



Board STRATEGY Meeting MINUTES - AMENDED
The Hut Community Centre Community Room
Thursday 9 March 2023
6.00 – 8.00pm

Attendees: David Rawnsley (Chair), Deborah Turnbull, Greg Bussell, John Kemp, Sharon Maslen (Zoom), Sarah Moulds, Pamela Patane
Apologies: Ann Croser, Geoff Keynes.
In attendance: Deb Bates (EO)

1. Meeting Opening at 6.06pm

- 1.1. Chair acknowledged we are meeting on Aboriginal Land and paid respect.
- 1.2. Apologies: Ann Croser, Geoff Keynes
- 1.3. Conflict of Interest – nil declared

2. Minutes of Board meeting held 9 Feb 2023 accepted as a true record.

Moved: Sarah Moulds **Second:** Pamela Patane **Accepted**

3. Action items

- 3.1. Depreciation: explanation of difference between actual and budgeted - Under advice of the auditor, depreciation of Woodside Book Shed to commence once the asset is generating income.
- 3.2. Finances – Net Assets: In response to question previously raised regarding why our net assets are decreasing. EO provided 'Graph of net asset annual comparison' over past 8.5 years with explanations. The graph showed an overall increase in net assets with a peak during COVID due to Job Keeper and Business Boost then a decline for the past 6 months. Page 2 showed the changes in income, salary and expenses for the same period. The Enterprise Remuneration Order (ERO) – a 10-year commitment for annual increases of community services wages; the annual award increases in minimum wage and EO and CDM moving onto salaries have meant a steady increase in wages and salaries. Will keep monitoring and continue to seek ways to increase income.
Action: EO will tease out the figures shown in 2021/22.

- 3.3. Sylvia – Finance presentation: Sylvia unable to attend due to health. Deb will follow up with Sylvia and arrange to send flowers on behalf of the Board.

Action: EO to follow up with Sylvia and send flowers.

- 3.4. Patron/Friends committee meeting deferred until Ann returns.

4. Business

4.1. Board Membership

There is now a Board vacancy due to the resignation of Neil Wallace. Strategic Plan and Board Skills audit referenced in the consideration of the skills gap and experience required. CPA gap identified on Board (CPA presently sits on finance and audit committee) and a decision was taken to advertise for a person with finance skills, preferably a CPA, to join the Board. AICD and LinkedIn be used to seek interest. Consider locality of volunteer. Fundraising and Marketing also identified as a gap. If more than one expression of interest is received a Board sub-committee will shortlist and interview, then make recommendation to Board.

Action: EO to write article outlining skills sought and send to Board members for comment.

4.2. Grant Opportunities

1. As recorded at the last Board meeting, the Department of Human Services has announced a grant offer of up to \$50k for the purpose of strengthening Governance or sustainability. Information, options and grant guidelines presented with the agenda. Mitigating extreme weather events and impact of lost electricity also raised. Only one option can be applied for. Board preference given to solar panels and batteries, with the aim of building resilience, strengthening capacity & sustainability of programs and responding to community needs (for example: in extreme weather events and lost power a refrigerated storage facility could be available for people to store medications). Grant applications close March 23.

Question raised regarding the EO's decision to bring this item to the Board for Board decision making on this grant. EO brought it to the Board as the purpose of the grant is more strategic in focus to align with strategic plan.

Motion: Board support the EO in applying for grant to fund a new solar system, that is likely to include panels and batteries on Aldgate Station; panels and batteries on Aldgate Oval Hall and Stirling book-shed if funds permit and if it is viable. Priority to be made in above property order.

Moved: John Kemp **Second:** Greg Bussell **Carried**

Action: Deb to gather quotes on above work and apply for grant.

2. Loneliness Grant and partnership with UniSA/ University of Adelaide. Grant is for \$190k for up to 2 years (funds to go to UniSA). Deb Turnbull, who has a potential conflict of interest, disclosed that the proposal may bring benefit to University of Adelaide where Deb T is employed. Deb T is co-convenor of Women's Health Research, Translation & Impact Network (WHRTIN). Deb T gave overview of how study would be conducted, aims and potential outcomes. Deb T proposed The Hut be the target for this grant, with the view of employing a part time Community Development Officer to be based at The Hut and Researcher.

