



**Board FULL Meeting MINUTES**  
**The Hut Community Centre Community Room**  
**Thursday 11 August 2022**  
**5.00 – 7.00pm**

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

**Apologies:** Greg Stevens, Sharon Maslen

**In attendance:** Deb Bates (EO), Jo Jarvis via phone (Minutes)

**1. In-Camera Session - not held**

**2. Meeting Opening**

**2.1.** Chair acknowledged we are meeting on Aboriginal Land and paid respect to Elders, past, present and emerging.

**2.2.** Apologies: Greg Stevens, Sharon Maslen

**2.3.** Conflict of Interest: None declared.

**3. Previous Meeting**

**3.1.** Minutes of Meeting 28 July 2021 accepted as a true and accurate record.

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

**3.2** Business arising from action items. None. All necessary items found on Agenda.

**4. Matters for Decision**

**4.1. Motion:** Board endorse the use of The Hut Seal on 12-month lease agreements for Woorabinda and AO Hall / KE Cabin.

**Moved: Sylvia                      Second: Geoff K                      All in favour – Accepted**

**4.2.** Ratification required for updated financials which were emailed to all Board members on 3<sup>rd</sup> August 2022. All board members accepted the motion to accept the updated financial statements via return email.

**Motion:** That the Board ratify the decision made via email on 3<sup>rd</sup> August 2022 to accept the updated financial reports.

**Moved: Geoff K                      Second: Greg B                      All in favour – Accepted**

**5. Matters for Discussion**

**5.1.** EO presented an overview of focus areas for 2022/23 & reported against Strategic Plan

**See Strategic Plan – 2021/22 review**

**See Strategic Plan Outcomes**

- Programs snapshot: Majority of programs are facilitated by volunteers, 3 have paid leaders due to expertise and skills. 17% of participants are new to The Hut. EO explained that some programs are a result of community requests for programs, ie Aboriginal culture awareness; Paint & Sip evenings; Zinnia King art classes for home schooling students.
- Survey Week results: Two survey weeks were held in line with DHS requirements. Volunteer hours have remained very similar to previous years, despite lockdowns and cancelled events. No major negatives raised. High number of Book Shed volunteers responded which was encouraging as they are not as linked and physically present.
- Low Income Support Program (LISP): Amounts given for emergency relief varied from \$50 to \$250 on average. Repayment of emergency relief is not required and are issued via vouchers or direct bill payment only. No cash is given. Board believes this would be useful to mention in Annual Report. On-line vouchers are being explored.
- No Interest Loan Scheme (NILS): funded through Good Shepherd. Christine does interviews and paperwork which is forwarded to Uniting Care Wesley for processing. Applicants are not eligible if they have a current Centrelink loan or an inability to repay. Loans can take up to 2 weeks to be received by applicant. The Hut receives notice of loan approvals but not any repayment/default problems.
- Food Pantry: 70 new people registered for Food Pantry this past year. 2,000kg of food is saved from landfill each month and consists of fresh fruit and vegetables, bread and some frozen meat. Board recommends this be mentioned to AHC as reducing landfill is one of their strategic goals. Food Pantry and any donations are managed by Hayley and donations often result from long term relationships within the local community. Demographics captured include age and income but not location. 31-37% are a result of Covid affecting family income. People who take bread from the shelves out the front of The Hut are not counted. Registration and criteria exist although not tightly adhered to. This is under review due to demand and limited resources. Food Pantry has provided community connection also, with some clients now volunteering. Board recommends this be promoted via Courier (if cost effective). All details will be included on The Hut website and in the Annual Report.
- Community Connections Program: This is implemented by Marnie and consists of a 12 week one-on-one program to help people determine and reach personal goals. 11 people have participated, 7 identify with a disability, 5 diagnosed with chronic illness, 9 at financial disadvantage. Age range is 22 – 60. Referrals come via different programs and doctors. Minimal advertising done as program at capacity. This is a partnership with Mt Barker CC and funded by DHS.
- Inclusivity: Dementia friendly status given, Autism support coming. Looking to grow the area of Inclusivity, esp with input into policy etc.

Board member enquired re sending this information to local politicians. EO advised they are both great supporters of The Hut. They will receive all this information via Annual Report. Board recommends this information be sent to Courier for potential article. Local papers to be invited to AGM.

Operational Plan – 2022/23 focus: Diversity and Inclusion. See Strategic Plan Outcomes for definitions. Continuous improvement reviews happening across all the staff team.

**Motion:** The Board expresses their sincere thanks to The Hut staff for their very impressive work.

**Moved:** Greg B      **Second:** Sylvia      **All agreed**

**Action:** Deb to pass on thanks to staff at next staff meeting. **Deb**

**Action:** Mention emergency relief payments do not involve cash in Annual Report. **Deb**

**Action:** Inform AHC of amount of food being saved from landfill. **Deb**

**Action:** Send summary of this information to local papers for potential article, esp Food Pantry. **Deb**

**Action:** Invite local papers to AGM **Deb**

## 5.2. Board vacancy

### 5.2.1 Immediate vacancy

Jana Norman has resigned, effective immediately, due to health concerns. She advises she is on the way to recovery and has thoroughly enjoyed her time on the board and SAFS. A thank you to Jana will be expressed at the AGM. She will continue to volunteer at The Hut and has offered a forest-bathing experience for the next Quiz Night.

