



**Board Meeting MINUTES**  
**The Hut Community Centre Community Room**  
**Thursday 10 Feb 2022**  
**5.00 – 7.00pm**

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

**Apologies:** Sharon Maslen, Greg Stevens,

**In attendance:** Deb Bates (EO)

1. **In-Camera Session** - nil.

2. **Meeting Opening**

2.1. Chair Acknowledged meeting on Aboriginal Land

2.2. Apologies – Sharon Maslen, Greg Stevens

2.3. Conflict of Interest – Nil declared

3. **Previous Meetings**

3.1. The Board accepted the Minutes of Meeting held 9 Dec 2021 as a true and accurate record.

**Moved: S Pembroke**

**Second: G Welch**

**All in favour – Accepted**

3.2 It was noted that, although the minutes stated that Jana was an apology, she attended the 10<sup>th</sup> January meeting via Zoom.

The Board accepted the Minutes of Meeting held 10 Jan 2022 as a true and accurate record with the recording of Jana's attendance as an amendment.

**Moved: S Pembroke**

**Second: G Bussell**

**All in favour – Accepted**

John Kemp arrived.

4. **Matters for Decision**

4.1. Draft Delegation Procedure presented by EO prior to the meeting for approval.

Legislation and references still to be updated.

**Recommendation:** *The Delegations Procedure is approved with changes as presented.*

**Moved: S Pembroke**

**Second: J Kemp**

**All in favour – Accepted**

#### 4.2. Major Raffle (refer notes in agenda papers)

Due to low sales, the EO recommended that the draw date be extended to April 8<sup>th</sup> 2022. This will give time for additional sales, promotion at the February and March Stirling markets and Harmony Day event on the platform.

EO explained fees to Geoff K, who was not present at original planning meetings.

Tickets will be available until the last second before the draw.

Current ticket holders will be informed of extension of draw date via email and an application to extend the date will be made to Consumer & Business Services (CBS).

**Recommendation:** *The Raffle draw date to be extended to April 8<sup>th</sup> 2022 once approval has been granted by CBS.*

**Moved:** Jana

**Second:** David R

**All in favour – Accepted**

### 5. Matters for Discussion

5.1. Constitution review: working party meeting to be held on Thursday 17 Feb at 11am.

John has reviewed the document and forwarded his comments to Chair. All other Board members requested to also review and forward their comments to EO prior to the working party meeting.

Process for acceptance of constitution changes: Approved by Board, then updated Constitution needs to be approved by Hut members at either an Annual or Special General Meeting. Constitution also needs to be approved by CBS.

**Action:** *EO to send working party meeting request.*

**Action:** *All board members to contribute to Constitution review. Send to EO.*

5.2 Staffing: Greg B asked if a staff review is required due to the heavy workloads for Deb and Bernadette. Deb acknowledged they are doing OK at the moment. The team is great and work together really well. Deb identified marketing and promotions as an area that has grown in the past year and might look to increase a FTE by half a day/week.

Demands are often project related. Bernadette has a good understanding of volunteers' skills and interests. Vacancies are promoted in newsletters. EO will bring any future needs to the board when or as a need arises. Demands moving forward over the coming six month include Woodside Book Shed, Recruitment of new volunteers, Mylor Hall, AGM, Annual Report.

The Board encouraged Deb to care of herself and Bernadette.

### 6. Matters for Noting

6.1. EO Report: refer agenda papers.

6.1.1 Format of report adjusted to reflect Strategic Plan. Woodside Book Shed to be a regular item.

6.1.2 Child & Safety Policies to be updated to reflect current legislation. A separate Code of conduct may be required.

6.1.3 Community & Neighbourhood Development (Hills Connected Communities) funding changes coming due to the end of our contract with Department of Human Services (DHS). Expected income reduction of circa \$40,000 per annum for The Hut. Definite figures will be made

available when EO has been informed by DHS. Discussions will also be held with Adelaide Hills Council and Mt Barker Community Centre as funding partners as required however initial discussions are that all parties are interested in remaining in the consortium.

- 6.1.4 Mylor Hall committee secretary approached EO re The Hut managing the Hall if the Mylor Hall committee are no longer able to do it. Initial response was positive. Further discussion to occur after Mylor Hall Special General Meeting (date TBC).
- 6.1.5 Heathfield High Partnership – relationships continue.
- 6.1.6 Term investments highlighted in report have rolled over. Current interest rate 0.87%
- 6.1.7 Shopping buses recommence next week (14 Feb). Bus 2 is being fitted with a cage at the rear for shopping parcels; delivery expected late March. Only level 1 package recipients are available to use this service. Social aspect of the buses is very important. Current covid restrictions allow 6 passengers per bus.
- 6.1.8 ACE and Community Learning Programs going well with two courses each being planned for this term. Community Connections program going well with positive outcomes. Program to include small group/come & try sessions. EO to invite Marnie to present her program to Board.
- 6.1.9 Blokes Club has ended due to low numbers.

