

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

MINUTES

Monday 15 July – 12.30pm

Venue: WMVNC	Present: Irene Woodcock, Andrew Smith, Peter McDonald, Brian Adams, Mary Dutch, Keven Cocks, Anne Brant, Robert Close, Lucy Richardson, Nova Smith minutes.
Meeting Opened: 12.30pm	Apologies: Max Brambrick
	Absent:

Chairperson's Address: Welcome to all, thank you for attending.
Welcome Mary back from holidays.

CONFIRMATION OF AGENDA:

Ratify new member – Max Bambrick

Max is studying a Degree in Business and Marketing at University of SA, 2nd year. He volunteers elsewhere with a sporting group. Currently on the Media Sub Committee, he has done a lot of great work on the Media Plan, mainly working remotely. His skills meet the criteria in our skills audit.

Motion to accept Max as a new member

Proposed: Keven Seconded: Mary

MINUTES OF PREVIOUS MEETING: (3 Minutes reading time)

Amendments: none

Motion to accept Minutes as a true Record:

Proposed: Peter

Seconded: Robert

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Draft Constitution	MC / Lucy	20/5/19 - Committee members to review and agree on proposed Constitution. <ul style="list-style-type: none"> ● Governance Flow Chart, Constitution / Membership / AGM 2019 tabled, as also emailed by Lucy. ● Lucy, Brian and Rob meeting Thursday. ● 2 constitution suggestions /responses received. Ongoing
Special Meeting	Lucy	20/5/19 - Scheduled for Monday 19 th August 11.30am. <ul style="list-style-type: none"> ● 10 people required for special meeting quorum. Ongoing
Council representative	MC / Lucy	20/5/19 Complete
Debt collection	Lucy	19/11/18 – In pursuit of funds. <ul style="list-style-type: none"> ● Mary to speak with Brendon this Thursday 18/7/19 ● Staff not to spend any more time on this. ● He is disputing 3 charges to value of approx. \$280. Ongoing
Membership	Nova	20/5/19 – Letter to be sent out after Special meeting on 19/8/19 Ongoing
Media expenditure	Lucy / MC SC	18/6/19 - Lucy to provide prioritised plan of expenditure. <ul style="list-style-type: none"> ● Quote from Walls that Talk was attached to agenda ● When new logo done, a priority will be new name badges for all volunteers ● Anything on walls may require landowners consent ● Images in the library above the video section were installed by Walls that Talk Ongoing

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Business Plan – increase facility access	Lucy/ Media SC	Media Sub-committee to increase promotion of Tuesday morning free crèche facilities by December 2019. <ul style="list-style-type: none"> No longer applicable, the crèche is closed as of beginning of financial year. Due to very low numbers. Can be reviewed in next financial year. Complete
Business Plan – Identify additional funding opportunities	Lucy/ MC	Management Committee to develop a 'wish list' for purchases/resources by October 2019. <ul style="list-style-type: none"> Lucy to send current short list out ACTION: Lucy Email anything to Lucy New phone system Discussion re rental of software & hardware in comparison to purchasing. Any quotes to David Esson. Ongoing
Budget	Mary / Peter	15/7/19 <ul style="list-style-type: none"> Discussion with Cheryl re \$1,000 to security expense budget line. Mary to clarify for the committee item in budget – course expense
Risk register	Mary / Lucy / Peter	15/7/19 Set up and maintenance of Asset Register
Skills Audit	Lucy	15/7/19 Max to undertake skills audit

Motion to accept Business arising as stated:

Proposed: Keven

Seconded: Peter

REPORTS:

1. Treasurer – report to be tabled Mary Dutch
 - a. Petty cash balance increased to \$500 whilst debit card is organised
 - b. Australia Post Visa card no longer available. 2 new ANZ Visa Debit cards required, with an individual's / person's name on it. Person whose name is on the card isn't responsible for debt: the incorporated body is. \$1,000 limit on card.

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Names to be used:

- Peter McDonald
- Robert Close

- Suggested additional information in sign out book for Visa – purpose of purchase.
- Security expenses – 2 call outs due to urns in rooms 6 when Billi tap was not working, \$1,129 charges. No money budgeted for this expense.

Proposal to make an amendment to the budget to allocation funds of \$1,000 to security expenses budget line, in our existing budget, to be rolled over annually. For further discussion after Mary speaks with Cheryl.

