



FULL Board Meeting MINUTES
The Hut Community Centre Community Room
Thursday 11 May 2023
6.00 – 8.00pm

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

Apologies: Sarah Moulds , John Kemp, Greg Bussell, Sharon Maslen

In attendance: Deb Bates (EO)

In-Camera Session - Nil

1. Meeting Open 6:10pm

- 1.1. Chair acknowledged meeting on Aboriginal Land
- 1.2. Apologies: Sarah Moulds , John Kemp, Greg Bussell, Sharon Maslen
- 1.3. Conflict of Interest – Nil Declared

2. Previous Meeting

- 2.1. The Minutes of the Board Meeting held 13 April 2023 were accepted as a true and accurate record.

Moved: D Turnbull

Seconded: G Keynes

2.2. Business arising from action items

- EO advised that the contact with Channel 44 had been made but no resolution as yet.
- It is not a requirement for DHS for us to be mapped against the Essential Eight. This is a federal government request linked to funding.
- EO sent an email to both EOI for the Board position and neither had responded. EO will not be following up with them. Sylvia Pembroke has offered to be a finance consultant, being available when there is a need for additional finance expertise at Board meetings. The Board thanked Sylvia and will take her up on this offer if the recruitment drive doesn't result in filling the Board position with a qualified accountant.

3. Strategic Plan (SP) review

The Board did a review of the team presentation from last meeting. The following questions were discussed.

Do we feel like the team is on track? Are there things we're doing that are not supported by, and/or take our focus away from the SP?

Board members commented on the breadth of programs on offer and how much the team manages with minimal HR and funds. EO reminded the Board that we would soon be receiving reduced CND funding and possibly no Emergency Financial Assistance Program funding so this will greatly impact what we can offer.

We also have a lower FTE with Courtney (Programs Officer) on parenting leave until October, impacting on the FTE we have available to organise activities and programs.

Deb T asked if we have undertaken LGBTQIA+ training. Deb T to pass on Ally Training details.

Discuss options of out of hours activities – this is happening on a small scale but limited HR able to work out of hours affects this.

Deb T suggested that we investigate the option of engaging speakers to provide information about the Voice to parliament. EO to look into it and speak with Council to see if anything has been arranged for the area.

Outcome: The Board were comfortable that the team are on the right track with meeting the objectives of the Strategic Plan.

Action: EO to speak with AHC re information on the Voice to Parliament

4. Matters for Decision/Discussion

4.1. **EO Report** – taken as read.

4.2. Aldgate Valley Community Hall

EO drew attention to the **Aldgate Valley Community Hall** now working at a loss with minimal community use and the expenses now including the need to engage a paid tradie to clean out the gutters (increased WHS requirements and an ageing volunteer pool now unable to undertake this job) and asbestos management and checks.

Chair requested to add this to the next Board meeting Agenda for review and discussion of options. Next Board meeting to be held at Aldgate Valley Community Hall. Request to Board members to attend at 5:30pm to view the property before dark.

4.3. **Cyber Security** – Discussion held over the value of Cyber Insurance being the quoted cost is \$2,260. Discussion held as to what personal/sensitive data is held and what is the risk to our clients and staff if there was a data breach.

Action: EO to undertake an analysis of data and risk assessment to include - identify what data is held, where it is held and what safeguards are in place for protecting it.

EO to make recommendation to the Board.

5. Matter for Noting

5.1. **Chair Report (verbal):** David thanked EO and the team on a successful Quiz, noting it was a great evening with over \$2,000 raised.

5.2. **Treasurer Report (verbal):** As the Treasurer was an apology for this meeting, David reported that he had attended the quarterly Finance & Audit meeting, as did Board member Geoff Keynes and noted that Greg (Bussell as Chair) went through the reports in detail with the committee and there were no concerns.

5.3. **Sub Committee reports**

5.4. Sub-Committee Reports

5.4.1. Executive Committee – none held

5.4.2. Finance & Audit

- 5.4.2.1. Minutes of meeting held 4 May 2023 (Draft)
- 5.4.2.2. L4 Income Statement date against Budget
- 5.4.2.3. Statement of financial position YTD
- 5.4.2.4. Cash Flow – March 2023

5.4.3. Work Health & Safety

- 5.4.3.1. Minutes of meeting held 23 March 2023
- 5.4.3.2. Minutes of meeting held 4 May 2023 (Draft)

5.4.4. Human Resources

- 5.4.4.1. Minutes of meeting held 8 May 2023 (Draft)

Pamela advised that the date for Food Handling Training recorded in the 4 May WHS minutes (item 4.2,2) that read 28th May, should have read the 23rd May.

Action: EO to update Item 4.2.2 in the Minutes of WHS meeting held on 4th May 2023 with correct date for food handling training

Motion: All Minutes from sub-committee meetings listed in the Agenda are received, and decisions made within the Minutes are ratified by the Board.

Note: The decision in HR minutes to re-classify the Financial Wellbeing role is endorsed by the Board.

Moved: G Keynes

Seconded: A Croser

6. Organisational & Risk (See EO report)

7. AOB

8. Correspondence – IN:

8.1 Letter from *Consumer & Business Services*, confirming registration of alteration to The Hut's Constitution was accepted by the Board.

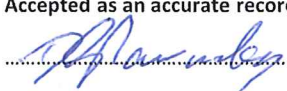
Action: EO to check if the updated Constitution is to be uploaded to ACNC.

Next Meeting –Strategy meeting on Thursday 8 June 2023. 6 – 8 pm.

Venue Aldgate Valley Community Hall, 32 Nation Ridge Road, Aldgate Valley

Note: The Board Chair requested that Board members attend at 5:30 if available to view the venue prior to it getting dark.

Meeting Closed: 7:55pm

Accepted as an accurate record of proceedings:

Chair – on behalf of Members
Date 8 / 6 / 2023

