

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 21 May 2018 – 12.30pm**

Venue: The Link	Present: Irene Woodcock, Andrew Smith, Brian Adams, Peter McDonald, Nova Smith, Robert Close, Lucy Richardson, Christine Michaelides, Cr Sandra Brown 1.17pm
Meeting Opened: 12.30pm	Apologies: Keven Cox, Mary Dutch
	Absent:

**Chairperson's Address:** Welcome to all Committee Members

### **CONFIRMATION OF AGENDA:**

**MINUTES OF PREVIOUS MEETING:** (3 Minutes reading time)

Amendments:

**Motion to accept Minutes as a true Record:**

**Proposed: Peter McDonald**

**Seconded: Robert Close**

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

ACTION	PERSON	DATE CREATE D
Australian Service Excellence Standards – assessment July 26 <sup>th</sup> & 27 <sup>th</sup>	Lucy and Committee	Ongoing
Energy Audit New Council employee met at network meeting, had been in position for 1 week. (See EM report pg 5)	Irene	16/10/17 Ongoing
St John Ambulance MOU. Office is empty; Madeline has taken a new position elsewhere.	Lucy	2/11/17 - ongoing
Risk & Audit Subcommittee <ul style="list-style-type: none"> <li>• Terms of reference to be ratified</li> <li>• Members confirmed, Andrew Smith Chair, Brian Adams, Peter McDonald and John Venning.</li> </ul>	Lucy	16/4/18 Done, remove from agenda

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<b>Motion tabled to accept Terms of Reference and members. Proposed: Robert Close Seconded: Christine Michaelides</b>		
Photocopier Recommendation from Operations Subcommittee. Noted that the committee all signed off on an acceptance sheet to approve expenditure.	Lucy	20/11/17 Done, remove from agenda
CBS Received updated paperwork, Lucy to bring to HR SC	HR SC / Lucy	19/2/18
Transfer to People's Choice Credit Union <ul style="list-style-type: none"> <li>• Clarify daily 'banking' not daily 'baking.' Surprising that only one signature is acceptable, needs clarification as we require two people to sign. Signatories will be Irene Woodcock, Chairperson. Andrew Smith Vice Chairperson.</li> <li>• <b>Motion that we accept the terms of People's Choice Credit Union Woodcroft.</b></li> </ul> <b>Proposed: Chris Michaelides      Seconded: Peter McDonald</b>	Lucy – on behalf of the Treasurer	16/4/18 Ongoing
Skills Audit update Tabled. Changes made to reflect changes in the Committee	Lucy	16/4/18 Ongoing
Constitution Review <ul style="list-style-type: none"> <li>• Keep feedback coming to Lucy</li> <li>• Special meeting in early August to confirm changes and communicate with all, with input from Trish / ASES.</li> <li>• Ratify changes at AGM in September.</li> </ul>	Lucy	16/4/18 Ongoing
Discretionary funding Quotes / Proceed	Lucy / Nova	21/5/18
Grants SA Grant – noise reduction screens.	Lucy	21/5/18
Archiving and filing position	HR SC	21/5/18
Venue hire after hours checks	HR SC	21/5/18
OP QM.01(18) Quality Management – Management Committee Change to reflect current process.	Lucy	21/5/18
Speak with group (complaint to Katrine Hildyard)	Lucy	21/5/18
Relationships Australia – invoice for auspiced funds	Lucy	21/5/18
Management Agreement to go out with minutes	Nova	21/5/18

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

**Proposed: Robert Close**

**Seconded: Peter McDonald**

**REPORTS:**

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

Mary Dutch

Lucy Richardson

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- a. **Discretionary funds remaining.** Lucy suggestion funds to baby change room, new safe and new server at a cost to centre of just over \$500.
- i. Safe – large unit with a drop box. Volunteers often put cash in various ‘safe’ places when can’t access safe. Keep lottery tickets safe. Approx. \$500. Suggestion location of the front office under colour printer, fixed to floor.
  - ii. Server – recommend by Tom Cameron, Cameron Tech. The shared drive needs improvements to security; private and confidential files are visible to all. Preparation of ASES is restricted as Lucy and Nova await changes to access. Nova to obtain 2 more quotes, including offering to Mark Godfrey to quote. Mark is on our books as a casual. Quotes to be shared with management committee via email, and go with best price and service.

**ACTION:** Lucy / Nova

**Motion tabled for CDO to proceed as outlined in CDO report regarding safe & server.**

**Proposed: Andrew Smith      Seconded: Brian Adams**

- b. **Grants SA** – Literacy are requesting Lucy write a grant for noise reduction screens. Dungeons and dragons are also investigating the same equipment. Kerry has supplied a quote for \$4,240. Irene raised concerns regarding the need. Lucy to further investigate need prior to writing grant. Storage also a concern.

