

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 23 September 2024, 10.30am

Present	Brian, Jan, Anne, John, Rob, Keven, Peter, Sarah
Meeting Opened: 10.30am	Apologies: Andrew Smith, Rebecca Smith
	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: Anne

Seconded: Keven

All in favour – show of hands – carried unanimously

MINUTES OF PREVIOUS MEETING: 26 August 2024

Motion to accept Minutes as a true Record:

Proposed: Jan

Seconded: John

All in favour – show of hands – carried unanimously

OUTSTANDING BUSINESS ARISING FROM PREVIOUS MEETING:

ACTION	PERSON	DATE CREATED / NOTES
Constitution changes	Brian, Peter, Rob	Impact of required changes to meet ATO requirements for us to maintain our charitable status. <i>Will be a part of the agenda for the AGM 2024.</i> ONGOING
Waste Not Shop	Sarah	Feasibility of having a small Waste Not shop located in the storeroom currently used by PALS and Council storage. Shed required. Waste Nott Shop visit to start choosing items on <i>Monday 29 July at 10am</i> . Open invite. ONGOING . Sarah, Rebecca and Keven have met with Linda at the

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		shop to decide what WMVNC will bring over. A further visit with volunteers to the shop to be planned in late September. Brian has signed the MOU & will forward to CoO for signing. Centre storage location to be confirmed.
Finance	Peter	Peter reported on a conference he attended and will provide a consolidated report for the MC. ONGOING . Report is in the process of consolidation and will be presented shortly.
Management Committee Induction Pack	Brian/Anne	MC Induction pack to be reviewed, documentation to be sourced by Brian, creation by John and Anne. ONGOING . Anne and John to investigate this further. Meeting today with Brian to finalise.

Motion to accept Business arising as stated:

Proposed: John Seconded: Jan
All in favour – show of hands – carried unanimously

REPORTS:

- | | |
|---|-----------------------------|
| 1. Treasurer – report with agenda | Peter McDonald |
| 2. CDO/CDSO Report – report with agenda | Sarah Armstrong |
| 3. CC Network Report – report tabled Copies provided to MC | Brian Adams/Sarah Armstrong |
| 4. Senior Social Report (Quarterly – due Sep) verbal report | Jan Martin |

Sub-Committees Reports

- | | |
|---|-----------------|
| 1. Events & Fundraising (28/8) – report with agenda | Sarah Armstrong |
| 2. Media (4/9) – report with agenda | Jan Martin |
| 3. Operations (2/9) – report with agenda (proposal finalised to purchase two new laptops as software for Management approval) | Andrew Smith |

Motion to purchase two new laptops at a total cost not exceeding \$3,000 for use by Centre Groups. Laptops are to remain on Centre premises.

Proposed: Anne Seconded: Keven
All in favour – show of hands – carried unanimously

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|--|----------------|
| 4. Risk and Audit (18/9) –report with agenda | Peter McDonald |
| 5. HR (10/9) – report to be tabled | Robert Close |
| 6. Finance – no meeting held | Peter McDonald |

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NEW BUSINESS:

1. Request from Southern Men's Chat Group for a \$400 contribution towards a bus trip to Hahndorf on November 13.

Motion to contribute \$400 towards the Hahndorf bus trip as proposed.

Proposed: Jan Seconded: Anne

All in favour – show of hands – carried unanimously

STANDING ITEMS:

Governance:

Brian Adams

1. Documents for review, comments due 27 September:

OP WHS.12(24)V4 Workstation and Office Safety

Motion to ratify updated document.

Proposed: John Seconded: Jan

All in favour – show of hands – carried unanimously

WHS: Nil

Brian Adams

Risk Register:

Brian Adams

No changes

Incidents Reported:

Brian Adams

None

Application for WMVNC membership

Brian Adams

Business Plan 2023-24

Sarah Armstrong

Included in CDO report.

OUTGOING CORRESPONDENCE:

- 1.

INCOMING CORRESPONDENCE:

1. Community Centres Partnering Agreement from City of Onkaparinga - Noted
Copy to be forwarded to all Management Committee members.

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MEETING CLOSED: 11.40am

NEXT MEETING: Monday 28 October 2024 at 10.00am
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