

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Agenda

Monday 16 March – 10.30am

Venue: WMVNC room	Present: Brian Adams, Andrew Smith, Anne Brant, Peter McDonald, Keven Cocks, Doreen Oughton, Robert Close, Jeanie (student), Nova Smith (minutes)
Meeting Opened: 10.35 am	Apologies: Mary Dutch, Lucy Richardson
	Absent:

Chairperson's Address:

Welcome to all, thank you for attending. We're in for an interesting meeting.

Special Guests: Jeannie, welcome to first meeting.

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:

Remove names listed after actions table on Agenda.

Proposed: Keven Seconded: Rob All agreed

MINUTES OF PREVIOUS MEETING: 17 February 2020

Amendments: none

Motion to accept Minutes as a true Record:

Proposed: Anne Seconded: Doreen All agreed

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

BUSINESS ARISING FROM PREVIOUS MINUTES (outstanding actions):

ACTION	PERSON	DATE CREATED / NOTES
Library Hires	Lucy / Nova	20/1/20 Find most recent letter, bring to committee for review. ONGOING
Centre Mental Health Risk Assessment	Brian	Report finished, passed onto Lucy who is currently away. Will be tabled here once Lucy has reviewed, then go to Jan Brown at Council. ONGOING <i>Correction to text from last minutes - Mental health issues as an injury are low at this centre at 4% for volunteers only, (7% if you take into account visitors). South Australian figures are 9.1% for serious mental health injury arising from work as at 2017 from Safe Work Australia. Can search Safe Work website for data – ‘Comparative Performance Reporting.’ (Serious injury = lost a week’s work.)</i>
Carpeting room 3	Lucy	17/2/20 Proposal to partially carpet Room 3 at a cost of \$2450 + GST. MC formally requested Lucy to proceed with seeking land owners’ consent. ONGOING
Colouring In	Lucy	17/2/20 Letter received from Lisa Elder CoO, confirming continuing to fund facilitators wage and support the group. VSO’s aware of recruitment needs, PD required. ONGOING
Strategic planning prop	Anne & Keven	16/3/20 Prepare and share information for Strategic Planning day.
Corona Virus	Nova	16/3/20 Reminder to all volunteers re Infectious Illness OP and info from SA Health
Corona Virus documentation	R&A SC	16/3/20 Review the Infectious Illness OP immediately to reference to either Corona Virus or ‘Pandemic’ and reissue. Need to select a series of posters to ensure information is covered.
Strategic Planning agenda item	Brian	16/3/20 Business Continuity planning to be discussed at Strategic Planning day – regarding funding withdrawals / pandemics etc.
Prep for Strategic Planning day	All MC	16/3/20 Read previous Business/Strategic Plans, research of community analysis and document provided
Circulate docs for Strategic Planning	Nova	16/3/20 Previous Business/Strategic Plans

Motion to accept Business arising as stated:

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Proposed: Rob

Seconded: Doreen

REPORTS:

1. Treasurer – report to be tabled

Doreen Oughton

Doreen will create own balance sheet and narrative report for end of quarter. Impressive balance sheet and travelling very well on profit and loss. Jump in current assets due to 2 investment accounts. Going strength to strength due to courses and venue hire.

Doreen proposes that Sue Dallisson become a cheque signatory and authoriser on all bank accounts. Sue is awaiting police clearance, but otherwise signed up as a new volunteer.

Doreen has worked closely with her at Reynella. Working towards a finance committee.

Motion tabled to appoint volunteer Sue Dallisson as a banking cosignatory and as an authoriser online.

Proposed: Rob

Seconded: Andrew **All Agreed**

2. CDO – report with agenda with verbal update

Lucy Richardson

Update: Lucy has engaged Cathy O’Loughlin, Community Development Lead – Youth, City of Charles Sturt (recommended by Reynella NC) as facilitator for the Strategic Planning Day. Lucy will work with Brian and Cathy on the agenda for the day. Committee to decide if Subcommittees are to be invited.

Motion tabled that the Management Committee wishes to invite one non-Management Committee person from each subcommittee to the Strategic Planning day.

Moved: Andrew

Seconded: Anne

All agreed.

Change of date required to suit facilitator:

Motion: The Committee accepts change of next meeting to 27 April, to accommodate the facilitator for Strategic Planning session. Additional invitees to be identified by CDO, after with discussion with Chair (will include leaders/supervisors and staff within organisation).

Moved: Keven

Seconded: Rob

All agreed

Anne and Keven to prepare and share information for Strategic Planning today. **ACTION: Anne and Keven**

Open Night: To be deferred to late October (budgeted in next financial year budget).

3. CDSO – report with agenda

Nova Smith

Regarding CEP grant - 50 Responses to initial survey, volunteers will direct future programming. Looking to recruit for role in ready for term 2.

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Weighting waste redirected is a requirement- will follow up as unsure how to do this.
Onkaparinga website great resource for info. – [click here](#) for Butchers Paper example

- | | |
|--|-----------------|
| 4. Volunteer Team Meeting - no report due | Lucy Richardson |
| 5. CC Network Report – report <u>not</u> tabled | Andrew Smith |
| Vine in courtyard is Councils responsibility. Vine to be removed, shade cloth to cover and plants in beds. Community garden are going to be involved in selection. Brian suggests Oyster plants. | |
| 6. Literacy (Quarterly) – no report due | Shekina Shar |
| 7. Pals (Quarterly) – no report due | Pauline Smith |
| 8. Venue Hire (Quarterly) – no report due | Tracy Hogan |
| 9. Volunteer Co-ordinator – no report due | Roxanne Hudson |
| 10. Playgroup (Quarterly) – no report due | Joanne Keatley |

Sub-Committees Reports

- | | |
|--|-----------------|
| 1. Events & Fundraising (25/2)– report with agenda | Lucy Richardson |
| 2. Media (3/3)– report with agenda | Lucy Richardson |
| 3. Operations (3/2) – report with agenda | Lucy Richardson |
| 4. Risk and Audit (27/2) – report with agenda | Peter McDonald |
| 5. HR report (20/2)– report with agenda | Lucy Richardson |

Motion to accept Reports as tabled:

Proposed: Peter Seconded: Anne All agreed

NEW BUSINESS:

- | | |
|----------------|-------------|
| 1. Coronavirus | Brian Adams |
|----------------|-------------|

Doreen and Keven’s travel plans are cancelled.