**ACTION:** Lucy

**Motion tabled for Lucy to apply for a grant for noise reduction screens.**

**Proposed: Peter McDonald      Seconded: Andrew Smith**

1. **ASES, People and Culture.** \$2,700 from council for employment for short contract for archiving and filing, 10 hrs per week for 8 weeks. For discussion with HR subcommittee. One off, short term, no PD.

**ACTION:** HR SC

2. **Upcycle boutique,** \$150 made last week. Op Shop Bus tour coming this week. No lost venue hire for this room.
3. **Open night** – 5 new projects discussed for new financial year, people are very keen to work with us. City of Onkaparinga to set up a Canasta

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group, paying for venue hire. School were disappointed not to connect with German Group. Lots of people surprised at the size of the building and the facilities.

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|---|--------------------------------|
| 3. CDSO – <i>report with agenda</i>                         | Nova Smith                     |
| 4. Volunteer Team Meeting (10/4/) <i>report with agenda</i> | Lucy Richardson                |
| 5. CC Network Report (8/5) <i>with agenda</i>               | Irene Woodcock                 |
| 6. ONCN – <i>no meeting</i> - meeting cancelled for May     | Irene Woodcock                 |
| 7. Literacy (Quarterly) <i>no report due</i>                | Kerry Johnson                  |
| 8. Pals (Quarterly) <i>no report due</i>                    | Pauline Smith                  |
| 9. WHS (19/4, 3/5) <i>report with agenda</i>                | Peter McDonald<br>/Brian Adams |

## Sub-Committees Reports

- |   |                 |
|---|-----------------|
| 1. Events & Fundraising (24/4) <i>report with agenda</i>                        | Lucy Richardson |
| 2. HR Committee – <i>no meeting</i>   | Irene Woodcock  |
| 3. Media 3/4 – <i>report with agenda</i> . Updated copy tabled.                 | Lucy Richardson |
| 4. Operations 7/5 – <i>note motions in report for Management Committee</i>      |                 |
| <i>a) EFTPOS - The Operations subcommittee proposed proceeding with EFTPOS.</i> |                 |

**Motion tabled to proceed with the introduction of EPTPOS facilities.**

**Proposed: Andrew Smith      Seconded: Robert Close**

(Sandra 1.17pm)

*b) The Operations Subcommittee recommends the management committee review the process for after hours room checks and who is responsible for doing so.*

Discussed a committee roster for out of hours checks. It would work if everyone shares the responsibility. Peter is happy to assist. Volunteers would need reimbursement for hours of cleaning. It is usually an issue with casual / one off events. More investigation required. HR subcommittee to review VH officers hours, to investigate further.

**ACTION:** HR subcommittee

Our cleaners are contracted by the City of Onkaparinga and we don't have a copy of the contract. It would be good to have a committee member present in the tendering process. Payment of cleaners is 1/3 each between WMVNC, Library and Customer Service. Cleaners work 6 days a week Monday to Saturday, not Sundays.

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

**Proposed: Peter McDonald**

**Seconded: Brian Adams**

## **ELECTED MEMBER REPORT**

Cr Sandra Brown

**Electricity review** - Now gone to City of Onkaparinga CEO Mark Dowd and Philomena Taylor Director Community Relations to get addressed. We are listed as a commercial business, so no credits paid, which is incorrect. Council just employed a new person in the role, only a week in. He is aware it is on the cards to do a baseline for the centres and then ongoing comparisons.

**Wilfred Taylor Nature Play Playground** going ahead. 148 people provided feedback. At a community meeting people made a strong stand, they don't want trees cut down but want money put into the sports grounds and leave the park as it is.

**Budget time** – discussed green space, green bins, rates, recreation centres.

## **BUSINESS PLAN** – update on Adaptive Leadership planning team.

Team is Lucy, Nova, Robert, Peter, Brian and Keven. Great response on community surveys, around 200 and we are also building community profiles. When we meet at 3<sup>rd</sup> session there will be good information on our demographics and what is happening.

## **NEW BUSINESS:**

### **1. Ratification of new policies** (emailed to Committee 30/4/18)

- PS WHS01 (2018) Work Health Safety to ratify
- PS FIN01 (2018) Finance
- PS P&C01 (2018) People and Culture
- PS QM01 (2018) Quality Management
- PS R&A01 (2018) Risk and Audit

### **Motion tabled to ratify the above policies**

**Proposed: Brian Adams**

**Seconded: Robert Close**

### **2. Ratification of Finance Procedures** *(reviewed by CDO, Bookkeeper and Treasurer – also Venue Hire Officer where applicable)* (attached to Agenda)

- OP FIN.01(18) Budget Planning and Monitoring
- OP FIN.02(18) Accounts Payable and Receivable

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- OP FIN.03(18) Banking
- OP FIN.04(18) Asset Management
- OP FIN.05(18) Grants and Sponsorship
- OP FIN.06(18) Reporting and Audit
- OP FIN.07(18) Course Fees and Concessions
- OP FIN.08(18) Venue Hire
- OP FIN.09(18) Fundraising
- OP FIN.10(18) Refunds

**Motion tabled to ratify the above procedures.**

**Proposed: Peter McDonald**

**Seconded: Andrew Smith**

### **3. Ratification of Quality Management Procedure (attached to Agenda)**

- OP QM.01(18) Quality Management – Management Committee

See 'elements' on page 2 – have the committee members agreed on a process?

