



**Full Board Meeting MINUTES
The Hut Community Centre Community Room
Thursday 8 December 2022
6.00 – 8.00pm**

Attendees: David Rawnsley (Chair), Ann Croser, Greg Bussell, Geoff Keynes, Deborah Turnbull, Pamela Patane, Sarah Moulds

Apologies: Sharon Maslen, John Kemp, Neil Wallace

In attendance: Deb Bates (EO)

In-Camera Session - Nil

1. Meeting Opening

- 1.1 Acknowledgment meeting on Aboriginal Land
- 1.2 Apologies: Sharon Maslen, John Kemp, Neil Wallace.
- 1.3 Welcome: Pamela and Sarah.
- 1.4 Conflict of Interest: None declared

2. Previous Meeting

- 2.1.** Minutes of Meeting 18 October 2022 (Zoom) accepted as a true and accurate record.

Moved: Ann Croser **Second:** Geoff Keynes **Accepted**

- 2.2.** Minutes of Meeting 3 November 2022 accepted as a true and accurate record.

Moved: Geoff Keynes **Second:** Ann Croser **Accepted**

- 2.3.** Business arising from action items:

2.3.1. Five Cyber security actions are being worked on as part of ASES accreditation. All staff plus Fran Turner (previous board member who works in this field) attended an awareness session recently. Policies and Procedures being updated. An action list will be formulated by Jan 2023. This is quite onerous as The Hut do not have expertise among existing staff.

Deb advised Board that reviews are held on type of information collected and best ways to store. Minimal hard copies are kept. Information needed for reporting to funding bodies is de-identified. Two factor authentication is coming. Continuing to build on existing strategies.

2.3.2 Aldgate Valley Community Hall cost benefit analysis on hold until needed. Deb outlined that property was gifted to The Hut and could be sold if needed. 40% of proceeds would come to The Hut, remainder to be distributed to other community groups. Hall has limited accessibility, is in poor condition and is in a high fire risk area. The land is not zoned residential.

3. Matters for Decision

- 3.1.** Executive Decision –Signatory delegation to EO was given by the Exec Committee on 29 November 2022 to enable the signing of the licence for use of the Stirling oval driveway on pageant day was ratified by the Board. Required as the licence needed to be endorsed quickly.
- 3.2.** Discussion held re when to use the Seal. The seal is required on licenses or contracts; not required for funding agreements. It is a trusted mechanism to execute documents and is outlined in Corporation law and The Hut constitution.
- 3.3.** Delegations Procedure & Delegation Authorities annual Board review held. Suggested edits presented in the tabled document.
- 3.3.1. Remove ‘Recurrent’ from Recurrent Operating Expenditure.
- 3.3.2. Approved signatories for signing of cheques/EFT – currently Greg Bussell, David Rawnsley, Loraine Sheide. Loraine to be removed. Geoff Keynes to be added.
- 3.3.3. Deb outlined EFT authorisation process. High level of authentication, checks and balances noted.
- 3.3.4. Approving new Direct Debits (DD): Remove current. EO has delegation to approve DD. EO will provide a list of DD to quarterly Finance and Audit Committee meetings.
- 3.3.5. Insurance section to be reworded. Jobs Australia provide NFP packages and can negotiate due to purchasing for multiple NFPs.
- 3.3.6. Common Seal: ‘No seal required’ to be removed from EO delegation.
- 3.3.7. Major policy update has been conducted over the past 2 years. All policies under regular review.

Motion: Delegation Procedure & Delegation Authority adopted with tabled edits including those listed above. **Moved:** Deb Turnbull **Second:** Geoff Keynes. **Carried**

Action: *Delegation Procedure and Authority to be updated with items listed above.* **Deb**

- 3.4.** Book Shed logo – design was developed to align both Book Sheds and to provide a visual awareness of the link between the Book Shed and The Hut. The logo will be visible on both Book Sheds, book- marks and other promotional material. The designs have been well received by the Book Shed committee. Thanks expressed to The Hut volunteer Bronya. Discussion held re the continued improvement of relationships between The Hut and Book Shed.

