



Board Strategy Meeting MINUTES
The Hut Community Centre Community Room
Thursday 9th December 2021
5.00 – 7.00pm

Attendees: Loraine Scheide (Chair), Ann Croser, John Kemp, Jana Norman, Sylvia Pembroke, David Rawnsley, Greg Stevens, Greg Bussell, Sharon Maslen, Geoff Keynes

Apologies:

In attendance: Deb Bates (EO)

MINUTES

1. Meeting Opening

- 1.1. Chair Acknowledged meeting on Aboriginal Land
- 1.2. Apologies - Nil
- 1.3. Conflict of Interest – Nil declared

2. Previous Meeting

- 2.1. [Minutes of Meeting 11 November 2021](#)** are accepted as a true and accurate recording of the meeting

Moved: A Croser

Seconded: S Pembroke

All in favour - **Carried**

3. For Discussion/Decision:

3.1. Board Meeting schedule

Motion: The Board meetings continue to be held on the second Thursday of each month 5:00-7:00pm

Moved: S Pembroke

Seconded: A Croser

All in favour - **Carried**

Action: EO to send meeting request for meetings for next 12 months

3.2. An election was held to appoint the following Office Bearers

3.1.1 **Chair** – S Pembroke nominated L Scheide; seconded A Croser,

All in favour - Carried

3.1.2 **Deputy Chair** – J Kemp self-nominated; Moved S Pembroke, Seconded A Croser

All in favour - Carried

3.1.3 **Treasurer** – L Scheide nominated S Pembroke, seconded G Bussell,

All in favour - Carried

3.3. Board members nominated themselves for the Board Sub-Committees

3.2.1 **Executive;** Chair, Deputy Chair and Treasurer

All in favour - Carried

3.2.2 **Finance & Audit**; S Pembroke, G Bussell, A Croser and non-Board members accepted Geoff Welch and Deane Kowald

All in favour - Carried

3.2.3 **WHS**; L Scheide (Board representative) and non-Board members Geoff Welch (general rep), Jim Howe (Community Shed representative), Sally Pope (programs representative) EO and CDM.

All in favour - Carried

S Malsen arrived 5:15pm

3.2.4 Strategy & Financial Sustainability; G Stevens, G Keynes, D Rawnsley, J Norman, S Maslen and non-Board member F Turner

All in favour - Carried

3.4. 2022 AGM date

Motion: The date the AGM 2022 is to be held is Thursday 27th October, 2022

Moved: G Keynes **Seconded:** S Pembroke All in favour – Carried

3.5. Constitution Review

A review of the Constitution has been raised at several Board meetings and there would be benefit from undertaking a formal review of the entire document paying particular attention to:

- a. the maximum number of Board members
- b. the Board member election process

Process – establish a working party, individual Board members to review the Constitution between meetings and forward any recommended changes /thoughts to EO.

Working Party members – A Croser, L Scheide, G Keynes, J Kemp and non-Board member G Welch for historical purposes

Action 1: Chair to speak with G Welch re WP membership and review approach

Action 2: EO to upload Constitution to website Board member portal, add Constitution review to February Board meeting Agenda, send meeting request for WP late January/early February

Action 3: All Board members to review current Constitution

3.6. **Board Agenda and Minutes availability:** Tony Herve (community member and ACE tutor), at the AGM raised the issue that currently, he is not able to see Board meeting Agendas and easily access Board Minutes. This can only be done currently by approaching the EO. As a community organisation the Board agreed that the Agenda and Minutes should be available to community members prior to, and post meetings.

Motion: Board meeting Agendas are to be made available for 12 months on The Hut's website. Agendas to be uploaded 5 days prior to the Board meeting and approved Minutes uploaded when they are available.

Moved: S Pembroke **Seconded:** G Bussell All in favour- Carried

Action: EO to arrange communication of this in the next newsletter

Action: EO to develop Board meetings schedule and upload to The Hut's website

3.7. [Draft Consolidated Budget](#)

EO answered queries re the Budget. The projected income from the car raffle is dependent on selling a maximum number of tickets and promotions.

Motion: The Consolidated Budget is accepted

Moved: S Pembroke

Seconded: G Bussell

All in favour – Carried

4. For Information

4.1. Compliance ACNC

4.1.1 ACNC information has been updated

4.1.2 Annual Information Statement (AIS) due 30 January – partially completed

4.2. Program Risk Assessments - COVID are currently being undertaken. At this stage there is no decision for staff or participants to have evidence of vaccination status to attend the centre, programs or activities including volunteering.

7. AOB

7.1 D Rawnsley updated the Board on the Woodside Book Shed venture.

David and EO met with Doug (Planning AHC), have spoken with a certifier to determine whether we need to have the building certified and assistance with the plans to make ready for Planning SA submission. David was able to obtain a copy of the original EMAC plans for the building which has provided us with the information required to complete the building application. Thanks to J Kemp who will draft a site plan.

We aim to have Building application submitted prior to Christmas.

Project Working Party consists of Lori Nielson (current Book Shed volunteer), Niels Nielson, Neil Wickens, David Rawnsley and EO.

EO advised that we have received a draft Lease with a cover letter from the Conveyancer that we need to request the Lease to be registered on the Title if this is required by us.

Motion: EO and A Croser to review the Lease and if it is acceptable in its entirety to arrange for the signing (2 Board members as The Hut's seal is to be used) and contact the Conveyancer to arrange for it to be registered on the title at The Hut's cost.

Moved: A Croser

Seconded: D Rawnsley

All in favour – Carried

Action: EO and A Croser

7.2 Staffing

G Bussell raised that staffing levels should be reviewed in light of the increased activity at the centre to ensure staffing levels are appropriate for the workload.

Action: EO to add to next Agenda for discussion

8. Drinks and Nibbles – welcome Geoff & celebrate 2021

9. Next Meeting Thursday 10th February 2022 5.00- 7.00pm

Meeting Closed 6:32pm

Accepted as an accurate record of proceedings:

L F Schick

Chair – on behalf of Members

Date *10 / 2 / 2022*