

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 16 July – 12.30pm

Venue: WMVNC	Present: Irene Woodcock, Andrew Smith, Brian Adams, Peter McDonald, Mary Dutch, Keven Cocks, Robert Close, (Nova Smith Minutes). Cr Sandra Brown 1.06pm
Meeting Opened: 12.30pm	Apologies: Lucy, Chris
	Absent:

Chairperson's Address: Welcome to all Committee Members

CONFIRMATION OF AGENDA:

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments: 18/6/18 Brian & Mary's names added to attendees.

Motion to accept Minutes as a true Record:

Proposed: Mary Dutch

Seconded: Peter McDonald

Lucy has requested that minutes only be signed across the front at the meeting once approved. Signature panel to be removed from all future minutes.

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED
Australian Service Excellence Standards – assessment 26 th & 27 th July. Timetable provided. Questions to Lucy who will be in Mon, Tues and Wed of that week.	Lucy and Committee	Ongoing
St John Ambulance MOU – update in CDO report	Lucy	2/11/17 Ongoing
Transfer to People's Choice Credit Union, in place. Mary, Irene Andrew and Cheryl negotiated for no charges and 2 signature system in place.	Irene	16/4/18 - Done
Constitution Review – await advice at ASES	Lucy	16/4/18 – ongoing

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interview		
Management Agreement – Lucy is chasing up final copy with Council	All	21/5/18 – ongoing
Cameron Technology Invoice – arrange payment	Mary	16/7/18
Venue hire pack, item 15. Clarification and procedure from OP SC.	OP SC	16/7/18
Dungeons Dragons & Dice, to investigate ongoing costs	Mary	16/7/18

Motion to accept Business arising as stated:

Proposed: Andrew Smith

Seconded: Brian Adams

REPORTS:

1. Treasurer – *report tabled*

Mary Dutch

- a. Cheque Accounts - Cheryl and Mary reviewing amount in cheque accounts. May leave income in Credit Union account to reduce amount in cheque account, or transfer to an income generating account. Want to dispose of 2nd cheque account.
- b. Investment account, only \$50 interest in a year, may move to a daily interest account.
- c. EFTPOS - Merchant fees for EFTPOS from ANZ, establishment fee \$99, machine at no cost, minimum monthly merchant fee of \$29. No limit on smallest amount. \$30 a year annual fee. \$250 to remove system if no longer required. Detailed discussion regarding need for and implementation of system. Management Committee previously approved at \$29 a month, costs is actually higher.

Show of hands those in favour of proceeding with EFTPOS – all agreed

Proposed no minimum transaction amount – all agreed

2. CDO – *report with agenda*

- a. Dungeons and Dragons, in new business/7

Lucy Richardson

3. CDSO – *report with agenda*

Nova Smith

4. Volunteer Team Meeting - *no meeting*

Lucy Richardson

5. CC Network Report – *no meeting*

- a. Keven queried minutes from June. Sign in book – council staff don't sign in.

Irene Woodcock

6. ONCN – *no meeting*

Irene Woodcock

7. Literacy (Quarterly) *no report due*

Kerry Johnson

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8. Pals (Quarterly) *no report due* Pauline Smith

Sub-Committees Reports

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|--|----------------------------|
| 1. Events & Fundraising (26/6) <i>report with agenda</i> | Lucy Richardson |
| 2. Media (3/7) – <i>report with agenda</i> | Lucy Richardson |
| 3. Operations (2/7) – <i>report with agenda</i> | Lucy Richardson |
| 4. Risk and Audit (5/7) – <i>report with agenda</i> | Brian Adams/Peter McDonald |

Motion to accept Reports as tabled:

Proposed: Mary Dutch

Seconded: Keven Cocks

ELECTED MEMBER REPORT

Cr Sandra Brown

1. Discussion about what is relevant and suitable for this update. Community information is relevant, not detailed electioneering information.
2. Elections – non-citizens and businesses need to enrol soon.
3. On hold message, promotes City of Onkaparinga, as we use the council network. Could it promote our centre in future?
4. Rates capping is something that is being discussed, important people have a say
5. Water issues / wetlands – going out to public consultation, whether we retain or sell.
6. Every Generation – asking for nominations for Seniors, closed Aug 10th
7. New cat and dog laws – 1st July. Microchipped. South Australia wide.
8. Potential State BMX in partnership with Marion Council.
9. Wilfred Tailor Reserve - Nat Cook has secured \$1.2million state funding; Council would need to borrow \$2 / \$2.5 million, sports clubs needing upgrades.

