

# Woodcroft Morphett Vale Neighbourhood Centre Management Committee Meeting

## Minutes Monday 3<sup>rd</sup> July 2017 - 12.30pm

**Venue:** Meeting room 2, WMVNC  
**Meeting Opened:** 12.32pm  
**Present:** Irene, Andrew, Keven, Raelene, Robert, Mary, Debbie, Lucy, Chris, Nova (Minutes), Sandra Brown 1.08pm  
**Apologies:** Val  
**Absent:**

### Confirmation of agenda:

**Chairperson's address:** Welcome to everyone. Welcome to Debbie and Keven. Reminder for all to wear name badges please.

**Minutes of previous meeting,** 3 minutes reading time.

### **Motion to accept Minutes as a true record:**

Proposed: Mary                      Seconded: Robert

### Business arising from previous minutes:

- 1 **Office chair grant.** We received grant for 12 new office chairs. 2 green chairs for reception and 10 black chairs for workstations. Andrew will talk with Jen about registering Centre for an Officeworks account. **Ongoing: Andrew**
- 2 **JP door.** Awaiting meeting with Paul Tolan from City of Onkaparinga. **Ongoing: Lucy**
- 3 **Secretary position.** **Ongoing: Lucy.**
- 5 **Photocopier.** **Ongoing: Lucy.**
- 6 **Operational subcommittee** – Meeting with Andrew & Lucy, flyer to go out to volunteers who may like to join. **Ongoing: Lucy & Andrew**
- 7 **Strategic plan** – Final Business Plan and Strategic Plan tabled. Please bring Business Plan to each meeting. An item will be on future Agendas for discussion. Strategic Plan is for 3 years, Business Plan is for 1 year.
- 9 **VH position.** Position filled by Emily, wonderful replacement.
- 11 **Venue hire proposal.** All groups have been advised of changes, no milk as of 1<sup>st</sup> July. German Club have been notified no milk and we have received no negative feedback. Literacy is ACE funded, and we charge \$5 per session for refreshments and course materials, so we will continue to provide milk for Literacy. **Completed.**
- 12 **Public Officer.** Robert Close. **Completed.**

### Motion to accept Business arising as stated:

Proposed: Chris                      Seconded: Raelene

### Reports:

- 1 **Executive committee** 19/6/17, with agenda
- 2 **Treasurer's report.** No report this month, perhaps due to end of financial year and auditing.
- 3 **CDO report,** with agenda and update.
  - We enter into new financial year in very good position, successful with all grant applications.
  - Physical changes to Centre, including new lounge suite have received great feedback.

- KPI reporting to council underway for the quarter. Our 'community centre attendance' is higher than ever at 12,000 people for quarter, previously around 6,000 to 9,000. 'Hours of usage' is also up at just over 3,000 for the quarter. These are the 2 main statistics that the Council looks at.
  - AGM guest speaker confirmed, we still need a secretary ASAP and treasurer from September.
  - Still seeking Volunteer Coordinator for recruitment.
  - Kerry Johnston PD completed, aligning with the ACE grant.
  - Upcoming event to attract potential partners, the Management Committee to host the event and invite local community groups and businesses to come in and visit and potentially form some new partnerships.
  - Flyers are updated, with templates so anyone can update them.
- 4 CDSO report with agenda**
- 5 Volunteer team meeting 22/6, report with agenda**
- 6 Kitchen coordinator report – verbal.**
- 26 for breakfast last month, none this month due to school holidays. Working to improve the booking system / RSVPs for breakfast as numbers are low. Would be good to request email addresses so we can do one bulk email reminder. Another option is text messages, in groups, can do the day before, for up to date responses and can be done with phone or with a computer. To go to the Media Subcommittee for promotion. **ACTION: Lucy & Nova.**
  - Soup Mondays are very successful.
- 7 Tactical Meeting Report - no report.** Last meeting was cancelled. Next meeting Thursday 6<sup>th</sup> July.
- 8 ONCN – verbal report – Next meeting 28/6.** Irene and Chris attended. Social marketing training, how it can be used and improved for our Centre.

(1.08pm Sandra Brown arrived.)

- 9 Literacy (Quarterly) no report due**
- 10 PALS (Quarterly) no report due**
- 11 WHS – verbal report.** Nothing to report. JP door ongoing.
- 12 Elected Member report – verbal report.** Will be apology for August. Representation Review goes to Council tomorrow night, watch this space.

**Subcommittee reports:**

- 1- Media 6/6/17, report with agenda.**
- 2- Events and fundraising 27/6/17, report to be tabled.**
- Meeting last week, minutes are to come.
  - 'Swap til You Drop' event – August 11<sup>th</sup>. 6.30 to 9.30pm. 100 people, to bring in clothes to swap, wine tasting, champagne to each, makeup demonstrations and sales, jewellery sales, TBC Christmas table. Raffles. Live music and canapes. All about fundraising. Charge \$5 minimum for 5 items, then \$1 per item, to maximum of 10 items. Once swap finished, left over clothes will be donated. If successful night, might keep some for a 2<sup>nd</sup> event. Will showcase the rooms. Clothing brought to Centre a few days prior, will be given a receipt, on the night the receipt is cashed in for 'swapping currency', e.g. buttons etc. No cash handling by volunteers.
  - **25<sup>th</sup> August – Bunnings BBQ.** Looking for more volunteers.
  - **Together SA,** in conjunction with library and Christies Downs CH, \$9,000 running 4 children's events here with the library. Hearing children's voices and engaging with children.
  - **'Blow you mind'** technology and maker expo, Saturday 23<sup>rd</sup> September, whole centre event. Fundraising BBQ on the day. Kath Smith is knitting Doc Who tea

cosies. Volunteers required for 2 hour shifts. Massive event. Flyers are out for promotion.