ACTION: Mary Show of hands - All in favour

- Course expenses - \$2,224 queried. Purchases for centre programs. The centre groups / programs all have income as participant fees. Mary to clarify with Cheryl and report back. **ACTION: Mary**

2. CDO – report with agenda

Lucy Richardson

- City Of Onkaparinga grants - Small Equipment and Every Generation Onkaparinga (EGO) both successful. Keven and Anne to attend the award ceremony on Wed 24th July.
- Centre cleaners, Zippy. Significant increase. Follow up to be actioned through Operations Sub Committee. City of Onkaparinga pays half. New cleaners engaged with no input from Management Committee. Future contracts need to have input from the Management Committee, as they are responsible financially.
- OPs for Finance – please review as priority. Would have come through from Marc Roberts, email sent 4th June.
- College mural – panels are made and sitting at manufacturers. Weight was incorrectly advised, and not picked up by Engineer; they weigh more than 3 times more than planned. The wall will not support them. Lucy will be meeting with Team Leader and Maintenance to see what can be done.

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

- e. Shark Cage – 9 week program assisting women with DV trauma. Feedback that program was life changing. 15 registered, 13 completed course. We may support / partner with this group again in the future.
3. CDSO – report with agenda Nova Smith
 4. Volunteer Team Meeting (13/6) – report with agenda Lucy Richardson
 5. CC Network Report – **report tabled** Irene Woodcock
 6. Literacy (Quarterly) – no report due Shekina Shar
 7. Pals + Crèche (Quarterly) – no report due Pauline Smith
 8. Venue Hire (Quarterly) no report due Tracy Hogan
 9. Volunteer Co-ordinator – report with agenda Roxanne Hudson
 10. Playgroup (Quarterly) – report with agenda Jess Kolev

Sub-Committees Reports

1. Events & Fundraising (25/6) – report with agenda Lucy Richardson
2. Media (2/7)- report with agenda Lucy Richardson
 - a. Media plan coming soon
3. Operations (1/7)– report with agenda Lucy Richardson
 - a. Tracey / VHO – from 3 month staff review, advised double handling of work. Google Calendar used for bookings, but information kept out of system due to privacy of hirers. Tracey to discuss with Library. On weekends Library staff may use calendar to see who should be in building. Looking for ability to keep notes private within bookings.
4. Risk and Audit (20/6) – report with agenda Peter McDonald
5. Human Resources (4/7) – report with agenda Irene Woodcock

Motion to accept Reports as tabled:

Proposed: Peter

Seconded: Robert

STANDING ITEMS:

Risk Register

Brian Adams

Reviewed evacuation and emergency plan, comments to council to update manual. Lucy has reminded Council, and further discussion was had at the Community Centre Network Meeting.

Feedback from recent evacuation drill -

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

- High Vis Vests required
- People not moved away from building
- Wheel chairs not chaperoned away from building
- Library was very understaffed
- Written report required on outcome of drill, and where the gaps are
- Housekeeping needed in each centre meeting / program to advise of nearest exit, toilets etc.
- There is always a debrief at the main front doors after a drill, please let wardens know immediately if you have feedback.

Governance

Peter McDonald

- Risk and Audit are reviewing 9 risk assessments which will be sent to Marc Roberts this week. Lucy, John V and Peter met with the playgroup volunteers this week to develop a playgroup risk assessment. The volunteers were impressive with their understanding of WHS requirements.

Business plan

Lucy Richardson

1. All programs risk assessed and budgets developed to ensure viability
 - all programs are financially viable - costs to run are covered by reporting from Bookkeeper (Ongoing)
 - Risk assessments undertaken for all centre programs and reviewed every 2 years **(Complete)**
2. Ensure facilities and equipment within the Centre which are utilised by staff, groups and external users are safe, current and compliant
 - a register of hardware & software (and disposal of) to be developed (Dec 2019).

We do have an asset register in place; need some help with maintaining the system. We have merged 'Asset Register' and 'Testing and Tagging Register'. Spreadsheet needs work, good project. Ongoing maintenance required, Peter happy to help out. **ACTION: Mary, Lucy and Peter**

3. Management Committee skills identified and linked to succession planning
 - Skills audit undertaken annually (July 2019) Max to be added

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

ACTION: Lucy

- More nominations for Committee at AGM (July 2019) New member Nuha, to attend next meeting in August as a guest. We have received more expression of interest for the committee than there are positions vacant.

Complete

4. Centre's values are communicated well

- Review of Vision & Mission Statement (Dec 2019) **Complete**

5. Media & Marketing Plan developed in line with Business Plan (strategic goals)

- media & marketing plan in place (June 2019) near completion

OUTGOING CORRESPONDENCE:

1. Letter to Mayor Thompson 10 July re AGM
2. Letter to Pauline Smith re the crèche

INCOMING CORRESPONDENCE:

1. nil

MEETING CLOSED: 2.10 pm

NEXT MEETING:	19 August 2019
----------------------	-----------------------

Chairperson

Date

Secretary

Date