

# Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

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## MINUTES

**Wednesday 27 January 2021 – 10.30am**

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|-------------------------|--|
| Venue: WMVNC Room 2     | Present: Brian Adams, Doreen Oughton, Peter McDonald, Robert Close, Andrew Smith, Keven Cocks, Jan Martin, Lucy Richardson, Nova Smith (minutes)<br>Students Sophie and Eunice |
| Meeting Opened: 10.29am | Apologies: Anne Brant  |
|                         | Absent:  |

### **Chairperson's Address:**

Welcome to all, thank you for attending. Please obey COVID 19 instructions.

Welcome back in 2021, wonderful to see you all. Welcome to our two guests, Sophie and Eunice who are here for 6 months, from Flinders University. We hope you enjoy your stay.

### **Acknowledgement of Country**

We acknowledge the traditional Custodians of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

### **CONFIRMATION OF AGENDA:**

Change to date of 'minutes of previous meeting, correct date is 30/11/20

**Proposed: Andrew**

**Seconded: Doreen**

**All in favour – show of hands - unanimous**

### **MINUTES OF PREVIOUS MEETING: 30 November 2020**

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

**Proposed: Peter**

**Seconded: Jan**

**All in favour – show of hands - unanimous**

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

| ACTION  | PERSON                           | DATE CREATED / NOTES   |
|---|----------------------------------|--|
| R&A audits to DCR                               | Lucy                             | Audit schedule to be entered into Document Control Register  |
| Locations for meeting                           | Andrew & Jan                     | Research locations for off site MC meeting   |
| Car park owner                                  | Lucy                             | Look in to ownership, in reference to Incident report.   |
| Carpeting room 3                                | Lucy - low priority during COVID | Proposal to partially carpet Room 3 at a cost of \$2450 + GST. MC formally requested Lucy to proceed with seeking land owners' consent. Project over Christmas <span style="float: right;"><b>ONGOING</b></span>   |
| Ratification of Petty cash & Cash advance funds | Lucy                             | <p>CDO and CDSO need to have practical process for the running of the centre. Everything is signed off by a second signatory, so there are protections in place. All expenditures are reported to Management Committee in Treasurer's reports each month.</p> <p><b>Motion proposed that this committee approve our CDO and CDSO authority to approve petty cash expenditure up to \$100 (in addition to grant funds.)</b></p> <p><b>Proposed: Andrew    Seconded: Peter</b></p> <p><b><i>All in favour – show of hands – passed unanimously</i></b></p> |
| Process Governance Framework                    | Brian                            | <p>All Committee members to review notes and documents and provide feedback via email to Brian by 27 January 2021.</p> <p>Could go up for public display, as very clear.</p> <p>Functional process map to be presented at the next meeting 22/2, for ratification and is subject to annual review, and addition to DCR.</p>  |

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

**Proposed:    Doreen**

**Seconded: Robert**

**All in favour – show of hands - unanimous**

### **REPORTS:**

- Treasurer – Nov & Dec reports with agenda Doreen Oughton
  - Noted that the Treasurer's report is very clear, thank you.
  - We will soon see the impact of Job Seeker finishing.

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- Venue Hire impacts still unknown, will know more after this quarter. We have lost some but also gained some hirers. Many new hirers looking for larger spaces to accommodate their groups size at 2m2.
- Business plan financial commitments that were approved last meeting, Lucy has set up spreadsheets for these budgets, and is reporting to finance SC. Will report to MC at the end.
- 24<sup>th</sup> Jan – investment rolled over at 0.2%. We have 3 now rolling over.

## 2. CDO – report with agenda

Lucy Richardson

- **Service excellence**- researching portal, feedback is that it is a much better way to go, than workbook. Documents uploaded to portal. Pulling planning together, with focus on subcommittees and Comm An.
- **Student placement** - Welcome Soph and Eunice. Once settled will be focusing on Keven and Anne Comm Analysis, Literacy group to increase numbers, café 175 & Upcycle Boutique (on Wednesdays) and Open Night event.
- **ACE** – Brian Lucy and Nova met with department via teams last week, positive meeting. Things have been moved again. A few keys words that change the outcome for us, we are going to keep going, they know where we stand. UAN doesn't need to be completed, only attempted, no exit UAN. Working to entice more people to the group, by making it free. We will give term 1 a go and report our numbers in week 5.
- **HR** - Quite a few VSO's have left over last few months, leaving significant gaps. Lucy covering social support VSO and Induction and training VSO. Formally acknowledge Anne McDonald, for doing an incredible amount of work to keep us going.
- **Upcycle Boutique and café 175**, moved to Wednesdays. Due to clash in kitchen with a hirer and also the centre is busier with big groups that may support these initiatives. Request to purchase equipment – 2 tables & chairs at \$169 each, and a trolley that doesn't rattle \$250+gst and delivery.

**Motion proposed that we endorse the expenditure of up to \$700 for the purchase of equipment to support expansion of Café 175**

**Proposed: Jan    Seconded: Andrew**

**All in favour – show of hands - unanimous**

- **Community connections tender**, funding through DHS. Lucy will send off today.
- **Independent centre catch ups**. Would it be beneficial to have catch up with MC or Boards of other independent centres? There are 4 independent Centres; Coromandel, Reynella, Christies Downs and us.
- **GFGSA** (Grandparents for Grandchildren SA) we have agreed to another year of no venue hire fees, but needs an updated MOU. Keven to email.



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**Risk Register** - no changes. Awaiting response Bob May re updating plan.

Brian Adams

## **Incidents Reported**

Brian Adams

1. 2-year-old fell off chair, no further work required.
2. Car park bus lane, lady in 50's rolled her ankle and fell as walking. The area is full of trip hazards due to tapering kerbing. The design has been modified creating small steps. Lucy looking into who owns the car park. ACTION: Lucy

## **Business Plan 2021-22 Items due February**

Lucy Richardson

Lucy has been keeping an eye on our targets, lots in Feb!

- Volunteer & Staff training calendar – in progress, in draft form
- Phone system upgrade – awaiting Council audit. City of Onkaparinga is auditing all Centres phone systems, the result of which may be that our system gets replaced. Advised to hold off purchasing anything for now.
- Process Governance Framework – in progress, nearly complete. For ratifying at next meeting
- Log of enquiries at Reception - done
- Case Scenario training (reception) – not started
- Establish team for community breakfast – not started.
  - Lucy needs help calling existing team, can anyone make the calls?
- Establish team for community lunches – not started, new program.
  - Any help appreciated to get this started. See Lucy.
- Develop a new website – in progress, due to launch end of Feb
- Community needs analysis undertaken – in progress
- Media and Marketing Plan reviewed – in progress
- New collaborations with current hirers – in progress

## **OUTGOING CORRESPONDENCE:**

**1.** Letter to ACE 7 January 2021

Lucy Richardson

**2.** Letter to Paul Wright re ASES 9 December 2020

Lucy Richardson

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## **INCOMING CORRESPONDENCE:**

1. nil

**MEETING CLOSED: 11.47am**

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| NEXT MEETING: Monday, 22nd February 2021, 10.30 at the Centre |
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Chairperson

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Date

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Secretary

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Date