NEW BUSINESS:

1. OP GOV.01(18) Delegated Authority to ratify - Delegation of authority does not mean a delegation of accountability.

Motion tabled to ratify OP GOV.01(18) Delegated Authority

Proposed: Peter McDonald

Seconded: Mary Dutch

2. Business Continuity Plan 2018 to ratify

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Motion tabled to ratify Business Continuity Plan 2018

Proposed: Peter McDonald

Seconded: Robert Close

3. IT Shared Network – Limited Access (motion to accept) In CDO report.

Motion tabled to accept IT Shared Network limited access

Proposed: Andrew Smith

Seconded: Peter McDonald

Mary has a potential volunteer, David, willing to work 2 days a week on IT.

4. WHS Declaration (Poster) for Committee signatures – Christine’s signature still required.
5. Cameron Technologies – We were underquoted for server set up, quoted 14 hours but it took 24 hours, so we were \$1,000 underquoted. Approved in May as an estimate quote. To learn from this we will no longer accept estimated quotes.

Peter declared an interest, as he introduced us to Tom of Cameron Tech. Peter explained that setting up a server is unknown until the time is spent working through the process. Final cost is always indeterminate.

The good outcome is that network security is now in place with areas locked and passwords required. Mary to speak with Cheryl and arrange payment.

ACTION: Mary

6. Venue hire pack (distributed with agenda) – updates to cancellation and cleaning policy to ratify

a. Cannot be ratified at this time, item 15 needs clarification.

Section 15, emergency evacuations etc. “hirers are not permitted to prop open external doors, hirers risk a fine or risk ongoing bookings cancelled.” No procedure in place as yet. **Referred back to Operations subcommittee for clarification / procedure.**

ACTION: OPS SC

b. Office hours will need to be updated to 4pm from August onwards.

7. Dungeons Dragons and Dice – discrepancy of \$25 per week. Proposal to support as a centre group. Mary would like to know about any other ongoing costs, re invoices from gaming business. **We support the group, with more information on ongoing costs. All agreed.** **ACTION: Mary**

8. Together in the South – Nova requesting free venue hire usage for a Together in the South meeting. Some of our playgroup volunteers have attended these meetings previously. Approved \$45. Approved, expands our connection.

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9. Utilities in budget, deficit of about \$2,000 for the year. New Officer at Council, Ryan. Audit of the building in process. One suggestion to turn off the cool room.

Motion to accept new business:

Proposed: Peter McDonald Seconded: Brian Adams

STANDING ITEMS:

Risk Register Brian Adams/Peter McDonald

Risk register is a document that covers all activities with a presented risk that we cannot reduce to low levels immediately, enabling this committee to monitor and reduce risk over time. The Risk Register will be tabled to this committee each month. R&A SC reviewing 10 risk assessments at the moment

AGM 2018 Date: Sept 18th 2018, only one more meeting prior.

OUTGOING CORRESPONDENCE:

1. Ltr to volunteer (25/6), Southern Men's Chat Group re volunteering. From Irene and Robert advising incidents with council staff now referred to City of Onkaparinga. Also advising the need to attend an induction and sign off on Code of Conduct. No reply as yet. Await Lucy's return.

INCOMING CORRESPONDENCE:

1. Ltr: City of Onkaparinga (25/6) Successful Funding – Public Place Improvement Grant – contract enclosed
2. Ltr: City of Onkaparinga (25/6) Successful Funding – Community Grant (small equipment) – contract enclosed
3. Ltr: City of Onkaparinga (25/6) Successful Funding – Every Generation Onkaparinga – contract enclosed

All above have been signed and return, attending ceremony for cheques next week.

MEETING CLOSED: 2.08pm

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NEXT MEETING: Monday, 20th August 2018 at 12.30pm
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Chairperson

Date

Secretary

Date