This leaves the board with a vacancy. Board discussed the potential benefit of recruiting prior to the AGM. Two motions were presented:

**Motion 1:** Defer filling vacancy until AGM and include this vacancy with the other vacancies that will be declared at the AGM.

**Moved:** Geoff K      **Second:** John K      **4 against, 2 agreed, 1 withheld.**

**Motion not approved.**

**Motion 2:** Approach Deb Turnbull re casual vacancy as per Constitution 6.2.4.

**Moved:** Sylvia P      **Second:** Greg B      **5 agreed, 2 against.**

**Motion approved.**

**Action:** Chair to approach Deb Turnbull re filling casual vacancy on The Hut board.

### 5.2.2 Vacancies at AGM

Jana N, Ann C, David R all completing their first term.

Lorraine S, Greg S, Sylvia P all completing their second term.

There will be six vacancies declared at the AGM. Ann and David have indicated their intent to re-stand for their second term.

EO has invited expressions of interest for Board positions. An information session for interested candidates will be held prior to the next Board meeting, 5 – 5.30 pm on 8 Sept 2022.

Information session will consist of a presentation by Deb and Lorraine, to cover The Hut's values and purpose, activities etc, Board member skills that have been identified as favourable, Board member commitments/requirements and considerations. Consider showing the promotional video.

**Action:** Deb and Lorraine to create a presentation for potential Board candidates at Information session. David also offered to assist Loriane in the Board/Governance aspect.

### 5.3 Executive Officer Report – as tabled

98% received on ASES report. Gaps identified were Cyber security and Diversity & Inclusion, which are both currently being updated. Error noted in report: we have leased Woodside property, not purchased. Expected cost is \$7,000.

Further work has been requested by DHS regarding Child Safe Environment Compliance Declaration. Work continuing.

**Motion:** Executive Officer Report be accepted.

**Moved:** Sylvia P      **Second** Ann C      **All agreed**

**Action:** EO to advise Trish (ASES assessor) of the error in the ASES report with a request for it to be amended.

### 5.4. Woodside Book Shed development – David R

David spoke with AHC Planning Officer and Engineer via phone on 8/8 re stormwater. David enquired about possibility of moving carparks to front of property. Able to be done.

Number of car parks required has also changed; from 10 to 8 (1 disability, 4 on site, 3 on street). New site plan has been developed which is more cost effective.

Earth work contractors were reluctant to quote on original plan; 1 totally refused as didn't believe old plans would work and was not willing to risk his reputation. Further discussion to be held.

Question raised re cost of extended delays and at what stage do we 'pull the pin' if the costs exceed the forecast benefit. Finance committee will keep track and make recommendations to the board.

## 6. Matters for Noting

### 6.1. Chairs Report (Verbal)

Chair expressed thanks to Board for effort and support given, along with flexibility.

### 6.2. Treasurer's Report (Verbal)

Minimal change from last meeting. Q4 financial reports all adopted previously.

### 6.3. Sub-Committee Reports

#### 6.3.1. Executive Committee – none held

#### 6.3.2. Finance & Audit

6.3.2.1. [Minutes of meeting held May 5 2022](#)

6.3.2.2. [Minutes of meeting held June 23 2022](#)

6.3.2.3. Draft [Minutes of meeting held July 28 2022](#)

#### 6.3.3. Work Health & Safety

6.3.3.1. [Minutes of meeting held 2 June 2022](#)

6.3.3.2. Draft [Minutes of meeting held 28 July 2022](#)

#### 6.3.4. Human Resources – none held

#### 6.3.5. Strategy & Financial Sustainability – none held

**Motion:** the Minutes of meetings listed above to be accepted by the Board.

**Moved:** G Bussell

**Seconded:** S Pembroke



**Motion:** the DRAFT Minutes of meetings listed above to be noted by the Board.

**Moved:** G Bussell

**Seconded:** S Pembroke

**7. Organisational & Risk – see EO report**

**8. AOB**

8.1. The Constitution sub-committee changes have been updated and previously reviewed by the Board. EO to forward the draft document to Board members for final review.

**Action:** EO to check that most current version of Constitution is on website.

8.2. Previous minutes on website and impact on potential board members was raised. Some redaction may be needed.

8.3. Rent of Woodside cottage – nothing confirmed yet.

**9. Correspondence - none**

**10. Next Meeting**

10.1. **Information session.** Thurs 8 Sept 2022 5 -5.30pm

10.2. **Strategy meeting** Thurs 8 Sept 2022 5.30pm

**11. Meeting Closed at 6.58 pm**

Accepted as an accurate record of proceedings:

*A. Schick*

Chair – on behalf of Members

Date *15 / 9 / 2022*

