

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Monday 20 August – 12.30pm**

Venue: WMVNC	Present: Irene Woodcock, Andrew Smith, Mary Dutch, Brian Adams, Robert Close, Peter McDonald, Lucy Richardson, Christine Michaelides, Keven Cocks, Cr Sandra Brown (Nova Smith minutes)
Meeting Opened: 12.30pm	Apologies:
	Absent:

**Chairperson's Address:** Welcome to all Committee Members, our last meeting for this year.

### **CONFIRMATION OF AGENDA:**

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

Amendments:

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

**Proposed: Mary Dutch**

**Seconded: Peter McDonald**

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

<b>ACTION</b>	<b>PERSON</b>	<b>DATE CREATED</b>
Australian Service Excellence Standards	Lucy and Committee	Complete
St John Ambulance MOU – update in CDO report. Office will be vacant by end of August. No need for MOU.	Lucy	Complete
Phone line, Mary to investigate	Mary	20/8/18
Transfer to People's Choice Credit Union <b>Motion to transfer to People's Choice Credit Union at 2.7% interest</b> <b>All in favour, motion carried</b>	Irene	16/4/18

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Constitution Review – update in Lucy’s CDO report. + see text below	Lucy	16/4/18
Management Agreement – has come through and signed off.	All	Complete
Arrangement payment of Cameron Technologies – to be paid today.	Mary	Complete
Venue hire pack, item 15. Operating Procedure from Ops Sub/Com	Ops Sub/com	16/7/18 – ongoing
Dungeons, Dragons and Dice See Lucy’s CDO report. City of Onkaparinga community grant covered all set up costs. They are monitoring participant numbers to cover venue hire costs.	Mary/Lucy	Complete
Venue Hire Officer hours <ul style="list-style-type: none"> <li>• Quarterly reviews</li> <li>• Quarterly report from VH officer to MC</li> <li>• Update Contract and Position Description</li> </ul> + see text below	HR Sub/com Emily Lucy / HR SC	20/8/18 20/8/18 20/8/18
Funding from City of Onkaparinga for signage, \$5,000 to be accounted for	Lucy & Cheryl	20/8/18
Risk Register - Addition of emergency evacuation procedures and manual	Brian	20/8/18

## Constitution

Copies tabled with changes in red, same as previous document distributed. Lyn Walkley advised Council is working on a template for us to use. It is incorrect for the executive to be nominated at the AGM, but as it is in our constitution we need to follow it for now.

## Venue Hire Officers hours

At annual appraisal for Venue Hire Officer 2/8/18 Emily proposed an increase in her paid hours.

- Clarified that the 2 hrs room use a week would not be every week, depends on performances. Does not role over the week (not month)
- Venue hire support volunteers being recruited to support role
- Seek advice re incorporations act, e.g. the need for an honorarium.

**Motion tabled to accept the 3 points below -**

- 1 Venue hire officers hours increased to 20 hrs per week - all agreed**

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- 2 **Accrual of TOIL to 20 hrs per term to be taken during school holidays. (To be tracked in her timebook, reviewed by CDO) – all agreed**
  - 3 **2 hrs per week of free room hire for private use (own insurance) does not accrue over week. All agreed, on condition that it doesn't contravene the Incorporations Act.  
All agreed, motion carried.**
- 3 monthly (quarterly) review requested by MC, along with annual appraisal. **ACTION: HR Sub Committee**
  - 3 monthly (quarterly) report from the VH officer, to be included in PD (Noted that a lot of information in the OPS SC minutes) **ACTION: Emily**
  - Changes reflected in new contract, PD reviewed with focus on what areas can be delegated to volunteers. **ACTION: Lucy / HR Sub Committee**

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

**Proposed: Brian Adams**

**Seconded: Robert Close**

## **REPORTS:**

1. Treasurer – *report with agenda* Mary Dutch
2. CDO – *report to be tabled* Lucy Richardson
  - Kerry – resigned last week – 3.5 hr per week position opening soon. Lucy contacted CDO's at other centres re potential staff that already have knowledge of ACE reporting requirements.
  - Safe – will need to come out of centre funds, Lock Supplies Sheriffs Rd Reynella. \$700 including delivery. Over financial delegation to OPS SC. Installation – council will install at no additional cost to us.  
**Motion to purchase the safe at the cost of \$700 from Locks Supplies on Sheriffs road to be installed by council.**  
**All agreed, motion accepted**
3. CDSO – *report with agenda* Nova Smith
4. Volunteer Team Meeting - *no meeting* Lucy Richardson
5. CC Network Report (14/8) – *report to be tabled* Irene Woodcock
  - Rubbish / waste was main topic with bins overflowing and an estimated 80% from hirers. Lucy has investigated further, seems to be our centre groups. We need further education; they are talking about taking some of our bins away.
  - Green team to be reformed.