- **Hawaii 5 0**, Every Generation Onkaparinga Event (50 & over) Southern Ukulele Strummers, dance troupe of little children, Cardijn students helping the Kitchen Angels with the food. Photos of seniors' exhibition. Polynesian group at the Noarlunga Arts Centre may be useful contact.

3- **HR committee**, report with agenda. Kerry's review complete, Jen's to come.

4- **Policies and procedures (P&P)** verbal report. Meeting August 1<sup>st</sup>. Policies now available in hard copy in the front office and CDO office. Current policies are in one location on the shared drive. Working on timetable and process for review.

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

Prop: Andrew

Seconded: Robert

#### **New business:**

1 **Medical treatment and authority to call ambulance:** Paragraph to be added to paperwork - Venue Hire contracts and volunteer paperwork.

"In the event of a medical incident Centre Staff and volunteers will follow First Aid principals, which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the participant."

By all means call an ambulance. Suggestion that people get ambulance cover. Awaiting clarification from Lyn Walkley regarding insurance. **ACTION: Lucy & Nova**

2 **St Johns** – Jan Brown was CDO at Centre when St Johns first started here, and they had funding. There are some grey areas about our responsibility to them, but it needs to be clarified and documented, as the office is within our leased area. Lucy to meet with Madelaine and her supervisor and report back. **ACTION: Lucy**

3 **Australian Service Excellence Standards (ASES)** – This is an accreditation process. We have received a letter from Pam Handorf City of Onkaparinga stating that DCSI require organisation to meet the ASES as a new condition of their grants program. Information session with Trish Hodson on Wed 26<sup>th</sup> July 6pm – 8pm with light supper, in the Civic area at Noarlunga. If you are planning to stay on the committee next year, it is very important to attend as this is our major funding. It is a great process to tidy things up and puts us in good stead for future grant applications but it is a lot of work. **ACTION: All RSVP to Lucy after meeting.**

4 **Cleaning of chairs / upholstery.** From Executive Minutes. Numerous complaints about the chairs, some in writing. Ellen recommended a company that quoted \$550 including GST, to clean 100 chairs. We have tried our own cleaning machine, but it didn't work well. We will need new chairs before long. Lucy will look for a grant. **ACTION: Lucy**  
**Motion proposed that Lucy accept quote to clean 100 chairs.**

Proposed: Raelene. Seconded: Mary All in favour

5 **Emily Horsburgh** – access to view bank account. Sophia was able to view to check bond payments etc. View only. **ACTION: Jen**

**Motion proposed that committee ask for Jen Taylor to set up internet banking access for Emily, view only.**

Proposed: Robert Seconded: Andrew All in favour.

#### **Any other business:**

1 **Subcommittees invited to AGM.** Subcommittee members to be invited to attend the October Management meeting.

**Motion proposed to invite subcommittee members to a management committee meeting.**

All in favour

2 **Insurance claim** – We had a break-in to the computer suite with 3 laptops stolen. The laptops cost \$1,200 to \$1,800 per lap top to replace. We need to pay half of the \$1,000 excess: \$500 from the Centre and \$500 from City of Onkaparinga. (For a \$500 investment we get 3 laptops.) As the library uses the laptops when needed can the

library assist with payment, as they use them more than us. Lucy to discuss with Bridget and Jen, and then report to the Executive.

**ACTION: Lucy**

- 3 Community Centres SA Conference** – 2 day conference plus a bus tour. Great chance to network and be inspired. Lucy and Nova attending thanks to City of Onkaparinga, who also pay one full registration per Centre, which can be split up, depending on who wants to go. 26<sup>th</sup> & 27<sup>th</sup> October, plus bus tour South on 25<sup>th</sup>. Would be good for someone who hasn't been before.

**ACTION: Let Lucy know**

**Standing items:  
AGM 2017 18/9/17:**

**Correspondence:**

- 1- Letter from City of Onkaparinga for Small Equipment Grant
- 2- Letter from City of Onkaparinga for EGO event
- 3- Letter from City of Onkaparinga for Community Grant
- 4- Letter of offer and Contract from Department of State Development – ACE Grant

**Meeting closed:** 1.57pm

**Next meeting:** Monday 7<sup>th</sup> August 2017  
WMVNC Meeting room 2, 12.30pm

**ACTION TABLE**

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED</b>
Office Chair grant	Andrew	5/6/17
JP door. Meeting with Community Safety person from Council	Lucy	3/4/17 - ongoing
Secretary position – advertise replacement	Lucy & Nova	3/4/17 - ongoing
Photocopier. 3 quotes to apply for funding to purchase.	Lucy & Nova	3/4/17 - ongoing
Operational Sub Committee	Andrew	5/6/17
Breakfast booking process / reminders review	Lucy & Nova	3/7/17
Ambulance clause to paperwork	Lucy & Nova	3/7/17
St Johns – meet with Madeline and Supervisor	Lucy	3/7/17
Service Excellence – RSVP to Lucy for information session	ALL	3/7/17
Clean chairs rooms 1 & 2	Lucy	3/7/17
Bank account access for Emily (view only)	Jen	3/7/17
Laptop replacements – discuss excess with Library	Lucy	1/5/17 - ongoing
Community Centres SA Conference – expressions of interest to Lucy	All	3/7/17
Community Bridging Services. Work on partnership / MOU	Lucy	3/4/17 - ongoing
Position Description review	Lucy	1/5/17 – ongoing
Public Officer	Lucy	COMPLETED
Removal of cables & equipment from rooms & paperwork	Venue Hire	COMPLETED

Signed: ----- Chairperson

Signed: ----- Secretary