Currently Lucy catches up with committee members annually to discuss how it is going, required training and future directions. Is this working ok for the committee? All agreed to keep the process as it is, Lucy will change the procedure to reflect existing process.

**ACTION: Lucy**

### **4. Ratification of 2018/19 Budget (attached to Agenda)**

Please note: there is an allowance for a new server under IT, which may not be required.

**Motion to ratify the budget as set out in attachment.**

**Proposed: Christine Michaelides**

**Seconded: Robert Close**

### **5. Venue hire query re Security Guards**

Lucy Richardson

Emily uses a 'Risk Assessment Chart' to assess for each hirer how much the bond will be and if security guards are needed. A hirer has scored over 15 on the risk assessment, requiring a \$1,000 bond and security. It is for a 30<sup>th</sup> birthday with 80 guests of mixed age (over 25 years) from 4pm to midnight with free alcohol. The hirer advises there are various people on guest list who negate the requirement for security: (Police Officer, Fire Office and Security Guard.) It was clarified that there is 100% refund of the bond if there are no issues. The committee believe security guards are essential, and back Emily's decision.

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## **STANDING ITEMS:**

Committee Meeting at the Link  
AGM 2018

Date: 21/5/18

Date: 17/9/18

## **CORRESPONDENCE and for discussion:**

1. Ltr to City of Onkaparinga from Katrine Hildyard MP (22/3/18) and subsequent reply from City of Onkaparinga (11/4/18) re Centre group fees
  - a. Letter received on behalf of a resident regarding concerns about fees, stating that the Centre group has lost patrons due to increased costs. All documentation that went to the groups in 2016 regarding fee increase were found and provided to City of Onkaparinga. City of Onkaparinga wrote to Katrine that the Management Committee will respond. Lucy to speak with group. We didn't realise the numbers were low but we can help with promotion. Lucy to follow up on Irene's behalf and speak with group. **ACTION:** Lucy
2. Email from Lyn Walkley (10/5/18) re Fire Alarms/Venue hire agreement
  - a. City of Onkaparinga WHS and security team making a suggestion to our hirer agreement that we add a fire alarm procedure. We did have some of the information already in there. MC to approve wording, it is standard.
3. Email from Jacquie Meynell (9/5/18) re confirmation of hours
  - a. Confirm additional 2 hours per month for Nova Smith to provide board support.

**Motion tabled to confirm 2 hours per month for Nova Smith as minutes taker.**

**Proposed: Peter McDonald    Seconded: Brian Adams**

4. Email from Duncan Ferguson, Simplicity Funerals (10/5/18)
  - a. Sponsorship and partnership opportunities with the Morphett Vale office. One program we can support is 'Knitting for the Needy' for wool donations via Facebook promotion. They will promote our course guides.
5. Email from Jacquie Meynell (11/5/18) re Byards hirers
  - a. Jacquie looks after the Byards hall which is undergoing renovations between July and Sept and she is looking to relocate 7 groups to our centre. City of Onkaparinga will pay the hall hire with Emily to invoice. They are all long term hirers and Jacquie advises no issues with cleaning. Jacquie is requesting that the bond be waived.

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**Motion tabled that the Management Committee will waive the bond on the condition that the City of Onkaparinga are responsible for any damage or other costs incurred.**

**Show of hands, all accept.**

6. Licence for western garden from City of Onkaparinga (8/3/18)
  - a. Irene to sign, as the committee are happy to look after the permaculture garden on the western side of the building. Condition is that we keep it well maintained.
  
7. Email from Jan Brown 18/5/18, regarding auspicing a grant.
  - a. Request received for us to auspice a grant to organise 4 forums on domestic violence, due to staff illness at Relationships Australia. Liz Hillier at Junction Australia to run the programs. Venue hire and catering included in budget. Lucy to ask Cheryl to invoice Relationships Australia for the full amount, from which we will receive a small fee for auspicing. All agree. **ACTION: Lucy**
  
8. Management agreement from City of Onkaparinga and schedule of maintenance.
  - a. 2 agreements: Management Agreement (like a landlords and tenants agreement) along with a Maintenance Schedule. (Next will be the partnership agreement, which is more about the roles.) Management Agreement to go out electronically with Minutes. **ACTION: Nova**

**MEETING CLOSED: 2.25pm**

<b>NEXT MEETING: Monday, 18<sup>th</sup> June 2018 at 12.30pm</b>
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*J Woodcock*

Chairperson

24/5/2018

Date

Secretary

Date