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- Paper towels to stay in kitchen
  - Colin has retired, our JP. Needs recognition at our Xmas party. He did not want a farewell.
  - Check new cleaning contract
  - Air-conditioners are our biggest energy users
  - Signage – City of Onkaparinga designing signage for car park light posts, that will be colourful and throughout the car park. Lucy has details for designer to get some for us. Needs research into location of \$5,000 allocated from City of Onkaparinga, may have been spent on concept /design as it is not in the budget. **ACTION: Lucy/ Cheryl / Jan B**
6. ONCN – *no meeting* Irene Woodcock
7. Literacy (Quarterly) *no report due* Kerry Johnson
8. Pals (Quarterly) *no report due* Pauline Smith

## Sub-Committees Reports

1. Events & Fundraising (31/7) *report with agenda* Lucy Richardson
2. Media (7/) – *report with agenda* Lucy Richardson
3. Operations (6/8) – *report with agenda* Lucy Richardson
4. Risk and Audit (2/8) – *report with agenda* Brian Adams/Peter McDonald
5. Human Resources (2/8) Irene Woodcock  
Pauline Smith’s appraisal remaining, then done for this year.

## Motion to accept Reports as tabled:

**Proposed: Mary Dutch**

**Seconded: Peter McDonald**

## ELECTED MEMBER REPORT

Cr Sandra Brown

- Parking – school no longer able to park in blue areas. Sandra in contact with school
- Tree planting program – some people don’t want the trees, some do. 2016 aerial surveillance of Adelaide, City of Onkaparinga had worst green cover, so planting trees to create cover to reduce the heat bounce, to cool down our area.
- Cat confinement – pressure on council.

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## **NEW BUSINESS:**

1. Delegation for Venue Hire Officer to liaise with Council re key cards.  
From OPS SC, Luke Asset protection at Council suggested this to streamline process. Lucy Richardson  
**Motion tabled for Venue Hire officer to liaise directly with Council regarding key cards.**  
**Proposed: Andrew Smith      Seconded: Mary Dutch**
2. Annual Business Plan 2018-19 Lucy Richardson  
Still in draft form, with work from Keven circulated. Need 4 or 5 key areas to work on over the year.  
Keven has researched many areas; some findings include a consistent shift from full time to part-time employment and an increase in people looking for work. Many people are living alone; Woodcroft ½ of that of M/Vale, this can also be shown on a map.  
Keven needs specific questions to structure the research. Lucy suggested:
  - Unemployment figures
  - Number of people looking for work
  - Eng / non – English speaking backgrounds
3. Venue Hire Fees 2019 Lucy Richardson  
As per spreadsheet provided by Emily. Was discussed at length at the Operations SC. States in new OP that fees will increase by CPI each year.  
**Motion tabled to accept changes to venue hire fees as per spreadsheet submitted by Emily.**  
**Proposed: Brian Adams      Seconded: Robert Close**

## **STANDING ITEMS:**

Risk Register Brian Adams/Peter McDonald  
Identified the area of emergency evacuation procedures and manual for the risk register, as all centre programs nominated this as high risk, and they are out of date. Brian to use Risk Register template from procedure and send to Lucy to save to network. **ACTION: Brian**

AGM 2018

Date: Monday Sept 17<sup>th</sup> 11.30am

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## **OUTGOING CORRESPONDENCE:**

1. Ltr to Dennis Fletcher (14/8), Southern Men's Chat Group re volunteering  
As he did not attend induction and has not signed code of conduct, he is no longer a volunteer at this centre, allowed to continue use of facilities.

## **INCOMING CORRESPONDENCE:**

1. Partnering Agreement (WMVNC & City of Onkaparinga)
2. Resignation Letter (14/8) – Literacy Coordinator, 4 weeks' notice

At the close of this meeting the committee will be in caretaker mode. Thank you all for working through a challenging and rewarding year and for your attendance at the meetings. Thank you to Nova as minute taker. Thank you to Cr Brown for attendance and updates on Council matters. If you wish to be reinstated as MC member, please fill in a nomination form.

**MEETING CLOSED: 2.13pm**

<b>NEXT MEETING: AGM Monday 17<sup>th</sup> September 2018 at 11.30am</b>
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Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date