

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 24 April 2023 – 10.30am**

Venue: WMVNC Room 5	Present: Brian, Jan, Doreen, John, Nova, Peter, Rob, Andrew
Meeting Opened: 10.35am	Apologies: Lucy, Leanne
	Absent: Keven

### 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:** with 2 additional documents for ratification under Standing Orders/Governance

**Proposed: Jan**

**Seconded: Andrew**

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

### **MINUTES OF PREVIOUS MEETING: 27 March 2023**

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

**Proposed: John**

**Seconded: Peter**

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

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

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED / NOTES</b>
Contents insurance- <b>URGENT</b>	Doreen / Lucy	Neither Lucy or Marnie have heard back from LCIS. (Local community insurance scheme) Discussed temporary cover, but not possible with LCIS. Peter suggested Bayside Brokers. Request Cover note for interim. Nova to attend Teams meeting with COO staff on 1 May <b>ONGOING</b>
Chairs - new	Tracey / Jan	We have paid 1/3 as a deposit. Will be invoiced for the balance on delivery, with 30 days to pay. Will be delivered to rooms. Waiting to hear from suppliers for delivery <b>ONGOING</b>

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Chairs - old	Lucy	To email Council to see if anyone needs old chairs. Request from Wardli Youth Centre for our old chairs <b>ONGOING</b>
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 <b>ONGOING</b>
OP Subcommittees	Brian & Peter	Update to reflect Ex Officio discussion. Refer to Standing Orders/Governance

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

**Proposed: Andrew**

**Seconded: Doreen**

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

**REPORTS:**

- |                                   |                 |
|-----------------------------------|-----------------|
| 1. Treasurer – report with agenda | Doreen Oughton  |
| 2. CDO – report with agenda       | Lucy Richardson |
| 3. CDSO – report with agenda      | Nova Smith      |

Report was discussed in detail and the following items were resolved;

- Age Friendly Audit – provision of charging dock

**Motion to approve Sam Berry providing and installing a charging dock at no cost to the centre.**

**Proposed: Andrew**

**Seconded: Jan**

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

- Request for Sponsorship from Helena from Crafty Carousel for an Art Exhibition at the Port Noarlunga Arts Centre for \$50/\$100.

**Motion to approve Sponsorship for Helena from Crafty Carousel up to \$100 for the Art Exhibition at the Port Noarlunga Arts Centre.**

**Proposed: Jan**

**Seconded: Andrew**

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

- Do the Committee want to run an Open Night again?

**Motion to run an Open Night in October/November 2023 to a budget of \$700.**

**Proposed: Jan**

**Seconded: Andrew**

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

- Do the Committee want to replace any tables?

**Motion for Operations Sub Committee to review tables required for replacement and costs to a suggested budget of \$23,000.**

**Proposed: Andrew**

**Seconded: Rob**

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

- Do the Committee want to support Behind the Seams for 2 more sewing machines and an overlocker?

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**Motion for Operations Sub Committee to obtain costing and supply details for 2 sewing machines and an overlocker for inclusion in the Business Plan for Grant Application. Failing successful outcome of a Grant application then outright purchase to occur.**

**Proposed: Andrew**

**Seconded: Jan**

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

- Do the Committee want to support the Literacy program for an excursion to the Central Markets, Bus \$700, lunch at own cost.

**Motion to approve Central Markets excursion for the Literacy Program maximum budget of \$700 subject to discussions with the Group Co-Ordinator.**

**Proposed: Jan**

**Seconded: Doreen**

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

- |   |                 |
|---|-----------------|
| 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 (18/4) – no meeting   | Lucy Richardson |
| 2. Media (5/4) – report with agenda           | Jan Martin      |
| 3. Operations (3/4) – report with agenda      | Andrew Smith    |
| 4. Risk and Audit (18/4) – report with agenda | Peter McDonald  |
| 5. HR (11/4) – report with agenda             | Robert Close    |
| 6. Finance – report with agenda               | Doreen Oughton  |

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

**Proposed: Jan**

**Seconded: Andrew**

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

## **NEW BUSINESS:**

1. Doreen advised that she will be stepping down as Treasurer and membership of the Management Committee in September.

The Committee thanked Doreen for her extensive work as Treasurer and her thoughtful and informative reports and advice.

The Committee expressed their surprise and disappointment at the decision and wished Doreen the best.

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## **STANDING ITEMS:**

- **Governance:** Brian Adams  
**OP GOV.02(20)V3 Sub Committees and their Terms of Reference**  
Noted that page numbering may be out.  
Page 2, responsibilities – ‘CDO shall sit ex officio’ Jan suggesting it could be ‘chair and or CDO’ can be ex officio. Peter and Brian will draft an update to be circulated for approval. After investigation by Brian it was reported that the Chairperson of the Management Committee does not sit on Sub Committees in an ex-Officio position as the chairperson is a volunteer and membership of Sub Committees is included in all Management Committee Position Descriptions. The CDO sits in an ex-Officio position as they are employed by COO.

OP GOV.04(23)V4 Management Committee Performance Review

OP GOV.02(23)V4 Sub Committees and their Terms of Reference

**ACTION: Peter and Brian**

**Motion to ratify the reviewed documents as above:**

**Proposed: Andrew**

**Seconded: Jan**

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

## **WHS:**

- **Issues for discussion:** Brian Adams  
Nil
- **Risk Register:** Brian Adams  
No changes
- **Incidents Reported:** Brian Adams  
Nil

### **Application for WMVNC membership**

Brian Adams

Nil

### **Business Plan 2022-23**

Lucy Richardson

- Business Plan review – Strategic Planning Session **11am to 1pm Monday 17<sup>th</sup> April** 2023, here at the Centre. (After Community Breakfast 8.30am to 9.30am).  
Draft Business Plan has been circulated to all Committee members. Seeking to have the Plan approved at the May Committee meeting if acceptable to all members.

## **OUTGOING CORRESPONDENCE:**

Nil

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## **INCOMING CORRESPONDENCE:**

Nil

**MEETING CLOSED: 11.48am**

<b>NEXT MEETING: Monday 22 May 2023 at 10.30am</b> (Lucy & Keven will be apologies)
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