

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 18 February – 12.30pm

Venue: WMVNC	Present: Irene Woodcock, Peter McDonald, Brian Adams, Liam (student) Keven Cocks, Robert Close, Anne Brant. Nova Smith (minutes).
Meeting Opened: 12.30	Apologies: Mary, Andrew, Lucy
	Absent:

Chairperson's Address: Welcome to all Committee Members, welcome to Liam.

CONFIRMATION OF AGENDA:

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments: Page 3 - Literacy coordinator remove reference to Kerry Johnston, replace with Shekina Shah.

Motion to accept Minutes as a true Record:

Proposed: Robert Close **Seconded:** Brian Adams

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED
Bad debts	Mary	19/11/18
Debt collection research	Lucy. Approx \$1,110, letter to be drafted by Lucy for Mary to sign	19/11/18

Motion to accept Business arising as stated:

Proposed: Peter **Seconded:** Anne

REPORTS:

1. Treasurer – report with agenda
2. CDO – report with agenda

Mary Dutch
Lucy Richardson

2.1 Nova tabled roster for weekend venue hire checks to be filled in. 2 names per month. Emily will advise the week prior if check needed. No cleaning needed, Zippy cleaning can be called in within 1 hour, and cleaning costs are covered by the bond held. Emily will provide training on entering building and what to check.

3. CDSO – report tabled Nova Smith
3.1 Noted that her project work for Seaford ASES is going ahead
4. Volunteer Team Meeting – report with agenda Lucy Richardson
5. CC Network Report (12/2) – verbal Irene Woodcock
5.1 Tracy would like reference to Green Building in management meetings, so message can filter down. Script from green tour to be circulated to committee. VSO in good position to spread the word.
ACTION: Nova
5.2 TV in foyer is going to go: not working and can't be repaired so looking into alternatives.
5.3 Transferring to 1 energy meter, may have excess electricity to sell, also getting more solar panels in future.
5.4 Vine in atrium courtyard, will need pruning in autumn, Lucy to confirm if centre or council responsibility. Nova to request maintenance team to prune. **ACTION: Nova** Garden in area need planting / maintenance. **ACTION: Lucy**
Risk of slips from leaves, to be reviewed by Risk and Audit. **ACTION: R&A.**
5.5 Signage ready to go up, awaiting council installation.
6. ONCN –no meeting Irene Woodcock
7. Literacy (Quarterly) no report due Shekina Shar
8. Pals (Quarterly) no report due Pauline Smith
9. Venue Hire (Quarterly) no report due Emily Horsburgh
10. Volunteer Co-ordinator – report with agenda Roxanne Hudson

Sub-Committees Reports

1. Events & Fundraising (29/1) – no meeting Lucy Richardson
2. Media (5/2)- report with agenda Lucy Richardson
3. Operations (4/2)– report with agenda Lucy Richardson
4. Risk and Audit – no meeting Brian Adams
5. Human Resources – no meeting Irene Woodcock

Motion to accept Reports as tabled:

Proposed: Keven Seconded: Anne

ELECTED MEMBER REPORT no report

NEW BUSINESS:

1. Venue hire weekend room checks – table circulated under CDO report section.
2. 'Grandparents for Grandchildren.' Keven attended meeting last month, along with Nat Cook. Definitely a need in the community for this advocacy support. The group found the time allocated too brief, and need to extend timeslot to 10am to 12.30pm. Emily is aware of extended timeslot and is providing longer room bookings when available. (6 months of monthly meetings; Feb to July 2019). Any concerns regarding legal issues/risks of group, Liam is available to help.

STANDING ITEMS:

Risk Register

Brian Adams

No additions to risk register. Recommendations to update emergency plan with council to re-draft.

Business Plan Management Committee

OUTGOING CORRESPONDENCE:

1. Ltr to Ms Nat Cook MP re Baby Change Room (6/2/19)

INCOMING CORRESPONDENCE:

1. nil

MEETING CLOSED: 1.30pm

NEXT MEETING: 18 March 2019