Motion: Book Shed logos presented to the Board be accepted.

Moved: Greg Bussell **Second:** Ann Croser **Carried**

[https://thehut.sharepoint.com/sites/thehut/shared documents/governance/governance/board/board_and_committees/board_mtgs/2022-23/2022_12_08 full/full board draft minutes 8_12_2022.docx](https://thehut.sharepoint.com/sites/thehut/shared%20documents/governance/governance/board/board_and_committees/board_mtgs/2022-23/2022_12_08_full/full_board_draft_minutes_8_12_2022.docx)

4. Matters for Discussion

4.1. Professional Development

- 4.1.1 Feedback re Governance PD facilitated by Sue King in November 2022 given. Sue's high level of experience, engagement, respect and understanding of the group evident. It was pitched really well for all present. More time would have been good. Disappointing that slides did not work but understand this was a Hut technology issue. Important messages were shared well, especially holding open discussion and managing different roles in the organisation.
- 4.1.2 PD that would assist the Board as a whole, or individually over the coming 12 months was discussed. Topics identified include:
- Financial Literacy by Sylvia Pembroke
 - Demographic profile of the area/s we serve. See also profile.id.com.au Sarah Moulds offered to do a reflection on research of this topic at the next meeting.
 - Presentation by Rebekha Sharkie or one of her staff
 - New board member induction will be held in January provided by Deb.

Action: *Invite Sylvia Pembroke, Rebekha Sharkie to present at 2023 Board meetings. Deb/David*

Action: *Deb to provide Board induction for new board members in January 2023. Deb*

Action: *Sarah to conduct research re council and ward area demographics and present a reflection in January 2023. Sarah*

4.2. Woodside Book Shed

- 4.2.1 David provided a verbal update. The 9 x 12m building has been on the property for 4 weeks and has undergone an extensive overhaul. Painting, air conditioning, kitchen, tiling and disability toilet completed. Disability ramp, stormwater management and site earthworks well underway. Carpet coming next week. Internal electrical and plumbing will soon be completed. Committee will work on shelves, books and set up in January. Immense thanks to Hans Overbeeke who has been an extraordinary volunteer. He has done lots of design work, hands on installation, donated and installed the kitchen and completed tiling both walls and floors. Thanks also to Geoff, Neil Wickens and David Rawnsley.
- 4.2.2 Financial update presented by David. \$60,000 budget for building and \$50,000 for works is approaching. The land is a private lease (1 + 5 + 5) which includes the cottage. This cottage is being sub-leased and recoups a good percentage of the rent. Expected Woodside income is \$50,000 per year. There will be separate committees for each book shed; keeping Stirling systems that work well. Some volunteers will work at both sites.

5. Matters for Noting

5.1. EO Report - attached with agenda.

5.1.1. Funding received - \$4000 from Stirling Community Op Shop will be used to install a sink with hot water in the craft room of the Community Shed. A grant is also being sought from the Men's Shed Association. If successful, no outgoing cost required.

5.1.2. Applications/Tenders – DHS Community and Neighbourhood Development program funds Hills Connected Community programs. 2023 will see Mt Barker lodge a separate application. 2023 consortium will be Adelaide Hills Council and The Hut only.

5.2. Financial Wellbeing Program currently provides \$20,000 for emergency financial assistance. Program guidelines will be forwarded separately. Tender closing Jan 2023 will require The Hut to provide enough financial counsellors to service the area. Would be a shame to lose this long standing program and would impact current staffing for Low Income Support Program (currently funded by The Hut). Proposal which will include potential partnerships will be formulated by Deb and discussion to be held at January board meeting.

Action *Formulate proposal and add DHS FWP tender to January agenda* **Deb**

Action *Deb to forward Financial Wellbeing Program guidelines to Board* **Deb**

5.3. Chair Report. Since last Board meeting, Deb took 2 weeks holiday, took over Woodside project management while David on holiday, liaised with AHC, the Stirling Pageant was held, prepared Board and Financial papers. David acknowledged the immense work both Deb and Bernadette have put in over the past 2 weeks, endorsed by Geoff Keynes.

