



Board FULL Meeting MINUTES
The Hut Community Centre Community Room
Thursday 9 February 2023
6.00 – 8.00pm

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

Apologies: Deborah Turnbull, Sharon Maslen, John Kemp, Neil Wallace

In attendance: Deb Bates (EO)

In-Camera Session - Nil

1. Meeting Opening

- 1.1. Chair acknowledged our meeting on Kurna and Permanagk Land and paid our respects.
- 1.2. Apologies: Deb T, Sharon M, John K, Neil W
- 1.3. Conflict of Interest – none declared.

2. Previous Meeting

2.1.1. Minutes of Meeting 12 Jan 2023: Following amendments required:

- a. Add Pamela Patane to Sponsorship subcommittee (item 4.4)
- b. WHS Committee Minutes 6th Feb 2023 to be amended: Add Pamela's attendance at the meeting was "via zoom"

Motion: Minutes of Board meeting held 12th January 2023, with the above amendments, be adopted as a true and accurate record of the meeting.

Moved: Ann Croser **Second:** Pamela Patane **Adopted**

2.2. Business arising from action items

- 2.2.1. Board Professional Development: Financial Literacy, presentation by Sylvia Pembroke
 - This session has been deferred to our next meeting due to Sylvia's availability.
- 2.2.2 Update on Cyber Security given by EO. See record of Executive Officer's verbal report. The Board acknowledged the amount of hours it would have taken for the EO to improve cyber security, develop policy & procedures etc.
- 2.2.3 Action items identified on the Agenda as completed are to be removed.

3. Matters for Decision - Nil

4. Matters for Discussion

4.1. EO Report (verbal)

- a. Cyber Security: This has now become a request from DHS as a part of their risk assessment of funded organisations.

EO is currently working with Interintra to review and audit our cyber security level against the 'Essential Eight Maturity Model'. The model is risk based and we will check our compliance against level 1 in the first instance.

- 4.1.2. Woodside Book Shed Opening will be held on Saturday 11th February. Dan Cregan MP, Independent for Kavel will give the official opening.
- 4.1.3. Our first 'Blokies Brunch' will be held on Sunday (12th Feb) morning. This is a men's group which has developed from the community connections program. Seven people have booked so far. Marnie has organised the session with two male volunteers engaged to assist with conversation and guiding activities.
- 4.1.4. Sunday 12th Feb will also be Marnie's last day working for us. Marnie is the Community Connections Coordinator. At this stage the funding ceases on June 30th 2023 however we anticipate DHS will extend the funding for another 12 months. We will start recruitment for the CC Coordinator's position once we know if funding has extended. EO has negotiated with Mt Barker Community Centre Manager to increase their CCC to cover this gap in service provision in the short-term. Our funding for this period will be reduced as our expenses (no salary) will be reduced.
- 4.1.5. A Slow Food Movement (SFM) event will be held at The Hut on April 15th. This is a collaboration between a local who is interested in the SFM, local chef and a small working party to assist with planning and coordination. The session will involve a workshop on taking things back to basics, the growing and cooking of basic foods, followed by lunch cooked using the slow food methodology.
- 4.1.6. The Platform Sunset Session will be held again this Friday night (Feb 10th) with one of our volunteers and her band engaged to entertain us for the evening.
- 4.1.7. Repair Café and clothes swap will be held this Sunday (Feb 12th)
- 4.1.8. Financial Wellbeing Tender – Lutheran Care and AC Care have also tendered for the Adelaide Hills region. Both already have financial counselling as a part of their suite of services.
- 4.1.9. The Hut has been approached and have two new potential program opportunities:
 - a. Retired Picture Framer, has equipment that needs housing and possibility of workshops and funds raising – Geoff and Community Shed supervisors to follow up
 - b. AHH Life Skills and 'Pressed Plastics' – this also involves the Community Shed volunteers and needs some further discussion
- 4.1.10. Interview for Community and Neighbourhood Development (currently funding our Hills Connected Communities Consortium) tender booked for Feb 21st. Interview

attendees will include Community Development staff from both Adelaide Hills Council centres. Presentation topics to be advised.

- 4.1.11. We have been speaking with the Ranges Early Learning Centre to do some cross generational activities with CHSP seniors and volunteers. All parties are keen.
- 4.1.12. Hot Water service will be installed in the community shed. Currently volunteers are collecting water from The Hut and carrying it down to the shed. This is WHS issue. Funding has been received from the Stirling Op Shop and Men's Shed Association.
- 4.1.13. Our Aldgate LGBTQIA+ group has had a slow start with only one attendee however we will continue to persevere as often these types of sessions take a while to get going. This is being led by Headspace.
- 4.1.14. Grandparents for Grandchildren held their first session recently at The Hut as the location for the Aldgate Chapter. Six people attended.
- 4.1.15. The 'Ageing Well' series is being held in collaboration with the Village Well. This is a free program being fully funded by the Office for Ageing. Lia Parsons, occupational therapist is leading the sessions.
- 4.1.16. Adelaide Symphony Orchestra – application for a free concert in the Adelaide Hills – considering application in collaboration with The Village Well
- 4.1.17. Two grant opportunities are open:
 - a. Supporting/Strengthening Rural Communities: tackle poverty and disadvantage. Up to \$10,000. Closes 16 March
 - b. Strengthening Rural Communities: improved governance or sustainability. Up to \$50,000. Closes 23 March.