One issue is the amount of information available, we need to follow advise of Chief Medical Officer, but this information changes hour by hour. Stay away from WHO, as information is too generic. Community Centres SA are regularly updating information for community centres. We already have Infectious Illness OP in place, which advises that if ill must stay away, must get medical certificate for absence and then get a clearance prior to return.

Reminder to be send to all volunteers of our existing Infectious Illness OP, plus what information is listed by SA Health. **ACTION: Nova**

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Delegated to Risk and Audit SC – Review the Infectious Illness OP immediately to consider aspects of the corona virus, and then reissue. Needs reference to either Corona Virus or ‘Pandemic’. Select a series of posters to ensure information is covered. ACTION: R&A SC

Install hand sanitiser in each room, if available. Tracey and Brian have met to discuss. Need something at the front door, sign and hand sanitiser. Nova met with Kathrin in library, who supplied some signs and is happy for signs to go on front door.

Bai Hai Group have cancelled their congregation meeting here due to Corona virus. They are cancelling within one weeks’ notice, when there is usually a 75% cancellation fee, should we waive the fee? We are here to support the community, not to make a profit.

Motion to waive the full cancellation fee for any room hire cancellation based on corona virus issues. Proposed: Keven Seconded: Peter All agreed

Information received from Cheryl, Brian believes it is aimed at a much more sophisticated business.

At medical appointments Keven has been filling in forms / emails that ask people to reflect on their risk factors.

Query from Tracey in Venue Hire (VH) – should food prep sale be cancelled? e.g. upcycle boutique, community breakfast. Community Breakfast had 30 people Friday, they did an extra clean. Not required to stop any programs as yet. Tracey organising daily cleaning of door handles and light switches, spraying and wiping tables. We need enough hand sanitiser in every room, could use soap in each room if hand sanitiser not available.

Seniors social group has been cancelled this Thursday due to age range of participants and potential for high numbers of absences, as advised by Lucy.

2. Signing of formal letters from the Association Brian Adams
Reminder that any formal letters from the association, regarding association business, must be signed by the Chairperson. A couple of instances of letters going out with other signatures. It is the same as speaking with the Press, all communications through Chairperson.

3. Anne attended the Community Forum on low income discussions, held by Council. Very good meeting that was well attended. Will inform and have an impact on the Council’s new Community Capacity Strategic Plan. Discussion around plan B, needed in hard times, if funding withdrawn. We have ‘Business continuity’ planning. To be discussed at Strategic Planning day – Business Continuity planning, funding withdrawals / pandemics etc. **ACTION: Brian**

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

Keven attending meeting of the Onkaparinga Food Collaborative and will also attend the next meeting on 1st April 1 – 2.30pm at Katrine Hildyard’s office and report back.

Open weekend 3rd – 5th April, encouraging community gardens and share carts to open for hour or day. Nova has shared the information with Rob Swalling to take to community garden volunteers this week.

Discussion re food donations and distribution.

Nova attending Foodbank tomorrow to source food for pantry and cart. Looking for a volunteer to place regular orders. Anne offered to help if available.

STANDING ITEMS:

Risk Register - no changes.

Brian Adams

Governance - ongoing reviews

Peter McDonald

Membership, Management Committee performance review, sub-committee terms of reference, Annual General Meeting. Final versions were not circulated prior to this Management Committee as they were not finished because they were more work than was expected. All terms of reference have been rewritten, as all were lacking important information. All docs with Lucy.

Performance measures for Management Committee.

Brian Adams

Management Committee Position descriptions (PD) have been updated and reviewed by Brian, Peter, Rob & Lucy. All Management Committee positions have a PD, but they haven’t had agreed performance measures. When you receive your PD, please see the ‘red box’ for agreed performance measures, to be negotiated with Lucy. To be introduced firstly at the MC level, so that we can be the best we can be, and to be reviewed once a year in discussion with CDO or a 360 review.

Business Plan

Lucy Richardson

To be reviewed at Strategic Planning session.

Reminder: please read previous Business/Strategic Plans, research of community analysis and document provided by Lucy over the coming weeks prior to the Strategic Planning session on April 27th. **ACTION: All**

Nova to circulate documents to all. **ACTION: Nova**

OUTGOING CORRESPONDENCE:

1. Letter to J Keane dated 25/2 – thank you for donation of computers (4)

Woodcroft-Morphett Vale Neighbourhood Centre Management Committee Meeting

2. Email to Lisa Elder at Council re Colouring In 10/3. Finalised.

INCOMING CORRESPONDENCE:

1. Letter from A Smith dated 18/2 - HR Sub Committee resignation

MEETING CLOSED: 12pm

NEXT MEETING:	Strategic Planning Day 27 April 2020, 10.30am
----------------------	--

_____	_____
Chairperson	Date

_____	_____
Secretary	Date