*Action: Add Woodside Book shed as longstanding heading to EO report*

*Action: John K suggested EO book a presentation of The Hut with Council.*

*Action: Add promotion video to website to highlight what The Hut do and offer.*

*Action: EO to invite Marnie to present her program to Board at future meeting.*

BOARD EXPRESSED CONGRATULATIONS TO THOMAS and thanks to The Hut staff for nominating him.

6.2 Chair Report: Geoff Keynes is settling in well as our newest Board member.

6.3 Treasurer Report:

6.3.1 Discussion held re budget vs actual. Contributing factors include timing, extra expenses ( Sandra Vietch's long service leave, annual leave over Christmas/New Year period, Community Shed development (will be moved into assets once all funding has been expensed), Book shed – Woodside, unexpectedly low raffle ticket sales and outstanding payment for operational grant from the Adelaide Hills Council.

6.3.2 \$10,000 cost of Community Shed development will become a fixed asset. Therefore the expense will move out of the P&L and into the asset register.

6.3.3 Discussion held re long service leave and annual leave reporting in Income Statement. EO to speak with Ivonne.

6.3.4 Discussion held re loss in revenue and equity. Again a cash-flow timing. AHC & DHS funding came in July and is spent over the quarter. Also impacted by lower BookShed sales and end of COVID Government grants. Treasurer is aware and agrees of need to stay alert.

6.3.5 Treasurer end of June figures to be down by approximately \$12,000.

6.3.6 Accrual accounting method is used.

*Action: EO to Discuss leave reporting with Finance Officer*

#### **6.4 Subcommittee Reports:**

6.4.1 Executive committee – none

6.4.2 Finance & Audit

6.4.2.1 DRAFT Minutes of meeting held 8 Feb 2022

6.4.2.2 L2 Income Statement July – Dec 2021

6.4.2.3 SoFP July-Dec 2021

6.4.2.4 Cash Flow July -Dec 2021

Finance & Audit reports received and accepted by the Board.

6.4.3 Work Health & Safety

6.4.3.1 Minutes of meeting held 2 Dec 2021

6.4.3.2 DRAFT Minutes of meeting held 3 Feb 2022

Work Health & Safety received and accepted by the Board.

6.4.4 Human Resources – refer agenda papers p10

6.4.5 Strategy & Financial Sustainability

6.4.5.1 Woodside BookShed

Planning application is lodged and response received. Now progressing to Planning SA/Adelaide Hills Council. EO and CDM will start to source volunteers. Engaging a consultant to certify the transportable will help to shorten time frames for final approval through council. Keys to cottage have been collected. A tidy up is required. These rooms will be made available to rent.

Discussion was held regarding the best way to promote that The Hut and Book Shed will be 'coming soon' in Woodside while managing realistic expectations. This can only be done once Council has approved the Book Shed. Lease has been signed and is currently with the conveyancer waiting for final sign off by the Lessor.

**Action:** EO to follow up transportable building insurance.

**7. Organisational Risk & Compliance** - refer EO report p8 and 6.1 above

**8. Any Other Business**

**8.1 Board Agenda and Minutes availability** (refer Dec 9 minutes, 3.6)

EO raised concern of the potential impact of Board discussions being publicised due to this having the potential to identify either a Board member or EO as a person who makes a controversial comment and asked for clarity on what the board wanted to make available to the general public through documents being uploaded onto The Hut's website.

**Proposed:** The board rescind the decision made on the 9<sup>th</sup> December regarding publishing of board papers on website and that the dates of board meetings and agendas only (no supporting documents) are uploaded with Minutes are available upon request.

**Moved:** Sylvia

**Second:** Geoff

**All in favour – Accepted**

*Action: EO to add additional detail to the Agenda items to provide more context to anyone not on the board to understand the topic to be discussed.*

**8.2** Congestion in Car Park near Community Shed was raised. EO advised the space is a Council community space and available to the public to use.

**8.3** Mike Sykes funeral to be held Tuesday 15<sup>th</sup> February at Aldgate Church of Christ. Representatives from The Hut will attend.

**9. Next meeting** Thursday 10<sup>th</sup> March 2022 5.00 – 7.00pm

**Meeting closed at 7pm** followed by scones and cake for John's birthday.

Accepted as an accurate record of proceedings:

..... *L. F. Schisch* .....

Chair – on behalf of Members

Date *10 / 3 / 2022*