

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 24 July 2023 11.00am**

Venue: WMVNC Room 5	Present: Brian Adams, Peter McDonald, Jan Martin, Doreen Oughton, Leanne Murphy, Keven Cocks, John Venning, Robert Close, Sarah Armstrong Acting CDO, Nova Smith Minutes.
Meeting Opened: 11.06am	Apologies: Andrew Smith
	Absent: Nil

### **Chairperson's Address:**

**Welcoming Sarah Armstrong as Acting CDO for 4 weeks commencing today.** Welcome to Sarah Armstrong as Acting CDO. We hope you have a great time here working with this great committee. Sarah will be with us while the recruitment happens.

### **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:**

- Corrected Agenda date of 24<sup>th</sup> July.
- New Business - Number 3 – Lucy's farewell.

**Proposed: Rob**

**Seconded: Doreen**

**All in favour – show of hands – carried unanimously**

### **MINUTES OF PREVIOUS MEETING: 26 June 2023**

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

**Proposed: Jan**

**Seconded: John**

**All in favour – show of hands – carried unanimously**

### **BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):**

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ACTION	PERSON	DATE CREATED / NOTES
Chairs - old	Operations SC / Tracey	Sought advice of ownership of old chairs. Tracey managing disposal of remaining chairs. <span style="float: right;"><b>ONGOING</b></span>
Good Shepherd NIL program	Lucy	Sally came to open night, will be discussed further at Team Building Day tomorrow. Discussed and agreed to promote on our Facebook page. <span style="float: right;"><b>COMPLETE</b></span>
Board game group discount	Nova	Josh has been advised the Committee resolved that hire fee to apply would be \$5 per adult and \$2 per child as a Centre Hire Group on a Saturday. He said he will get back to Nova, but no contact. Nova to check if not going ahead <span style="float: right;"><b>ONGOING</b></span>

### Motion to accept Business arising as stated:

**Proposed: Leanne**

**Seconded: Jan**

**All in favour – show of hands – carried unanimously**

### REPORTS:

1. Treasurer – report with agenda Doreen Oughton
  - Centre program report – the “loss” shown for Seniors Group is misleading, as the \$3,000 allocated towards outings cannot sit in the budget line.
  - Fundraising report – no BBQ or events for the year, very quiet.
  - Room hire – increased the budget by \$10,000 from last year and still doing well.
  - Electricity \$25,000, due to solar panels being out we can’t gauge a typical year. We are still accruing for electricity. \$20,000 allocated for this year’s budget.
2. Acting CDO – no report due Sarah Armstrong
3. CDSO – report with agenda Nova Smith
  - Extension requested and received for acquittal for Community Kitchen.
  - Discussion of incident – under WHS
4. CC Network Report – no report due Brian Adams
5. Literacy (Quarterly) – report due end of quarter Keven Cocks
6. PALS (Quarterly) – report due end of quarter Pauline Smith
7. Venue Hire (Quarterly) – report due end of quarter Tracey Hogan
8. Playgroup (Quarterly) – report due end of quarter Lucy Richardson

### **Sub-Committees Reports**

1. Events & Fundraising (27/6 canc’d) – no report due Nova Smith
2. Media (5/7) – report with agenda Jan Martin
3. Operations (3/7) – report with agenda Andrew Smith
4. Risk and Audit (25/7)– no meeting Peter McDonald
5. HR (11/7) – to be **tabled** Robert Close

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6. Finance – to be tabled

Doreen Oughton

## **Motion to accept Reports as tabled:**

**Proposed:** Jan

**Seconded:** Peter

**All in favour – show of hands – carried unanimously**

## **NEW BUSINESS:**

**1. Crockery Audit result** - Note from Operations SC to purchase crockery as soon as possible. Jan Martin will research. Out of session MC approval to be sought for budget allocation, once quote submitted by Jan, via email.

**2. Cost for farewell flowers for Lucy.** Result of out of session vote was 100% in favour from all members. Results have been circulated and saved to the network drive.

**3. Lucy's farewell** – Lunch on Friday 4<sup>th</sup> August. MC to pay for their own meal.

**Proposal moved that the Centre pay for Lucy and her husband Steve's meal.**

**Proposed:** Keven

**Seconded:** Rob

**All in favour – show of hands – carried unanimously**

Jan will look into a gift. We have given flowers but would like to give a gift. Discussed pamper / self-care pack. Jan will research for an out of session approval.

