

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## Minutes

**Monday 24 March 2025, 10.30am**

Present	Claudia Sallis, Sarah Armstrong, Jan Martin, Peter McDonald, Terry Brook, Andrew Smith, Rebecca Smith, John Venning, Rob Close, Keven Cocks, Adele Stevenson, Anne McDonald
Meeting Opened: am	Apologies: Brian Adams
	Absent:

**Nomination of Jan Martin in the absence of Brian Adams.**

**Proposed:** Peter                      **Seconded:** Terry

**All in favour:** Unanimous

### **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.

**Special Guest: Claudia Sallis, Coordinator Community Centres**

**Welcome to Adele Stevenson**

**Addition to agenda - Peter – Incoming letter form Council**

**Proposed:** Peter              **Seconded:** Anne

**Show of hands – unanimous.**

### **CONFIRMATION OF AGENDA:**

**Proposed:** Rob                                      **Seconded:** Terry

**All in favour – show of hands – unanimous.**

### **MINUTES OF PREVIOUS MEETING: 24 February 2025**

**Motion to accept Minutes as a true Record:**

**Proposed:** John                                      **Seconded:** Anne

**All in favour – show of hands – unanimous.**

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**Claudia Sailis, Coordinator Community Centres – Presentation on Claudia and her role and the support she provides for WMVNC.**

## OUTSTANDING BUSINESS ARISING FROM PREVIOUS MEETING:

ACTION	PERSON	DATE CREATED / NOTES
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. Open invite. Shed has been installed. Expressions of interest have been received from volunteers to run the shop. Target date for shop opening is Term 2. <b>Plans are on track for term 2, council have built cupboards for their storage. ONGOING.</b>
Management Committee Induction Pack	Sarah/Anne	MC Induction pack to be reviewed, documentation to be sourced by Brian, creation by John and Anne. All work has been completed and is due to be distributed to members. Anne has emailed and no changes requested <b>Anne to put copies in BOM pigeonholes.</b>
Variation of room hire for the library.	Sarah	MOU to be drafted and signed for the free hire of 8 rooms for calendar year 2025. Arrangement to be reviewed end of 2025. MOU remains unsigned by Library as they do not accept the 8 free hire opportunities for the calendar year. Sarah will meet Angela to continue discussions. <b>Angela has signed MOU COMPLETED.</b>
Variation in Program expenses	Peter	Peter to investigate and report back at March meeting. <b>Increase in program expense is due to the increase in program income.</b>

**Motion to accept Business arising as stated:**

**Proposed: Andrew**

**Seconded: Terry**

**All in favour – show of hands – Unanimous.**

Claudia has been liaising with CoO to arrange letters of appreciation for Brian. Sarah and Rebecca to organise gift.

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## **REPORTS:**

1. Treasurer – report with agenda Peter McDonald
2. CDO/CDSO Report – to be tabled Sarah Armstrong  
Introduced a proposed line management structure - refer to diagrams – if endorsed - operational standards to be amended.

**Proposal - Committee accept the new structure for the office.**

**Proposed - Rob                      Seconded – Andrew**

**All in favour – show of hands – Unanimous.**

Claudia has suggested that she can advertise our volunteer vacancies on CoO and redirect applications from council to the centre.

Linda has resigned from HR and will be focussing on Succession Planning.

Server has not been working as it should be, company are not replying to correspondence.

Claudia to ask CoO for assistance.

How do we make the coffee cart more profitable. Do we move to a Wednesday. If so, how do we make the kitchen cooler as the door to room 2, from the kitchen will need to be closed, preventing the draft that helps with the heat stress the volunteers experience when working in the kitchen. Council to sort out an engineering visit to investigate.

Sarah Armstrong left the meeting for a Social Worker meeting 11.35am.

3. CC Network Minutes – report with agenda Sarah Armstrong  
Claudia is revising centre usage and the distribution of utility bills. Normally actioned by an independent assessor, as the centre usage has changed, review will be undertaken.
4. Senior Social Report – no report Jan Martin

## **Sub-Committees Reports**

1. Events & Fundraising (27/2) – no meeting held Sarah Armstrong
2. Media (5/3) – no meeting held Rebecca Smith
3. Operations (3/3) – report with agenda Jan Martin  
Request for updated PA system, new system includes assistance for hard of hearing, will cost approx., \$5k, **going back to Operations Committee.**
4. Risk and Audit (18/3)– no meeting held Peter McDonald
5. HR (11/3) – report with agenda Robert Close  
Can there be a rolling Terms of Reference for HR, due to the size of the committee. Email to be sent for next MC meeting for approval to change. Talked about Team-Time, a safe space for meeting discussions.
6. Finance – no meeting held Peter McDonald

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**Motion to accept Sub-Committee Reports as stated:**

**Proposed: Andrew**

**Seconded: Keven**

**All in favour – show of hands - Unanimous**

## **NEW BUSINESS:**

1. NIL

## **STANDING ITEMS:**

### **Governance:**

NIL

Brian Adams

### **WHS:**

NIL

Brian Adams

### **Risk Register:**

Brian Adams

No changes

## **Incidents Reported:**

Peter McDonald

1. Volunteer slipped and fell at outside Seniors function. No injury occurred, no first aid required. No further action.
2. Volunteer splashed hot water on feet. First Aid applied & appointment at Emergency Clinic. No ongoing injury. No further action
3. Elderly visitor at Café 175 lunch slumped in chair and was non responsive. Called 000 for assistance, visitor placed in recovery position awaiting Ambulance attendance and transfer to Hospital. No further action.
4. Volunteer burnt hand on oven door during Community Kitchen lunch preparation. No ongoing injury. No further action.
5. Volunteer experienced chest pains & difficulty breathing. Refused Ambulance attendance & another Volunteer transported her to the Emergency Clinic. No further action.
6. Volunteer suffered facial bruising caused by falling objects from high shelf in the Kitchen. Steps to be used in future & signage to be placed instructing that no items other than stove trays to be stored in the high shelf. No further action required.

## **Application for WMVNC membership**

Nil

Brian Adams

## **Business Plan 2023-24**

Included in CDO/CDSO report.

Sarah Armstrong

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## **OUTGOING CORRESPONDENCE:**

1. NIL

## **INCOMING CORRESPONDENCE:**

1. Kaitlyn Gotley (library) Banning letter.
2. Gates in the garden do not open in an emergency or after hours (4pm.) Led to a non-compliant situation in emergencies. Council to install emergency release buttons by room 6 and the big sliding gate on the library wall. Garden isn't currently safe to leave items unattended.

**MEETING CLOSED: 12pm**

<b>NEXT MEETING: Monday 28 April 2025 at 10.30am</b>
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