



Board STRATEGY Meeting MINUTES

The Hut Community Centre
Thursday 10th March 2022
5.00PM – 7.00PM

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

Apologies: Ann Croser, John Kemp

In attendance: Deb Bates (EO)

1. Meeting Opening

- 1.1. The Chair acknowledged meeting on Aboriginal Land and paid respects to elders past present and emerging
- 1.2. Apologies – Ann Croser, John Kemp
- 1.3. Conflict of Interest – Nil declared

2. Minutes dated 10th February 2022 are accepted as a true and accurate record of the meeting

Moved J Norman **Seconded** S Pembroke

Action items from previous meeting

- EO to check that the promotional video is on the website

3. Business

3.1 [Constitution](#)

Much of the discussion centred around Hut membership.

Jana questioned the scope of the proxy. This was discussed in detail in the Constitution working party meeting however it was determined it would not be ethical to limit the number of proxies that could be given to one person. This is common place for Board nominations and voting. Decision was that each Hut member had one vote, either in person or via proxy however a Hut member may hold an unlimited number of proxy votes that are given to them by Hut members.

The membership clause was confusing. **Clause** 5.7 Re-word to include a statement that conveys that Hut membership 'ceases on the renewal date each year' rather than 'expires annually'.

Board recruitment discussion centred around the Board's preference to recruit board members to meet identified needs and skills. It was determined that there needs to be a level of confidence with the integrity of Hut members and to vote according to the needs of The Hut as identified by the Board. Needs can be conveyed to Hut members through the AGM communications. Additional details regarding board member recruitment process is to be added to the Board Member recruitment Procedure.

The option of co-opting an identified skill set as a short-term appointment to attend Board meetings and sub-committees to assist with the business of the day was discussed. As per the Constitution, this person would not have voting rights as a non-Board member. This is possible without changing the Constitution on a 'needs basis'.

It was agreed that, although not compulsory to have a CPA or equivalent on the Board it is considered best practice and, as such, there will need to be targeted recruitment as Sylvia will be leaving the board at the 2022 AGM.

It was agreed that the clauses that detail the board member recruitment process remain unchanged.

3.2 [Woodside Book Shed update](#)

EO and David gave a brief update. We are unable to insure the transportable until it is placed on land and secured as it is not at 'lock-up' stage. We have been asked by the owners of the property for us to move it on quickly as we can.

We have been asked by Council for additional information that has been provided and we are awaiting the outcome from this.

David is currently working with a consultant to undertake an environmental assessment to generate an environmental impact report as requested by Council. The transportable will fail this assessment as it currently is, however it will guide us as to what must be undertaken to achieve a pass status.

At this stage we haven't prepared the land but we will move forward with this with Neil Wickens and Niels Nielson.

3.3 [Woodside Cottage](#)

3.3.1 Update on cottage

A working bee was held to upgrade the cottage with great results. Walls were painted, floors in kitchen have been levelled and re-sealed, light fittings installed. Desks have been purchased and situated in front two rooms.

3.3.2 Leasing opportunities

The two Principles of Venture Commercial did an appraisal and have forwarded information to EO regarding rental of rooms.

EO currently liaising with Lessors to determine what information is required to lease the rooms. The Board discussed options. It was determined that this is an operational decision rather than a strategic one.

Motion: *The Board delegates authority to the EO to determine the best use of the Cottage, considering both The Hut financial and accessibility benefits and community requirements.*

Moved: J Norman

Seconded: D Rawnsley

4. AOB

4.1 Lease Agreements have been for Woorabinda and Aldgate Oval Hall and King Emery Cabin. Both Agreements are for 12 months. Next Lease should be for a longer period.

The Hut Seal is to be used to sign the Agreements.

5. Next Meeting April 14th 2022 5pm

Accepted as an accurate record of proceedings: <i>A. F. Schick</i>
Chair – on behalf of Members
Date <i>14</i> / <i>4</i> / <i>2022</i>