Motion: The Hut Board give in-principle approval to pursue this industry partnership grant. Board will consider full proposal/application and the potential impact on Hut staff before making final decision.

Moved: Greg Bussell **Second:** John Kemp **Carried**

Deb B / Bernadette be invited to second WHRTN round-table meeting on March 22.

Sarah Moulds questioned if there was perceived conflict of interest due to her being staff of UniSA. Its was determined this wasn't of concern.

4.3. Strategic Plan Review

Strategic Plan is reviewed annually. For this year's review Deb B suggests all Programs staff give presentation on their focus areas at the April Board meeting. Will cover 4 key areas as outlined in agenda papers. Priorities for coming 12 months then will be set at May Board meeting.

5. AOB

5.1. 'Patron/Friends of The Hut' Sub-Committee has not met yet.

5.2. Woodside Book Shed – currently closed on Tuesdays and Sundays. Considering best days to open; may seek to close Wednesdays and open Sundays. Saturdays are the best day so far. Sales are lower than originally hoped. Official launch went very well.

5.3. Cyber security – Essential 8 as referred to previously has 4 levels to be assessed against. Quote received from Southern Cyber for \$3,000 to map what we do against Essential 8. (Recommended by Inter-Intra). Further conversation to be had with DHS to consider how far we need to go. Government requirements will continue to increase.

Action: Deb to speak with DHS re cyber security requirements.

5.4. Stirling Book Shed extension – EO in process of gathering quotes. Previous estimate was \$26 – 28,000.


5.5. CFS research – Sustainability in volunteering in the CFS. The Hut invited to participate due to the high number of volunteers well engaged with their programs. Being led by Sarah Moulds.

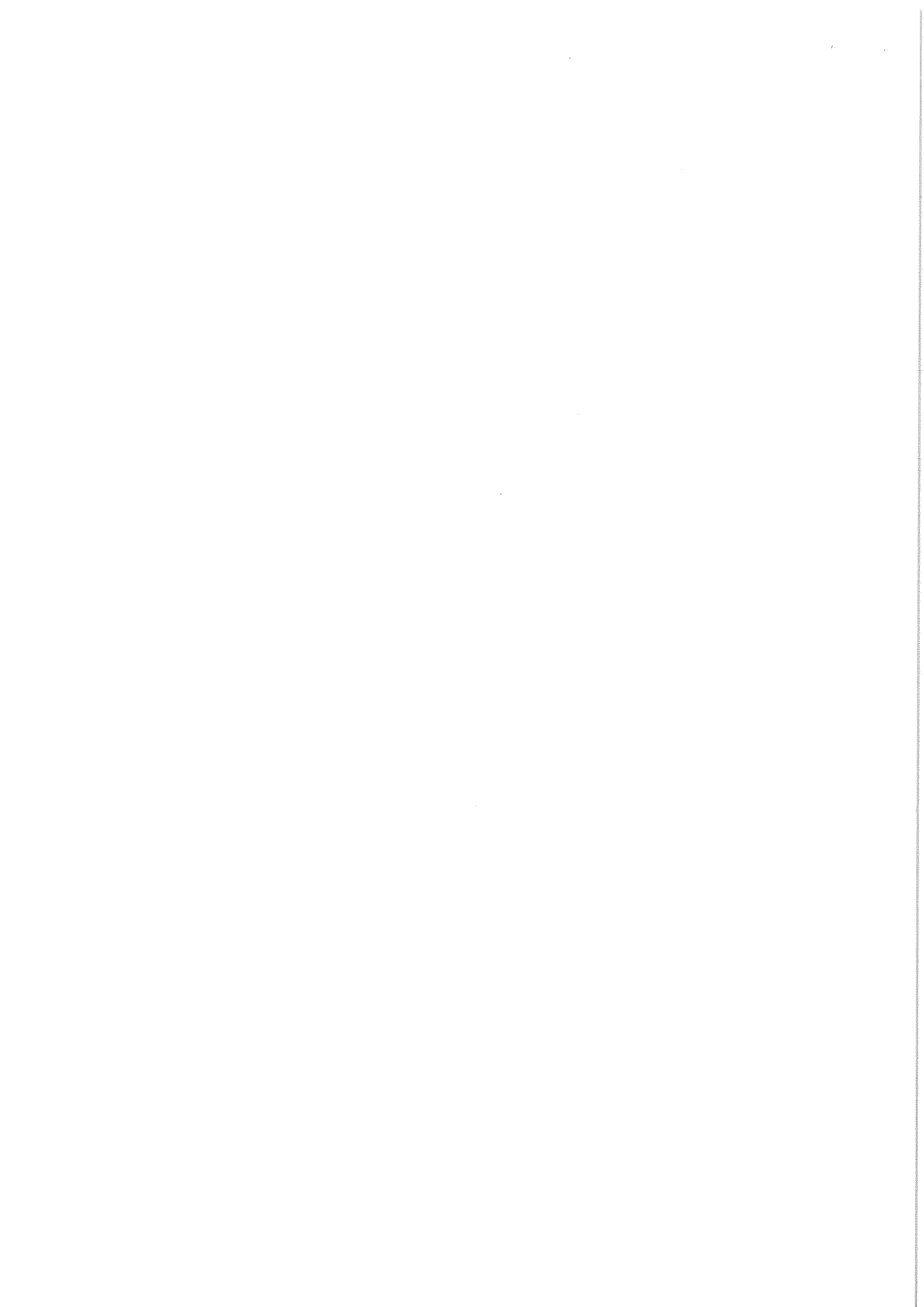
5.6. ASES accreditation has been achieved!

