

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 20 November 2017 – 12.30pm

Venue: Meeting Room 2, WMVNC	Present: Keven Cocks, Robert Close, Madeliene Scicluna, Christine Michaelides, Lucy Richardson, Irene woodcock, Mary Dutch, Nova Smith (minutes)
Meeting Opened: 12.27 pm	Apologies: Andrew Smith, Cr Sandra Brown
	Absent:

Confirmation of Agenda

Chairperson's Address: One more meeting this year.

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments: nil

Motion to accept Minutes as a true Record:

Proposed: Keven Cocks

Seconded: Mary Dutch

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION Table

ACTION	NOTES	PERSO N	DATE CREATED
ASES	Lucy & Committee	All	7/8/17 - Ongoing
Garden club	Lucy attended meeting 3/11 and presented to group, with Mary and Robert.	Lucy	16/10/17 NFA
Extended centre hours			16/10/17 Ongoing
Aust Post Debit card	Now in use, held in safe with sign in / out book	Lucy	16/10/17 NFA
St John Ambulance MOU	Drafted on centre network	Lucy & Madeliene	2/11/17 Ongoing

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Access to safe		Lucy	2/11/17 Ongoing
ACE grant –	Grant submitted last Wed. See below	Lucy	2/11/17 Ongoing
Energy Audit	New full time position at Council, to deal with energy review / usage.	Irene	16/10/17 Ongoing
Delegation of Authority to ratify	Minor changes, events and fundraising and when CDO on leave, CDSO can step up. All agreed to ratify the Delegation of Authority.	All	16/10/17 NFA
Management Committee induction	See below	All	16/10/17
WH&S Sub - committee	<ul style="list-style-type: none"> • Terms of Reference • Promote Sub-committee vacancy to all volunteers, trail posting 	Nova & Lucy	20/11/17
Onkaparinga Collaborative Approach	RSVP, no one attending	Lucy	20/11/17
Photocopier	To submit written report to Lucy	Mary	20/11/17
Superannuation	Seek clarification from Cheryl	Mary	20/11/17

ACE (Adult Community Education)

Significantly different application process and very time consuming, 45 hours & 60 + pages. ACE focus is on turnover of students to employment, which does not suit our program. Prior to ACE the Centre was paying staff to run program with no income. Contingency plan – can the program run without paid staff? Without ACE the program could look very different, and could focus on social outcomes in a more relaxed way, with no assessments. For further discussion when outcome of the application is known early 2018.

Management Committee Induction packs, include:

- Induction - sign off sheet. Please return to Lucy signed.
- Orientation Manual
- Constitution – new copies tabled
 - Clarification - pg 2, item 1, applies to Exec Committee
- Code of conduct, updated earlier this year
- Business and Strategic Plans
- Conflict of interest
- Confidentiality Agreement
- Duty of Care
- Delegation of Authorities

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Any questions or need for further clarification please see Lucy.

Motion to accept Business arising as stated:

Proposed: Christine Michaelides Seconded: Madeliene Scicluna

REPORTS:

- | | |
|--|-----------------|
| 1. Executive Committee 2/11 – <i>report with agenda</i> | Irene Woodcock |
| 2. Treasurer – <i>report with agenda</i> | Mary Dutch |
| a. Mary needs clarification from Cheryl regarding Superannuation. | |
| 3. CDO – <i>report with agenda</i> | Lucy Richardson |
| 4. CDSO – <i>report with agenda</i> | Nova Smith |
| 5. Volunteer Team Meeting 23/10 <i>report with agenda</i> | Lucy Richardson |
| 6. CC Network Report 2/11 <i>report with agenda</i> | Irene Woodcock |
| 7. ONCN – <i>meeting scheduled 23/11</i> | Irene Woodcock |
| 8. Literacy (Quarterly) – <i>report with agenda</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 4/11– <i>no report, meeting cancelled</i> | Lucy Richardson |
| 2. Events & Fundraising 31/10 - <i>report with agenda</i> | Lucy Richardson |
| 3. HR Committee 23/10 – <i>report with agenda</i> | Irene Woodcock |
| 4. Policies & Procedures- <i>no meeting</i> | Lucy Richardson |
| 5. Operations 6/11 – <i>report with agenda</i> | Lucy Richardson |

Motion to accept Reports as tabled:

Proposed: Mary Dutch Seconded: Madeliene Scicluna

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

FINANCIAL, HUMAN AND PHYSICAL RESOURCES			
GOAL 1 – Become more financially viable and sustainable with adequate resources			
	Strategy	Key Performance Indicators	Time

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			frame
1.4	All program risk assessed and budgets developed to ensure viability	<ul style="list-style-type: none"> • All programs financially viable • Risk assessments undertaken for all centre programs 	April 2018 April 2018
1.5	Human Resources – Sustainable work force with a trained team of volunteers and staff	<ul style="list-style-type: none"> • Succession planning strategy in place 	April 2018
1.6	Ensure facilities and equipment within the Centre which are utilised by staff, groups and external users are safe, current and compliant	<ul style="list-style-type: none"> • WH&S Sub-committee established. <ul style="list-style-type: none"> ○ ACTION: Terms of Reference first. Promote vacancy to all volunteers, perhaps with a mail out, or delivered one-to-one by committee members. ACTION: NOVA/ LUCY • Regular audits undertaken 	April 2018

NEW BUSINESS:

1. Management Committee / volunteer surveys Lucy Richardson
Surveys have been sent out via email. Please ensure you complete them, this is a requirement from DCSI for our funding. Hard copies are available now from the front office.
2. New policies Lucy Richardson
Has everyone received all 6 policies? Draft at the moment.
3. Committee Position Descriptions to ratify All
 - a. Chair
 - b. Vice chair
 - c. Treasurer
 - d. Secretary
 - e. General committee member
 - f. Public Officer

Motion to accept the Committee Position Descriptions

Proposed: Mary Dutch

Seconded: Robert Close

4. Photocopier Lucy Richardson
We won't know outcome of grant until early 2018, and if successful receive funds Feb & March. The front office cannot function with current machine. Information from Mary who has been given advice to buy Brother mono printers at \$89 for 1,000 pages to one cartridge. It is cheaper to buy a new

