



**Board FULL Meeting MINUTES**  
**The Hut Community Centre Community Room**  
**Thursday 12<sup>TH</sup> May 2022**  
**5.00 – 6.00pm**

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

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

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

**1. In-Camera Session - Nil**

**2. Meeting Opening**

**2.1** Acknowledgment meeting on Aboriginal Land

**2.2** Apologies: Greg Stevens, Sharon Maslen, Jana Norman

**2.3** Conflict of Interest: None declared

**3. Previous Meeting**

**3.1** Minutes of Meeting 14<sup>th</sup> April 2022 accepted as a true and accurate record.

**Moved: Sylvia      Second: Greg B      All in favour - Accepted**

**3.2** Business arising from previous minutes:

**3.2.1** AHC Funding Proposal: Thanks to Geoff Keynes who assisted EO with the letter to AHC outlining the proposal agreed at the last board meeting. David Water, Director of Community Capacity has accepted this proposal and this will be included in the submissions for the Council meeting to be held 24 May for councillors to vote on. This will be proposed as a three year Funding Agreement to conclude June 2025 with an annual CPI increase.

**3.2.2** Aldgate Valley Hall asbestos report update: all asbestos has been identified as low-level risk and has been contained. Where loose material was noted, this has been removed by the asbestos consultants.

**3.2.3** Marnie presenting re Community Connections program: to be held over due to Marnie attending CC conference.

**3.2.4** Chair to consider adequacy of insurance cover: all organized and sitting with marsh insurance to be finalised. EO is in the process of doing the cyber insurance application.

**3.2.5** Wills and Bequests: not yet completed.

3.2.6 The website is now working properly again so board and committee agendas and minutes will be uploaded. Board member induction documents will also be uploaded.

#### 4 Matters for Decision

##### 4.1 Working with Children & Young People Policy.

**Motion:** The Working with Children and Young People Policy be approved by the Board.

**Moved:** Loraine Scheide **Second:** Ann Croser **All in favour - Accepted**

#### 5 Matters for Discussion

##### 5.1 EO Report: **Noted and Accepted**

5.1.1 EO highlighted that the past couple of months has been unsettling for staff with various staff with covid, family with covid or requiring to isolate. The business continuity plan for covid was enacted with both the EO and CDM away from the office due to covid. The EO highlighted to the board that the paid staff have been exceptional in keeping the Centre open, changing their hours and working collectively to ensure the smooth running of the Centre and they are to be commended for this. The EO suggested as a note of thanks that a voucher be purchased for each paid staff member as a small token of thanks and acknowledgment. EO to arrange. This was strongly supported by the board. Chair to personally thank all paid staff.

5.1.2 Greg B suggested that the board consider allocating funds to support the introduction of LISP into Woodside. This will be considered by the EO in the 2022-23 business plan and budget.

#### 6 Matters for Noting

##### 6.1 Chairpersons Report:

Board working well and has a good understanding of its role. Geoff added that he has noted that the culture and atmosphere when walking through the centre is really positive and has a happy and energetic feel.

##### 6.2 Treasurers Report

Treasurer supported all that is reported in the EO report. Finances are lower than last financial year however this is, in part, due to the covid supplements received last year and the lower Book Shed sales. Book Shed sales are also lower than last financial year but higher than for previous years.

##### 6.3 Sub-Committee Reports

6.3.1 Executive Committee - Nil

6.3.2 Finance & Audit

6.3.2.1 DRAFT Minutes of meeting 5 May 2022

Attachment 1 - Income Statement July-Mar 2022

Attachment 2 - Income Statement last year analysis July-Mar 2022

Attachment 3 - Statement Fin Position July-Mar 2022

Attachment 4 - Cash Flow July-Mar 2022

### 6.3.3 Work Health & Safety

6.3.3.1 Minutes of meeting held 3 March 2022

6.3.3.2 Minutes of meeting held 31 Mar 2022

6.3.3.3 Minutes of meeting held 28 Apr 2022

### 6.3.4 Human Resources – Nil

6.3.5 Strategy & Financial Stability: no meeting held, however David Rawnsley gave an overview of the Woodside Bookshed development.

We continue to follow up on requests for information from varying departments of Council Planning and the national Highways. Information that has been requested has been very particular, to the point of us being required to give an exact list of plants being used.

There are now two main issues being addressed:

1. Entry and Exit – The Highways Department require a 6 metre span for the entry and exit of cars leading onto and off Onkaparinga Valley Road. Currently the span is 4.2 metres (as is every other driveway on this stretch of road). We are unable to meet the highways request as the water meter and electricity connection are within this space and the cost of moving these are prohibitive (quotes approx. \$10k). The AHC planning officer is liaising with the highways dept and believe that we are able to make a case to reduce the required width of the driveway. If highways delegate this decision to Council this is likely to be approved. We may still be required to increase the flare onto the road.

2. Storm Water – the runoff is not able to be greater than it is prior to development of the site.

David has worked with a storm water engineer to provide a plan to council. The plan, submitted to council on 12<sup>th</sup> May includes strategies of permeable rubble on a bed of sand for the driveways and carparks as well as a recessed water retention garden in front of the book shed to catch and store water run-off in winter.

Council advised that there are three carparks on the street that can be included in our required spaces. We have been advised that, due to this, we are able to reduce the number of carparks that will reduce the cost of storm water management but the plan has already been submitted with the higher number of carparks. This can be re-visited once the submitted plan is approved.

Information regarding the carpark numbers and any of the issues regarding stormwater have not previously been forthcoming, despite us meeting with several council planning officers on site early in this process.

The transport company advised that we would have no trouble re-selling the transportable if needed in the future as they are in high demand. We cannot place the transportable on the block until we have development approval.

A discussion was held regarding the level of promotions and signage that we should be doing prior to council approval. Once we have council approval we will promote that the Book Shed will be coming soon.

The Chair thanked everyone who has been involved in the book shed development, with particular thanks to David and John.

**Motion:** All reports are accepted by the Board.

**Moved:** Geoff Keynes **Second:** Greg Bussell **All in favour - Accepted**

**7. Organisational Risk**

See EO report

**8. Any Other Business**

The Chair asked if there was a need to engage a consultant to write the annual report as discussed at previous board meetings. EO mentioned she would try and find a volunteer to do this in the first instance.

**9. Correspondence – nil**

**10. Meeting Finalisation**

10.1 Review Actions to be Taken

10.2 Meeting Evaluation

10.3 Next Meeting – 5pm Thursday 9 June 2022 (Strategy)

**11. Meeting closed at 6pm.**

Accepted as an accurate record of proceedings:

*J. F. Schmitt*  
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Chair – on behalf of Members

Date *17* / *6* / *2022*