## **STANDING ITEMS:**

- **Governance:**

Brian Adams

Framework under review. PPT version provided with additional notes. Governance Framework feedback to Brian by June 30<sup>th</sup> please. Currently a 50 /50 split in preference between Word and PowerPoint document versions.

Vote undertaken –

- PowerPoint – 6 votes
- Word version – 1 vote (to be kept for reference, as a PDF)

**Proposal to use the PowerPoint version of the Governance Framework and keep the Word ( PDF) version.**

**Show of hands - Majority for 6 (1 against)**

## **WHS:**

- **Issues for discussion:**

Brian Adams

- First Aid Kit inspection issue for resolution by Risk & Audit Sub-Committee – awaiting information from Jason Wotton CoO. No Feedback received as yet; Brian will call. First Aid Code of Practice requires all items to be within use-by dates.

- **Risk Register:**

Brian Adams

No changes

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- **Incidents Reported:**

Brian Adams

Incident Report on property damage 17/7/23, submitted by Tracey Hogan. Mr Cooper attended the centre and asked for food, clothing and a shower, which Tracey provided him with. He broke off the tap and soap dispenser and damaged shower. Well known to security. Will be banned for life by the 3 departments in the Centre. Pam Hamdorf is working with on along with Library and Customer Relations Leaders.

Need to ensure Rory Fitzsimmons is aware of Joshua – Angela did call Rory on the day. We need to ensure security has access to referral information to local shelters.

Shower room – MC agree to have it open and take down the ‘out of order’ sign.

## **Application for WMVNC membership**

Brian Adams

Nil

## **Business Plan 2023-24 for ratification**

Nova Smith

Update 29 June 2023 – addition of point 2.1 to reflect Functional Governance framework 2.1 - a functional governance framework has been developed , published and is updated.

Time frame – ongoing

Who – Management Committee

Nova to circulate the updated Business Plan. (Named as per date updated)

## **OUTGOING CORRESPONDENCE:**

1. Letter to Karen Reed at COO re Agency using building in emergency, from Brian. Letter sent to Karen Reed and circulated to MC for information.

## **INCOMING CORRESPONDENCE:**

1. Letter from COO re ASES Accreditation & Funding  
Asking if we want to continue with the Hub & Spoke model or progress independently; discussed the pros and cons. Reynella and Coromandel when through the Council process if further information required. Brian will contact Pam Hamdorf to clarify the requirements, costs and the pros and cons. Please email Brian and questions you may have for Pam. we can ask for an extension. Currently due on August 14<sup>th</sup> – may need to be an ‘out of session’ approval if no extension received.
2. Email from Pam Hamdorf regarding recruitment CDO to Brian Adams.  
Will be recruiting 2 CDO roles together, for Woodcroft and Coromandel.  
Interview panel will be 2 council staff representatives and Heather from Coromandel Community Centre.  
Sarah Armstrong will be here while the recruitment is underway - 9am to 3pm  
Monday to Friday

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3. Email from Karen Reed COO regarding 'Agency' using Centre in emergency.
4. Email from Lui Venuto as below –

**From:** Lui Di Venuto

**Sent:** Wednesday, July 19, 2023 11:20 AM

**To:** [bxada@outlook.com](mailto:bxada@outlook.com)

**Cc:** Sarah Armstrong <[Sarah.Armstrong@onkaparinga.sa.gov.au](mailto:Sarah.Armstrong@onkaparinga.sa.gov.au)>; Nova Smith <[Nova.Smith@onkaparinga.sa.gov.au](mailto:Nova.Smith@onkaparinga.sa.gov.au)>

**Subject:** DHS Centre Funding update

Hi Brian,

Hope you're well.

Further to the previous emails you will have received from Paul, I just wanted to provide a further quick update.

Following our discussions with DHS, we have received confirmation that we have been successful in receiving additional funding for the full 2023/24 financial year period. This is being finalised with DHS, and we expect agreements to come through shortly.

As a result, all community centre staff will be provided with a further one month contract extension to enable us to finalise arrangements with DHS.

Once we have the arrangements in place this will allow us to extend contracts until 30 June 2024 while we finalise our community centre service review.

We appreciate your patience through this process and will keep you informed as this progresses.

Kind regards

Lui

**Lui Di Venuto**

Acting Manager

Community Capacity

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**MEETING CLOSED: 12:50pm**

<b>NEXT MEETING: Monday 28 August 2023 at 10.30am</b>
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