

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 15 January 2018 – 12.30pm

Venue: Meeting Room 2, WMVNC	Present: Irene Woodcock, Andrew Smith, Lucy Richardson, Mary Dutch, Madeliene Scicluna, Keven Cocks, Peter McDonald , Robert Close, Christine Michaelides, Nova Smith
Meeting Opened: 12.30pm	Apologies: Cr Sandra Brown
	Absent:

Confirmation of Agenda

Chairperson's Address:

Welcome to all Committee Members and potential new member Peter McDonald. Amazed by all of the talent that we have around this table, let's use these talents this year.

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments: Nil

Motion to accept Minutes as a true Record:

Proposed: Mary Dutch

Seconded: Robert Close

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

Action Table:

ACTION	PERSON	DATE CREATED
Australian Service Excellence Standards - Assessment booked 14 th & 15 th June. - City of Onkaparinga will pay for the Assessment, \$4,400, which they want into the next financial year's budget. - Please return workbooks to Lucy via pigeon hole.	Lucy and Committee	7/8/17 – Ongoing
Extended Centre hours	Lucy	16/10/17 – ongoing
Energy Audit No further correspondence as yet	Irene	16/10/17 – ongoing
St John Ambulance MOU Draft has been sent to St John Management	Lucy & Madeleine	2/11/17 – ongoing

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Access to safe – code changed. Nova, Lucy, Emily Cheryl, Andrew, Mary	Lucy	2/11/17 - DONE
Work Health & Safety Committee <ul style="list-style-type: none"> • Terms of reference • Promotion for members 	Lucy	2/11/17 – ongoing
Photocopier – report to Lucy, done. Mary to organise purchase, with Debit card.	Mary	20/11/17 – ongoing
Superannuation – seek clarification from Cheryl. Has been moved into the correct location on budget.	Mary	20/11/17 – DONE
Rosemary Rodriguez to be invited to March meeting for Business Plan review	Lucy	15/1/18
Email out Management Committee & Governance Policy	Lucy	15/1/18
Advise the Food Embassy approved a one off payment of \$50	Lucy	15/1/18
Keven to do a review of facility usage costs, Kitchen	Keven	15/1/18
Air-conditioning to Operations Sub Committee	Andrew	15/1/18
Venue hire fees for the library	Lucy	15/1/18

Motion to accept Business arising as stated:

Proposed: Chris Michaelides **Seconded:** Andrew Smith

REPORTS:

1. Treasurer – *report tabled for November and December.* Mary Dutch
 - a) December did better than November: we are \$4,000 in the black. \$20,000 to go into a term deposit that has a good interest rate.

2. CDO – *report with agenda.* Lucy Richardson
 - a) ACE – progress report in, numbers low for cooking class, but next cooking class is full.
 - b) Happy hour – please ensure date in your diary, Wed 18th April. Really important event for us.

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- c) Hobby Expo – event to be delayed as labour intensive. Change the project scope to next financial year. This year’s project scope funds, to support new Seniors Group.
- d) ACE triennial funding – delighted we received 3 year funding. Approximately \$5,000 as an admin component, which comes into the centre budget.
- e) Business plan review due for March. 1 hr management meeting followed by a 1.5hr meeting to review business plan. Rosemary Rodriguez to be invited to attend review meeting. All agree. **ACTION: Lucy**
- f) Policy – Management Committee & Governance Policy is ready for review. Need to get policies ratified at the next meeting. Lucy to email them out. All agree. **ACTION: Lucy**
- g) Neighbourhood Watch – Dixie band event needs promotion
- h) Food Embassy - 4 week pilot program aimed at parents who have young children. Was called Vibrant Veg (name changing). Funded through CoO, via HALO.
- i) Food Embassy with ECH – 6 week pilot program called the Shared Table, including transport in buses, aimed at isolated seniors. 12 – 15 people.
- j) Dr Edoardo Rosso –ECH - Brainstorming session this morning. Wants to be involved with the Seniors Groups, with buses, marketing & promotion. Lucy will consult with Seniors group, then regroup with Edoardo.
- k) Food embassy – asked to use kitchen for ‘Sneaky Seconds’ making chutney with the profits to go to ‘Food for Freedom’, a local group supporting people suffering from domestic violence. They want to negotiate discounted venue hire: we usually charge \$144 (To be clarified), they have asked to pay \$50 for a 3.5hr morning hire. Lucy to advise the Food Embassy that the Committee has approved a one off payment of \$50, and that our costing is under review. **ACTION: Lucy**
- l) Discussion regarding how we calculate our running cost for the kitchen. Keven to do a review of facility usage costs. **ACTION: Keven**

3. CDSO – *no report*

Nova Smith

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| 4. Volunteer Team Meeting – <i>no meeting</i> | Lucy Richardson |
| 5. CC Network Report– <i>no meeting</i> | Irene Woodcock |
| 6. ONCN – <i>no meeting</i> | Irene Woodcock |
| 7. Literacy (Quarterly) – <i>report with agenda</i> | Kerry Johnson |
| 8. Pals (Quarterly) – <i>no report due</i> | Pauline Smith |
| 9. Work, Health and Safety – <i>verbal report.</i> | Lucy Richardson |
- a) Air-conditioning – We were having lots of trouble with the air-conditioning for a couple of weeks. Andrew contacted council and spoke with Matt, who advised that the Air-conditioning was left in ‘fire mode’ from a previous evacuation. Next evacuation we need ensure it is taken out of fire mode by Council immediately. **ACTION: Andrew to Ops Sub Comm**

Sub-Committees Reports

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| 1. Media 5/12 – <i>report with agenda</i> | Lucy Richardson |
| 2. Events & Fundraising 28/11 - <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 4/12 – <i>report with agenda</i> | Lucy Richardson |

Motion to accept Reports as tabled:

Proposed: Mary Dutch

Seconded: Andrew Smith

BUSINESS PLAN for discussion at February 2018 meeting.

NEW BUSINESS:

1. Venue hire fees for the library – ongoing, awaiting information
Lucy Richardson
2. Volunteer Engagement Survey. Feedback is with Lucy, very positive. Main lesson, nice to have more training.
Lucy Richardson

ELECTED MEMBER REPORT - *absent*

Cr Sandra Brown

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STANDING ITEMS:

Committee Meeting at the Link.

Date: 21/5/18

- a) No update on the Link, the lease is for the financial year. Pauline from PALS is aware of the situation.

Data on the The Link: it had 1,431 people visit in the 2017 calendar year, for a total of 249 hours of building use.

Compared to our Centre where we have 45,000 people visit year, for a total of 12,000 hours of building use.

AGM 2018

Date: Sept 2018

CORRESPONDENCE: Nil

MEETING CLOSED: 1.45pm

NEXT MEETING: Monday, 19th February 2018 at 12.30pm
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Meetings should be 1.5 hours maximum

Signed: ----- Chairperson

Signed: ----- Secretary