

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Minutes

Monday 28 April 2025, 10.30am

Present	Peter McDonald, Robert Close, Jan Martin, Sarah Armstrong, John Venning, Keven Cocks, Andrew Smith, Adele Stevenson, Terry Brook, Sai Eshwar.
Meeting Opened: am	Apologies:
	Absent:

Sarah Armstrong proposed that due to the sad passing of Brian Adams as Chairperson that election be held to nominate a new Chairperson until the Annual General Meeting in October 2025. As one nomination has been received it was approved that Peter McDonald be appointed Chairperson until the AGM in October 2025.

Proposed: Jan Martin

Seconded: Rob Close

All in favour – show of hands – 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.

CONFIRMATION OF AGENDA:

Proposed: Terry Brook

Seconded: Rob Close

All in favour – show of hands – unanimous

MINUTES OF PREVIOUS MEETING: 24 March 2025

Motion to accept Minutes as a true Record with the following changes:

1. Nomination of Jan Martin as Chairperson in the absence of Brian Adams
2. 11.45am Andrew Smith left the meeting and returned 11.49.

Proposed: Andrew Smith

Seconded: John Venning

All in favour – show of hands – unanimous

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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. Plans are on track for term 2, council have built cupboards for their storage. ONGOING.
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 Anne to put copies in BOM pigeonholes. COMPLETE
HR Terms of Reference	Rob	Revised Terms of Reference for approval. HR to discuss changes and submit to the next MC meeting ONGOING

Motion to accept Business arising as stated:

Proposed: Anne McDonald

Seconded: Rob Close

All in favour – show of hands – unanimous

REPORTS:

1. Treasurer – report with agenda

Peter McDonald

Motion not to re new\$70,000 (5058 account) investment and re-visit standing of finances at the next finance meeting on 12 May.

Proposed: Keven Cocks

Seconded: Adele Stevenson

All in favour – show of hands – unanimous

2. CDO/CDSO Report – report with agenda

Sarah Armstrong

Notes updated for the Business Plan 2024-2025

3. CC Network Minutes – no meeting held

Sarah Armstrong

4. Senior Social Report – no report due

Jan Martin

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Sub-Committees Reports

- | | |
|--|-----------------|
| 1. Events & Fundraising (27/3) – no meeting held | Sarah Armstrong |
| 2. Media (2/4) – no meeting held | Rebecca Smith |
| 3. Operations (7/4) – report with agenda | Jan Martin |

3.1 Motion to require \$1,000 towards purchasing a PA System with the balance to be paid from the CDO budget.

Proposed: Jan Martin Seconded: Andrew Smith

All in favour – show of hands – unanimous

3.2 Proposal to purchase kitchen supplies for frozen meals to the value of \$1,317. Following discussion it was agreed that the Operations Sub Committee discuss alternative ideas and bring back to the next MC meeting.

3.3 Proposal for increase in contribution of utility payments from Customer Service. Council will cover cost of an internal audit.

11.10am John Venning left the meeting and returned 11.15am

- | | |
|--|----------------|
| 4. Risk and Audit (22/4)– report with agenda | Peter McDonald |
| 5. HR (8/4) – no meeting held | Robert Close |
| 6. Finance – no meeting. | Peter McDonald |
- Finance meeting will be held 12 May.

Motion to accept Sub-Committee Reports as stated:

Proposed: Rob Close Seconded: Terry Brook

All in favour – show of hands - unanimous

NEW BUSINESS:

- 1. Motion to book a 12seater bus for volunteers to attend Brian Adam’s funeral**

Proposed: Jan Martin Seconded: Andrew Smith

All in favour – show of hands - unanimous

STANDING ITEMS:

Governance:

NIL

Peter McDonald