5.4. Treasurer's Report. As tabled. Financial position is very solid at the moment. Thanks to Deb and her team. Discussion held re investment options and legal requirements.

Explanation of MYOB code numbers given to differentiate between operational and grant funding. Topic to be explored more at Financial PD session.

Action *Include explanation of MYOB code numbers in Financial PD session* **Deb/Sylvia**

5.5. Sub-Committee Reports

5.5.1. Executive Committee – none held

5.5.2. Finance & Audit

5.5.2.1. Minutes of meeting held [26 September 2022](#)

5.5.2.2. Minutes of meeting held [27 October 2022](#)

5.5.2.3. [L2 Income Statement \(Budget Analysis\):](#) July - Sept 2022

5.5.2.4. [Statement of financial position last year analysis:](#) Sept 22

5.5.2.5. [Statement of financial position multi period:](#) July – Sept 22

5.5.2.6. [Statement of Cash Flow:](#) July – September 2022

Motion: *Minutes and Reports be accepted.* **Moved:** Deb Turnbull **Second:** Ann Croser **Carried**

5.5.3. Work Health & Safety

[https://thehut.sharepoint.com/sites/thehut/shared documents/governance/governance/board/board_and_committees/board_mtgs/2022-23/2022_12_08 full/full board draft minutes 8_12_2022.docx](https://thehut.sharepoint.com/sites/thehut/shared%20documents/governance/governance/board/board_and_committees/board_mtgs/2022-23/2022_12_08_full/full_board_draft_minutes_8_12_2022.docx)

- 5.5.3.1. Minutes of meeting held [25 August 2022](#)
- 5.5.3.2. Minutes of meeting held [29 September 2022](#)
- 5.5.3.3. Minutes of meeting held [27 October 2022](#)
- 5.5.3.4. Minutes of meeting held [24 November 2022](#)

Motion: *Minutes be accepted.* **Moved:** Deb Turnbull **Second:** Greg Bussell **Carried**

- 5.5.4. Human Resources – Nil held
- 5.5.5. Strategy & Financial Sustainability – Nil held

6. Organisational & Risk – see EO report

7. Correspondence

- 7.1. Financial wellbeing guidelines. To be added to next Board agenda as mentioned above.
- 7.2. Assistant Minister for Competition, Charities and Treasury, Andrew Leigh’s Online sessions re building trust in charity sector. Sarah, Pamela & Deb will attempt to attend. Email subscriptions to the following organisations can help keep the Board informed: www.betterboards.net, www.probonoaustralia.com.au
Action Sarah and Deb attend on-line ‘building trust in charity sector’ sessions and provide overview at Jan meeting **Deb/Sarah**

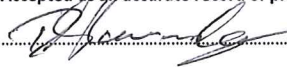
8. AOB

- 8.1. Query if Bus stop in front of The Hut is still used, yes it is.
- 8.2. ACNC EOFY Annual Information statement submitted by Deb B gave a clear and simple description of all The Hut programs. Would make a good template. Well done to Deb.
- 8.3. General Directors insurance policy exists. Deb will distribute.
- 8.4. The Hut was not nominated for a Community Service Award.
- 8.5. Volunteer breakfast will be held next Wednesday morning for all who can make it.
- 8.6. Director ID. Deb Bates will send a reminder to anyone who has not yet completed it.
- 8.7. Bus incident: A client fainted on Monday while near the Chemist and bumped her head. Chemist called ambulance and client taken to hospital; due to be released next Tuesday. As fall occurred between bus services our volunteers are not responsible and a government report is not required. The Hut will continue to support this client. The Hut will arrange for AHC to provide additional training to bus drivers and helpers due to additional reporting requirements.
- 8.8. Sunset session: Italian night on tomorrow. Tickets still available.

Action Deb to distribute Directors insurance policy to Board

Action Additional training for bus drivers and carers to be arranged with AHC **Deb/Bernadette**

9. Next Meeting Strategy meeting - Thursday 12 January 2023. 6pm

Accepted as an accurate record of proceedings:

Chair – on behalf of Members
Date 12 / 1 / 2023

Meeting Closed at 7.55pm

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