

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

0AGENDA

Monday 6th March 2017 – 12.30pm

Venue: WMVNC – **Room 2**

Meeting Opened: _____

Present: (Sign Attendance Register)

Apologies:

Absents:

Confirmation of Agenda: 1.

Chairperson's Address: Welcome to all Committee Members

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments:

Motion to accept Minutes as a true Record:

Proposed:

Seconded:

Executive Recommendations – Report

Irene Woodcock

Organisational Structure with Subcommittees

[\\NASC1054A\Public\WMVNCDOC\Management 2016-17\2017_03_06 agenda management meeting.doc](#)

Management Agenda\06-03-2017

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Renew Garden Lease

Strategic Planning Day (20th March 2017) all invited.

Terms of Reference to be ratified

BUSINESS ARISING FROM PREVIOUS MINUTES:

- | | |
|---|-----------------|
| 1. Bengali Kitchen
<i>Progress report</i> | Nova Smith |
| 2. Office Chairs (Grant)
<i>Waiting for grant to come in</i> | Andrew Smith |
| 3. Table Damage
<i>Update only</i> | Mary Dutch |
| 4. Equipment Hire
<i>Need change Venue Hire Agreement
Should include cables & microphones
Encourage clients to bring their own equipment's</i> | Karl Strenge |
| 5. Meditation Classes
<i>Library course</i> | Nova Smith |
| 6. Good Choices: Positive Aging Expo 2017
<i>Expression of Interest submitted</i> | Irene Woodcock |
| 7. Annual Information Statement | Nova Smith |
| 8. Energy Management
<i>Council Representatives working on this issue</i> | Nova / Karl |
| 9. Falun Dafa | Lucy Richardson |
| 10. Draft Management Agreement
<i>Signed Document is send to Council</i> | Karl Strenge |

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11. First Aid Courses

Lucy Richardson

Course Grant in Progress

Motion to accept Business arising as stated:

Proposed:

Seconded:

REPORTS:

Treasurer

Raelene Bergin

as Tabled

Community Development Officer

Lucy Richardson

as Tabled

Community Development Support Officer

Nova Smith

as Tabled

Volunteer Co-ordinator

Nova Smith

Team Meeting Minutes

Onkaparinga Neighbourhood Centre Network

Andrew Smith

We need Representatives from Centre

Literacy (Quarterly)

Kerry Johnson

Caretaker Facilitator

Kitchen Co-ordinator

Raelene Bergin

Verbal report only

Pals (Quarterly)

Pauline Smith

News from the Link (Management Agreement)

Work, Health and Safety

Karl Streng

Verbal report only

Special Youth Grant/ Step Up for SA

Lucy Richardson

Close of Project?

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Sub-Committees Reports

Media & Marketing (Course Guide)	Nova Smith
Events & Fundraising	Andrew Smith
HR Committee	Irene Woodcock
Policies & Procedures (P&P)	Lucy Richardson
IT Sub-committee	Mark Godfrey
Centre Tactical Team/Huddle	Nova Smith

Motion to accept Reports as tabled:

Proposed:

Seconded:

STANDING ITEMS:

Neighbourhood Link Meeting (Yearly)	Date: 01/05/17
AGM 2017 – (September - Yearly)	Date: 18/09/17

CORRESPONDENCE:

1. Letter from Cr S. Brown	Karl Strenge
2. Letter from Therese Brunotte	Karl Strenge
3. Letter to Council (Nova's Hours)	Karl/Irene
4. Letter to Man's Chat Group	Irene Woodcock
5. Letter to Karen Reed (Garden)	Irene Woodcock

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NEW BUSINESS:

1. Venue Hire Staffing Irene Woodcock
2. Replacement for Photocopier Karl Strenge
- 3.

MEETING CLOSED: _____

NEXT MEETING:	Monday 3rd April 2017
	WMVNC – Room 2
	12.30pm