



Board STRATEGY Meeting MINUTES
The Hut Community Centre
Thursday 16 June 2022
5.00 – 7.00pm

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

Apologies: Geoff Keynes, Jana Norman

In attendance: Deb Bates (EO)

1. The meeting opened at 5:05pm

- 1.1. The Chair acknowledgement meeting on Aboriginal Land
- 1.2. Apologies were received from Geoff Keynes, Jana Norman
- 1.3. There was no Conflict of Interest declared

2. The Minutes of meeting held 12 May 2022 were accepted as a true and accurate record of the meeting.

Moved: G Bussell

Seconded: A Croser

3. Action items/ Business Arising

3.1 Appointment of Auditor

3.1.1 The Board ratified the motion that was made via email 25th May 2022 to appoint Richard Holmes as The Hut Auditor for 2021/22 All Agreed

3.2 AHC Funding Negotiations

3.2.1 The Board ratified the motion via email 25th May 2022 to accept AHC counter proposal of \$140,000 p/a over three years with no CPI increases All Agreed

3.3 Raffle

3.3.1 Financials were presented to the board and the CBS financial acquittal explained. Aaron Noonan completed the Audit report for Consumer and Business Services (CBS). EO is waiting to hear back from CBS as the small financial loss resulted in non-compliance of the fundraising licence. The Hut made a profit of \$970.12 with donations from cancelled tickets. This doesn't take into account staff time in promoting the raffle and organising ticket sales at community events.

A benefit of holding the raffle was The Hut's increased exposure due to promotions.

3.4 Woodside Book Shed Update

David R gave an update and overview of where the Development application is at with Council.

We have been asked to bitumise the Disability Carpark, 5m of driveway adjacent to the footpath, and the footpath surface where the stormwater overflow pipe needs to be routed within the footpath to the street gutter. Resubmitted Site Plan, Landscape Plan and Stormwater Management Plan.

We have reduced the number of carparks onsite (14 down to six) with the intention of reducing costs both now, in setting up the carpark, and restoration costs at the end of the lease.

With this reduction in parks, we have also informed the Highways department and are seeking to have the current width of the flare deemed acceptable.

The two remaining issues for planning permission are acceptance of the Stormwater plans and permission from the highways department.

Attached were the final Site and Landscape plans.

EO advised that, due the development taking over six months, the owners of the land where the transportable is located will start charging us rent. As we cannot move the transportables until we have council approval, we don't have any other options to relocate. EO to follow up re charges.

4. Business

4.1. The Working with Children & Young People Policy v2 was reviewed by the Board.

Motion: The Working with Children & Young People Policy v2 be approved.

Moved: J Kemp

Seconded: S Pembroke

4.2. Audit:

4.2.1. We have received a quote for the audit \$3,333 plus \$600 for the ACE audit. Stirling Proactive (Martin J) has already started the process reviewing the pays and invoice paying processes and the Book Shed sales book and will have the audit completed at the beginning of October. EOFY finance reports will be presented at the July Board meeting for approval.

4.3. Australian Service Excellence Standards (ASES)

4.3.1. Trish Hodgeson booked for the 18th and 19th July. David, Loraine and Greg B all volunteered to meet with Trish as a part of the review.

4.3.2. Board members completed and discussed self-reflection on their knowledge of the following standards and evidence for compliance

- Sound Governance
- Strategic and Business Planning
- Policy & Procedures
- Financial Management
- Risk Management

- Data & Knowledge Management
- Asset & Physical Resource Management

Action: Although we have some systems and processes in place the EO and board would like to see additional measures in place to increase cyber security. Discussed were:

- Set up two factor authentication, lock out timer on computers
- Passwords sheet to be password protected or consider Key Pass or Nord Pass (or similar for password storage)
- Increase phishing awareness training for staff
- Document all cyber security systems and processes
- Contact Fran to learn more

4.4. 2021-22 Business Plan Review / Focus Areas for 2022-23 to be presented at the meeting – to be held over to July meeting. Present with draft budget.

5. Correspondence In

- 5.1. DHS Emergency Financial Assistance Program (EFAP) Extension – received and noted
- 5.2. Auditor Letter of Engagement - received and noted
- 5.3. Auditor Letter of Management - received and noted

6. Any Other Business

Greg S recommended that we commence Board member recruitment early as we have a number of specialised positions to fill at this year’s AGM.

Action: EO to add item to next Agenda

Sylvia recommended that we seek quotes from several auditors for 2022/23 as it is good practice to change auditors every three-five years.

Action: EO to seek quotes from local auditors for 2022/23 post AGM

7. Next Meeting Strategy: 14 July 2022 5-7pm

- 7.1. Draft Budget 2022/23
- 7.2. Review of 2021/22 and 2022/23 focus / organisational targets
- 7.3. Board and Board member review

8. Meeting Closed at 5:42pm

<p>Accepted as an accurate record of proceedings:</p> <p><i>[Signature]</i></p> <p>.....</p> <p>Chair – on behalf of Members</p> <p>Date <i>11</i> / <i>8</i> / <i>2022</i></p>
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