5.7. Thankyou Sarah Moulds for the flowers given to Deb and Bernadette for International Women's Day. Shared with the other wonderful women at The Hut.

6. **Next Meeting:** Thursday 13 April 2023 6pm

Meeting Closed 8.10pm

Accepted as an accurate record of proceedings:  Chair – on behalf of Members Date 11, 5, 2023 / /





Board STRATEGY Meeting MINUTES
The Hut Community Centre Community Room
Thursday 9 March 2023
6.00 – 8.00pm

Attendees: David Rawnsley (Chair), Deborah Turnbull, Greg Bussell, John Kemp, Sharon Maslen (Zoom), Sarah Moulds, Pamela Patane
Apologies: Ann Croser, Geoff Keynes.
In attendance: Deb Bates (EO)

1. Meeting Opening at 6.06pm

- 1.1. Chair acknowledged we are meeting on Aboriginal Land and paid respect.
- 1.2. Apologies: Ann Croser, Geoff Keynes
- 1.3. Conflict of Interest – nil declared

2. Minutes of Board meeting held 9 Feb 2023 accepted as a true record.

Moved: Sarah Moulds **Second:** Pamela Patane. **Accepted**

3. Action items

- 3.1. Depreciation: explanation of difference between actual and budgeted - Under advice of the auditor, depreciation of Woodside Book Shed to commence once the asset is generating income.
- 3.2. Finances – Net Assets: In response to question previously raised regarding why our net assets are decreasing. EO provided 'Graph of net asset annual comparison' over past 8.5 years with explanations. The graph showed an overall increase in net assets with a peak during COVID due to Job Keeper and Business Boost then a decline for the past 6 months. Page 2 showed the changes in income, salary and expenses for the same period. The Enterprise Remuneration Order (ERO) – a 10-year commitment for annual increases of community services wages; the annual award increases in minimum wage and EO and CDM moving onto salaries have meant a steady increase in wages and salaries. Will keep monitoring and continue to seek ways to increase income.

Action: EO will tease out the figures shown in 2021/22.

- 3.3. Sylvia – Finance presentation: Sylvia unable to attend due to health. Deb will follow up with Sylvia and arrange to send flowers on behalf of the Board.

Action: EO to follow up with Sylvia and send flowers.

- 3.4. Patron/Friends committee meeting deferred until Ann returns.

