



Board STRATEGY Meeting MINUTES
The Hut Community Centre Community Room
Thursday 13 October 2022
5.00 – 7.00pm

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

Apologies: Greg Stevens

In attendance: Deb Bates (EO)

1. Meeting Opened at 5:05pm

- 1.1. Chair acknowledgement meeting on Aboriginal Land
- 1.2. Apologies: Greg Stevens expressed his thanks to Board members as he ends his 6 year term. John Kemp and Sharon Maslen not in attendance at start of meeting.
- 1.3. Conflict of Interest: None declared

2. Minutes of meeting 8 September 2022 accepted as a true and accurate record.

Moved: Ann Croser **Second:** Greg Bussell All in favour: Accepted

3. Action items:

- 3.1. EO has made contact Ch 44 to explore promotion opportunities. Add this to Action items.

4. Business

4.1. Constitution

Constitution changes are ratified by the Board. The revised Constitution now to be presented to Hut members at the AGM for approval.

Moved: David Rawnsley **Second:** Greg Bussell All in favour: Accepted

4.2. Woodside Book Shed

David and EO advised that we now have Development approval from the Council so we can commence preparation of the land and transportation of the building. Signage advising local community that the Book Shed will be 'coming soon' to Woodside to be erected.

EO approved to exercise renewal of Lease for first five year term.

Moved: Greg Bussell **Second:** Loraine Scheide All in favour: Accepted

EO to meet with Woodside Business group to meet other businesses in Woodside and to provide information about our services, including the Book Shed.

5:22pm Sharon Maslen arrived.

4.3. Executive Officer (EO)

4.3.1. EO Review – Chair gave overview of the meeting between herself, John Kemp and EO. There were no changes required to increase support although the EO thanked the Chair for being available when needed over the year.

Transparency for reporting requirements is needed when new Board members commence to provide guidance for EO when preparing reports.

4.3.2. Job & Person Description

EO and HR committee have reviewed and made changes to the EO J&PS where required.

Motion: Updated EO Job & Person Description be adopted.

Moved: Sylvia Pembroke **Second:** Geoff Keynes All in favour: Accepted

4.4. Board Recruitment

EO advised that there will be a vote required at the AGM as there are seven (7) candidates for six (6) positions.

The Board agreed the information session recently added to the recruitment process worked well. It was good to meet the majority of nominees in person.

The Board unanimously agreed that their preferred stance is for the three Board members standing for re-election be elected to aid continuity and stability and for this to be communicated to Hut members prior to the AGM.

Action: All Board nominees to be advised of next Board meeting date via email prior to the AGM.

4.5. Annual General Meeting – Agenda and Voting procedure

The voting procedure was discussed. As there are 7 nominees for 6 positions a ballot will be held and members asked to tick 6 boxes only on the voting slip. If there is a tie for the two candidates who received the least number of votes, the bottom two will be re-voted via a show of hands (candidates to leave the room).

Len Rolfe has been engaged to manage the vote to ensure there is no conflict of interest in the outcome of the vote.

4.6. November & December Board Meetings

4.6.1. The EO advised she is on annual leave during November.

Motion: the next Board meeting be held on November 3rd as a Strategy/PD meeting. Full Board meeting to be held in December.

Moved: David Rawnsley **Second:** John Kemp All in favour: Accepted.

As this will be the first meeting with new Board members, it was decided a presentation by Sue King on responsibilities/expectations of Board members would be useful.

Agenda to also include: election of office bearers, day and time of meetings, Board committee(s) membership.

Action: Deb Bates to ask Sue King to facilitate at November 3rd meeting.

5. AOB

5.1. Community Neighbourhood Development (CND) funding tenders currently open – close 9 November.

Motion: The Board grant approval for EO to tender with consortium MBCC, AHC for CND funding.

Moved: Sharon Maslen **Second:** Greg Bussell All in favour: Accepted

5.2. EO advised that she had nominated CDM, Bernadette in the Community Centres SA Awards (Community Connector section). The presentation is to be held 3rd November so EO will only be able to attend Board meeting for the first section of the meeting.

5.3. EOFY Finance Statements – changes to bottom line from those presented required. Sylvia and EO will meet with Auditor, advise and send final copies via email.

Action: EO and Sylvia meet with Auditor re EOFY financial statements. Final Statements to be emailed to the Board.

6. Next Meeting:

AGM: Thursday October 27th 6pm at Aldgate Village Well, Strathalbyn Road, Aldgate

Board Meeting: Thursday November 3rd at 5pm (Election of Officers & Meet 'n' Greet)

7. Meeting Close, Nibbles & Celebration

The Chair thanked all Board members for their support especially to outgoing Board members, Loraine, Greg S and Sylvia.

Accepted as an accurate record of proceedings:
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Chair – on behalf of Members

Date 12 / 1 / 2023