

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## AGENDA

**Monday 16 October 2017 – 12.30pm**

Venue: Meeting Room 2, WMVNC	Present: (Sign Attendance Register)
Meeting Opened:	Apologies:
	Absent:

Confirmation of Agenda

**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:**

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

Action Table:

ACTION	PERSON	DATE CREATED
Australian Service Excellence Standards	Lucy and Committee	7/8/17 – Ongoing
Christmas Closure on 15/12 – open for ½ days from 15/1 – full time from 29/1		

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

**Proposed:**

**Seconded:**

### **REPORTS:**

- |   |                 |
|---|-----------------|
| 1. Executive Committee 5/10 – <i>report with agenda</i> | Irene Woodcock  |
| 2. Treasurer – <i>report tabled</i>                     | Mary Dutch      |
| 3. CDO – <i>report with agenda</i>                      | Lucy Richardson |

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|--|-----------------|
| 4. CDSO – <i>report tabled</i>                     | Nova Smith      |
| 5. Volunteer Team Meeting – <i>no meeting</i>      | Lucy Richardson |
| 6. CC Network Report – <i>no meeting</i>           | Irene Woodcock  |
| 7. ONCN – <i>no meeting</i>                        | Irene Woodcock  |
| 8. Literacy (Quarterly) – <i>no report</i>         | Kerry Johnson   |
| 9. Pals (Quarterly) – <i>no report due</i>         | Pauline Smith   |
| 10. Work, Health and Safety – <i>verbal report</i> | Lucy Richardson |

## Sub-Committees Reports

- |  |                 |
|--|-----------------|
| 1. Media 4/7 – <i>no meeting</i>                         | Lucy Richardson |
| 2. Events & Fundraising 26/9 - <i>report with agenda</i> | Lucy Richardson |
| 3. HR Committee – <i>no meeting</i>                      | Irene Woodcock  |
| 4. Policies & Procedures- <i>no meeting</i>              | Lucy Richardson |
| 5. Operations 4/9 – <i>report with agenda</i>            | Andrew Smith    |

## Motion to accept Reports as tabled:

**Proposed:**

**Seconded:**

## BUSINESS PLAN 2017-18 (to bring to the meeting):

FINANCIAL, HUMAN AND PHYSICAL RESOURCES			Tasked to	Time frame
<b>GOAL 1</b> – Become more financially viable and sustainable with adequate resources				
	<b>Strategy</b>	<b>Key Performance Indicators</b>		
1.1	Increase facility access for business and community group hirers	<ul style="list-style-type: none"> <li>• Venue hire has increased</li> </ul>		April 2018
1.2	Develop a budget that shows a profit	<ul style="list-style-type: none"> <li>• Annual budget developed, accepted and reviewed against financial reports</li> <li>• Centre makes a profit at the end of each financial year</li> </ul>		April 2018
1.3	Identify additional	<ul style="list-style-type: none"> <li>• Apply for new grants</li> </ul>		April 2018

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	funding opportunities			
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## **NEW BUSINESS:**

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|--|-----------------|
| 1. Resignation of Finance Officer                          | Lucy Richardson |
| 2. Nomination of Purchasing Officer                        | Lucy Richardson |
| 3. Ratification of Terms of Reference for Sub-committees   | All             |
| 4. Confirmation of Sub-committee members                   | All             |
| 5. Ratification of Bank Signatories All (see Exec minutes) |                 |
| 6. Australia Post Debit Card                               | Lucy Richardson |
| 7. Ratification of Delegation of Authority                 | All             |
| 8. Induction Folder/Manual – appointments with CDO         | Lucy Richardson |
| 9. Photos to be taken of committee                         | All             |

## **STANDING ITEMS:**

Committee Meeting at the Link  
AGM 2018

Date: 21/5/18  
Date: Sept 2018

## **CORRESPONDENCE:**

1. Letter from Jen Taylor re resignation dated 24/8/17

**MEETING CLOSED:** \_\_\_\_\_

<b>NEXT MEETING:</b>
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Meetings should be 1.5 hours maximum

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Attendance Sheet for Meeting dated Monday 16 October 2017

<b>NAME (Please print)</b>	<b>SIGNATURE</b>