4. Business

4.1. Board Membership

There is now a Board vacancy due to the resignation of Neil Wallace. Strategic Plan and Board Skills audit referenced in the consideration of the skills gap and experience required. CPA gap identified on Board (CPA presently sits on finance and audit committee) and a decision was taken to advertise for a person with finance skills, preferably a CPA, to join the Board. AICD and LinkedIn be used to seek interest. Consider locality of volunteer. Fundraising and Marketing also identified as a gap. If more than one expression of interest is received a Board sub-committee will shortlist and interview, then make recommendation to Board.

Action: EO to write article outlining skills sought and send to Board members for comment.

4.2. Grant Opportunities

1. As recorded at the last Board meeting, the Department of Human Services has announced a grant offer of up to \$50k for the purpose of strengthening Governance or sustainability. Information, options and grant guidelines presented with the agenda. Mitigating extreme weather events and impact of lost electricity also raised. Only one option can be applied for. Board preference given to solar panels and batteries, with the aim of building resilience, strengthening capacity & sustainability of programs and responding to community needs (for example: in extreme weather events and lost power a refrigerated storage facility could be available for people to store medications). Grant applications close March 23.

Question raised regarding the EO's decision to bring this item to the Board for Board decision making on this grant. EO brought it to the Board as the purpose of the grant is more strategic in focus to align with strategic plan.

Motion: Board support the EO in applying for grant to fund a new solar system, that is likely to include panels and batteries on Aldgate Station; panels and batteries on Aldgate Oval Hall and Stirling book-shed if funds permit and if it is viable. Priority to be made in above property order.

Moved: John Kemp **Second:** Greg Bussell **Carried**

Action: Deb to gather quotes on above work and apply for grant.

2. Loneliness Grant and partnership with UniSA/ University of Adelaide. Grant is for \$190k for up to 2 years (funds to go to UniSA). Deb Turnbull, who has a potential conflict of interest, disclosed that the proposal may bring benefit to UniSA/Adelaide where Deb T is employed. Deb T is co-convenor of Women's Health Research, Translation & Impact Network (WHRTIN). Deb T gave overview of how study would be conducted, aims and potential outcomes. Deb T proposed The Hut be the target for this grant, with the view of employing a part time Community Development Officer to be based at The Hut and Researcher.

Motion: The Hut Board give in-principle approval to pursue this industry partnership grant. Board will consider full proposal/application and the potential impact on Hut staff before making final decision.

Moved: Greg Bussell **Second:** John Kemp **Carried**

Deb B / Bernadette be invited to second WHRTIN round-table meeting on March 22.

Sarah Moulds questioned perceived conflict of interest due to being staff of UniSA.

4.3. Strategic Plan Review

Strategic Plan is reviewed annually. For this year's review Deb B suggests all Programs staff give presentation on their focus areas at the April Board meeting. Will cover 4 key areas as outlined in agenda papers. Priorities for coming 12 months then will be set at May Board meeting.

5. AOB

5.1. 'Patron/Friends of The Hut' Sub-Committee has not met yet.

5.2. Woodside Book Shed – currently closed on Tuesdays and Sundays. Considering best days to open; may seek to close Wednesdays and open Sundays. Saturdays are the best day so far. Sales are lower than originally hoped. Official launch went very well.

5.3. Cyber security – Essential 8 as referred to previously has 4 levels to be assessed against. Quote received from Southern Cyber for \$3,000 to map what we do against Essential 8. (Recommended by Inter-Intra). Further conversation to be had with DHS to consider how far we need to go. Government requirements will continue to increase.

Action: Deb to speak with DHS re cyber security requirements.

5.4. Stirling Book Shed extension – EO in process of gathering quotes. Previous estimate was \$26 – 28,000.

5.5. CFS research – Sustainability in volunteering in the CFS. The Hut invited to participate due to the high number of volunteers well engaged with their programs. Being led by Sarah Moulds.

5.6. ASES accreditation has been achieved!

5.7. Thankyou Sarah Moulds for the flowers given to Deb and Bernadette for International Women's Day. Shared with the other wonderful women at The Hut.

6. **Next Meeting:** Thursday 13 April 2023 6pm

Meeting Closed 8.10pm

Accepted as an accurate record of proceedings:

.....

Chair – on behalf of Members

Date / /

