



Board STRATEGY Meeting MINUTES
The Hut Community Centre Community Room
Thursday 28 July 2022
5.00 – 7.00pm

Attendees: Loraine Scheide (Chair), John Kemp, Sylvia Pembroke (via Zoom), David Rawnsley, Greg Bussell, Sharon Maslen, Geoff Keynes (via Zoom)

Apologies: Ann Croser, Greg Stevens, Jana Norman

In attendance: Deb Bates (EO)

1. Meeting Opening

- 1.1. Chair gave Acknowledgement this meeting is being held on Aboriginal Land.
- 1.2. Apologies: Ann Croser, Greg Stevens, Jana Norman.
- 1.3. Conflict of Interest: None declared.

2. Minutes of meeting held 16 June 2022

A question was raised regarding when auditor quotes need to be sought - pre or post AGM. Quotes from local auditors for 2022/23 will be sought after the AGM as the accountant who prepares our financial statements for the current auditor may be standing for Board position.

Action stands.

Motion: The minutes are accepted as a true and accurate record of the meeting.

Moved: Greg Bussell, **Second:** Sylvia Pembroke All in favour **Accepted.**

3. Action items

3.1 Cyber Security: EO has approached Fran re taking on this project. Fran has accepted.

Process will include: Conversation with Inter-Intra

Acquiring details and quotes for cyber security audit

Conversation with Deb, Bernadette and Thomas re current practices

Draft a policy and ensure all practices well documented.

Cyber security is not currently insured. A work in progress.

3.2 Annual Report volunteers. David Rawnsley, John Kemp and Sandra Veitch have offered assistance. Program staff will contribute. Deb & Bernadette will continue to work on this unit of work as they are best placed to know the information needed to complete it.

3.3 Board Training & Development: The type of training required will be determined post AGM as we will be recruiting a minimum of three new Board members. Various training topics can be covered depending on need and interest. Better Board conferences have provided good training and networking in the past however this is quite expensive and could be cost prohibitive especially with a deficit budget forecast for this year.

3.4 Marnie and Connected Community program. To be deferred until post AGM so new Board members can be informed.

4. Business

4.1. ASES update. Trish met with all paid staff who were working while she was present as well as a variety of volunteers: Greg B, Loraine, Thomas, David, Reception and Food pantry.

Trish looked at Board organisation, communication and minutes, Systems, Policies, Partnerships (AHC, MBCC, Consortium). She said the new policy framework is good.

Two areas we are currently aware of and addressing were identified: Cyber security and Business continuity plan.

The full report is still to come. Trish named The Hut as one of the leading community centres in SA and recognised we do a lot with minimal resources. She encouraged us to 'Be kind to yourselves'.

4.2. Approve and accept 2021/22 Finances

The Finance & Audit Committee met Thursday 28th July to review the 2021/22 financials.

Questions and answers were addressed and explanations given for some small discrepancies. The amendment to the financials to be made before accepting are from an incorrect coding of \$23,238. This is to be moved (General Journal) from 6-0605 S&W Salary Sacrifice to 6-0611 Salaries & wages. This will not affect the bottom line.

The Finance & Audit Committee recommend the Board accepts the financial statements attached to the Agenda and Papers (with the amendments as noted above).

Moved David Rawnsley **Second** Geoff Keynes All in favour: **Accepted**

4.3. Overview of 2021/22 against Strategic Plan and Focus areas for 2022/23 to be deferred until next full Board meeting – August 11.

4.4. 2022/23 Budget for approval

EO provided clarification on budget lines and questions about the expenses associated with the Woodside development. These expenses will not show in the Income Statement as an expense but instead be shown in the Statement of Financial Position as an asset and be depreciated. This includes the expenses associated with developing the land.

EO gave an update on the Woodside Book Shed & Cottage and the implications of a delay in either leasing the cottage or further delay in gaining Council approval and the negative impact this will have on the budget bottom line.

This needs to be a flexible budget; F&AC recommends quarterly reviews and adjustments.

Thanks expressed to Deb and Finance & Audit Committee for work done on the budget.

Motion: The 2022/23 Draft Budget (as approved by Finance and Audit Committee, June 22) to be accepted.

Moved David **Second** Sylvia All in favour: **Accepted**

4.5. Board Member Skills Audit

Three Board members (Lorraine, Sylvia, Greg Stevens) will have completed their six years at the upcoming AGM. Three additional Board members (David, Ann, Jana) will have completed their first term and have the option of re-nominating. David and Ann have both confirmed that they are interested in re-nominating for their second term. Chair to contact Jana to seek her intentions.

EO to determine communication and wording around recruitment to ensure members know how many vacancies are new and how many are for re-nominating board members to reduce any confusion.

All nominees, including re-nominating board members, will be given opportunity to speak at the AGM prior to voting.

The most recent skills matrix was discussed. Skills required include:

- Certified Practicing Accountant or CA (not mandatory but best practice)
- Business/entrepreneurial/outside-the-box thinking
- Chair/governance skills
- Willingness and time to be dedicated
- Work strategically, not operational
- Knowledge, strong understanding and connection with the Adelaide Hills
- Consider age, gender, diversity balance

Discussion held re targeting age, demographics, etc.

Geoff left the meeting.

Recruiting process: advertise via Facebook, website, email, newsletter (next week), AHC, Courier vacancies, Board recruitment websites. EO will bring advertising list next meeting

Discussion held re learnings from last year (nomination process, preferred nominees, etc) and how to ensure the people with the relevant skill sets are elected and the excellent services of The Hut continue. To be continued next meeting.

David suggested that we hold an Information session for people who express interest in becoming a board member, possibly prior to a board meeting. To be discussed further at next meeting.

Action: EO to provide Board vacancy advertising options next meeting.

Action: Board recruitment process to be added to August agenda.

5. AOB None

6. Next Meeting 11 August 2022 FULL MEETING 5pm

7. Meeting Closed at 6.40pm

Accepted as an accurate record of proceedings:

L J Schmitt

Chair – on behalf of Members

Date 11 / 8 / 2022