Matters for Noting

4.2. Chair's Report (Verbal)

- 4.2.1. Book Shed Woodside coming along well.
- 4.2.2. Thanks to Bernadette and Jo Jarvis for help with painting.

4.3. Treasurer's Report (Verbal)

- 4.3.1. Monthly depreciation approx. \$6,200 per month
- 4.3.2. Term deposits: two RABO will be rolled over (depending on best interest rates on offer) RABO will give us + 0.1% loyalty.
- 4.3.3. Question raised regarding depreciation on buildings that is significantly lower than budgeted. EO to follow up and report back to Board at next meeting.

Action: EO

- 4.3.4. David raised the point that the Net assets have reduced over a number of months in a row.

David distributed a monthly graph showing the last 18 months decline. EO distributed a graph 2018/19 – 2021/22 that shows strong growth in the lead up to 2021 then a decline.

Motion: The EO, Chair and Treasurer Report be received

Moved: Geoff K **Second:** Ann C **Received**

Action: Send both graphs as an attachment with Minutes. EO to prepare details on the explanation for the movement in our Net Assets for the March Board meeting. **EO**

Sub-Committee Reports

4.3.5. Executive Committee: **Decision to be ratified.**

The centre was closed on Thursday 26th due to the Australia Day public holiday. It was anticipated that Friday 27th would be a very quiet day with a shopping bus being the only activity happening from the centre. EO proposed to the Executive Committee (David R, Deborah T, Greg B) via email on 19th January 2023 that The Hut Community Centre be closed on Friday 27th January 2023. There is no adverse impact to community programs, use of facilities by external hirers or CSHP shopping buses.

Approval by majority of the Executive Committee to close the community centre on Friday 27th January was given via emails dated 19/1/23 and 23/1/23.

The Board ratified the decision to close the community centre on January 27th 2023.

4.3.6. Finance & Audit

- a. Draft Minutes of F&AC Meeting held 24 January 2023
- b. Income Statement against budget July – Dec 2022
- c. Statement of Financial Position Multi-Period July – Dec 2022
- d. Cash Flow July – Dec 2022

4.3.7. Work Health & Safety

- a. Draft Minutes of WHS Meeting held 2 February 2023

4.3.8. Human Resources – nil held

Motion: Minutes of Finance & Audit Committee and WHS meetings listed above be accepted.

Moved: Sarah M **Second:** Ann C **Accepted**

5. Organisational, Risk & Compliance

5.1. Financial Acquittals

5.1.1. DHS - Community Neighbourhood Development program (HCC)

5.1.2. DHS - Emergency Financial Assistance Program (ER)

Motion: Acquittals identified above to be received

Moved: Geoff K **Second:** Ann C

6. AOB

6.1. Further discussion of whether to have a Patron or 'Friends of The Hut' was held. Sub-committee: Pamela Patane, Ann Croser, Geoff Keynes, Greg Bussell and Deb Bates.

Discussion points included:

- Sarah commented that having a patron could go against The Hut being 'community owned community service' and, just by having one person being 'the face' would define 'age, gender, nationality' which is against what we are (our identity) and what we do in community which is to be a centre for everyone.
- David R gave example to support Sarah's comment from when he was at CARA – Competition from Crippled Children's Assoc. Patron had a role. This branded The Crippled Children's Assoc. in line with their Patron as being wealthy, capable people – their community needed them to 'help' crippled children.
- When raising awareness of what we do and where we need financial support it is important to have someone with lived experience to talk.
- Consensus that a Patron and having one person as figure head may not be the best option.
- Goal – is to raise funds. Consider what it will take to bring potential supporters to the table.
- Last discussion included inviting people to ask for strategies to help us increase funds. Suggestion to invite a high profile community member to help to guide our discussion on how to bring high net worth people to the table
- Is working on this a good use of our collective time?
- A lot of finances goes into an individual approach of applying for grants etc.
- Greg B asked 'How does this sit with us asking people for money when we have a strong financial position?'
- Need friends of the The Hut who are also contributors
- Works best if we ask people to fund a project
- Our aim is to eventually become independent and not rely on govt funding. Grants encourage best practice in service delivery. The Hut is recognised for having a great quality service (not just about being given funds).

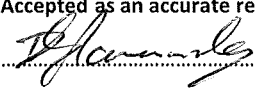
To be discussed by sub-committee, reporting back to Board with proposal.

Action: Strategic plan review to be added to March or April Board meeting schedule.

7. Correspondence – Nil

8. **Next Meeting** –Strategy meeting on Thursday 9 March 2023, 6-8pm. Ann C will be apology

Meeting closed – 7.25pm

Accepted as an accurate record of proceedings:  Chair – on behalf of Members
Date <u>9</u> / <u>3</u> / <u>2023</u>

