



Board STRATEGY Meeting MINUTES

The Hut Community Centre
Thursday 14TH April 2022
5.00PM – 7.00PM

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

Apologies: Ann Croser, Sharon Maslen, Greg Stevens

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, Sharon Maslen, Greg Stevens
- 1.3. Conflict of Interest – Nil declared

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

Moved S Pembroke

Seconded G Bussell

Carried

3. Action items from previous meeting

- 3.1 Marnie to present on the Community Connections program – next meeting
- 3.2 Promotion video, done through HCC – posted via The Hut YouTube channel. EO & CDM would like to have included some of the fitness programs but was limited to the activities that were occurring on the day of filming. Video is very well done. Query if it is possible to be broadcast on TV via Channel 44.
- 3.3 EO presentation to Adelaide Hills Council – on agenda
- 3.4 Chair has considered adequacy of current Insurance Cover. Noted 3 areas: Cyber, Building, Not for Profit. EO explained that our current insurance is held through Marsh and is a blanket Not-for-Profit cover. An application for blanket cover has been completed for 2022/23 with Marsh (formerly JLT).

Cyber Security is not included in the blanket cover however, the EO confirmed that she has already requested a quote from Marsh.

3.5 Chair has added Directors Liability information to Board induction documents/USB. EO queried what face to face governance training is wanted by board members. Will consider this after the next AGM when there will be at least three new Board members joining.

Board members to identify any topics they would like some additional training on.

Suggestion that induction information be added to Board section of website. EO explained that this will be actioned once the website is upgraded. This will be actioned over the coming fortnight.

3.6 Wills & Bequests program – some work has been undertaken by EO. Consideration needed to ensure sensitive launch process.

4. Business

4.1 Adelaide Hills Council Funding

EO presented background information and draft proposal papers with agenda. Council funding increases over the past 6 years have been due to CPI. One of the key outcomes of Council funding is for The Hut to diversify and increase income streams to reduce reliance on Council.

The development of the new Book Shed at Woodside is the key strategy for addressing this goal. Unfortunately, this hasn't progressed as quickly as we would have liked with many barriers and hurdles put in place by council needing to be addressed. The projection for Woodside Book Shed revenue is presented in the Agenda papers.

Consideration to the amount of funding requested needs to include - EO has been advised that the Hills Connected Communities funding through Department of Human Services is likely to be reduced, although there is some hope that the current funding may roll over for 1 year due to the change of Government. EO outlined the changes to the allocation of funds between the consortium and possible changes required (staff, programs costs).

ASES review will incur costs next year (approx. \$6-8,000) plus registration costs for DHS quality portal.

Available funds currently held in Hut Term deposits and bank accounts.

Board members agreed that AHC funding proposal include: the reduction in Council reliance already achieved, the extension of programs and services into the Woodside area and a letter of support from Rebekha Sharkie.

Proposed: The Hut request \$140,000 per year + CPI increase each year over the next 4 years.

Moved: Geoff Keynes

Second: John Kemp

Proposal adopted

Further feedback by Board members is welcome to be sent to EO prior to her meeting with AHC representative on Thursday April 28.

EO will send final proposal document to all Board members.

4.2 Woodside update

Building certifier has advised the cottage structure is solid. He is willing to forego previous requirements for energy report and increased insulation.

Council is seeking more information including a stormwater report and plan that shows how storm water run off will be kept at pre development levels.

Latest site plan has been provided with Agenda papers.

Thankyou expressed to John Kemp and David Rawnsley for all the work they have done to this point.

Cottage has been painted and rooms are now suitable for sub-leasing. Venture Commercial has been engaged to source tenants for the front two rooms on long term leases.

Some interest has been received from community members wanting to hire rooms.

Next steps:

- Book Shed building to be installed on site
- Quotes received for earthworks
- Internal fit out of Book Shed and installation of toilet
- Request for skilled volunteers to be added to newsletter.

4.3 Major Raffle wrap up

The raffle draw was held Friday April 8 at a Sunset Session event on the Platform at The Hut.

The winner elected to take the cash as opposed to the car. This enabled us to make a small profit from the raffle, expected to be circa \$3,000. Jarrett Nissan has also advised they will make a donation once the car is sold. Refunded tickets (purchased by staff/leaders) reduced the profit considerably, although some have donated the value of their ticket/s back to The Hut.

The raffle marketing provided good promotion for The Hut and for Jarrett Nissan.

A small amount of income was generated from the Sunset Session however the aim was to attract a different demographic to the centre, which was achieved.

Appreciation was expressed by the board to the EO, CDM and staff for the huge amount of work done to promote ticket sales and then manage the necessary refunds to staff/management at such short notice.

A final reconciliation and report will be done for the next meeting.

4.4 Aldgate Valley Community Hall

An Asbestos register report and a management plan has been completed by an external consultant, Carters Asbestos Management Group. The report will be made available through the WHS meetings and recommendations to be considered at a future board meeting.

Action: Add AOH Asbestos report to WHS meeting for review.

EO

4.5 Adult Community Education – 2023 plans

Funding agreements with Dept of Innovation & Skills (DIS) changed in 2022 from 3 year Funding Agreements to project based Funded Activity Agreements. The current Agreement does not permit funding for staffing outside of individual course time or for any operational costs and the workload is not consistent for easy management/scheduling of staff. We are now also accountable to the Registered Training Organisations to achieve agreed numbers and hours. If numbers and hours are not achieved this has a negative impact on the RTO funding levels for Tutor costs.

Current ACE courses are

- MS Office for work: struggles to get participants. Current course has reduced to 1 with only 50% of the places for the year filled.
- Horticulture: has a waiting list. Could be self-funded. Some of the current participants do not meet ACE criteria therefore should not be included in numbers reported to DIS.

ACE coordinator (Jenny Kemp) has been on long service leave since January and has recently resigned.

EO requested advice as to if the decision to continue with ACE (funded by DIS as opposed to funded through CCSA) is an Operational or Governance issue which would clarify if the decision is to be made by the EO or Board.

Motion: *The decision whether or not to run an individual program, unless it has significant impact on finances or staffing, is an operational issue to be determined by the EO and to keep Board informed.*

Moved: Loraine Sheide

Seconded: Greg Bussell

Motion carried

It is to be noted that J Kemp did not agree with this decision. John and EO to meet outside of Board meeting to discuss options for adult education courses if needed.

5. AOB

5.1 EO advised that Board members need to register for a Director's ID number and to forward these details to the EO to keep on file.

Some Board members indicated they are having trouble completing Board Director's ID verification. MYGov ID app is required.

5.2 EO advised that the Weekender Herald newspaper has folded due to death of Pierre (owner). Another group will start a replacement paper on May 6. Expected name Adelaide Hills News.

6. Next Meeting May 12th 2022 5pm

Meeting closed at 6.30pm

Accepted as an accurate record of proceedings:

.....*L. Sheide*.....

Chair – on behalf of Members

Date *12 / 5 / 2022*