keven Seconded: Jan

All in favour – show of hands – carried unanimously

STANDING ITEMS:

Governance:

Brian Adams

Documents received for review & ratification – next review November 2022

Still to be updated:

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- 1. OP GOV.07(21)V4 Management Committee Meeting and Minutes **Operation Procedure to be updated**
- WI GOV.01(18) Annual General Meeting
- OP GOV.05(21)V4 Annual Reporting AGM (1)

Motion tabled to ratify the above 3 documents with any changes required

Proposed: Jan Seconded: Andrew

All in favour – show of hands – carried unanimously

WHS (WHS to be on all committee and subcommittee agendas)

- **Issues for discussion:** Brian Adams
 - Significant trip hazard in surrounding outdoor areas, which are not our responsibility.
- **Risk Register** - no changes Brian Adams
- **Incidents Reported** Brian Adams
 - Volunteer twisted ankle at reception whilst turning around and walking quickly to answer telephone. No first aid; NFA.

Application for WMVNC membership

Brian Adams

Nil

Business Plan 2021-22

Lucy Richardson

- Phone system upgrade – ONGOING awaiting Council audit.
- Establish team for community lunches – new project. ONGOING
- Register of hardware and software – referred to Operations S/Com. ONGOING
- Support Literacy to non-funded – COMPLETE.
- Skills Audit of all Volunteers – ONGOING. New project.
ACTION: MC Please return any outstanding skills audits to Lucy.
- Cultural Diversity Statement – ONGOING. New project.
- Fundraising Strategy – ONGOING. New project.

OUTGOING CORRESPONDENCE:

1. Ltr to Simon Jones re kitchen equipment_ Brian Adams
2. Letter to Jacquie Meynell re additional hours for CDSO Brian Adams

INCOMING CORRESPONDENCE:

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1. Email from Jacquie Meynell dated 17 June 2021 re CDSO contract

Update on Community Facilities meeting.

- Attended by Andrew and Brian. Council will be changing guidelines for funding. Funding will need to be matched by Centres, can be matched 'in kind'. Grants will now be calendar year. Grants will be promoted on Smarty Grants webpage. Folder of information provided to Lucy.

MEETING CLOSED: 12.04pm

NEXT MEETING: Monday 26 July 2021, 10.30 at the Centre
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Chairperson	Date

_____	_____
Secretary	Date