



Board FULL Meeting MINUTES
The Hut Community Centre Community Room
Thursday 7 December 2023
6.00 – 8.00pm

Attendees: David Rawnsley (Chair), Ann Croser, Sharon Maslen, Geoff Keynes, Deborah Turnbull, Pamela Patane, Sarah Moulds, Jenni Bottroff, Tony Rogers

Apologies: Greg Bussell

In attendance: Deb Bates (EO)

In-Camera Session - Nil

1. Meeting Opening

- 1.1. David gave acknowledgment of this meeting being held on Aboriginal Land and paid respect to Elders past, present and emerging.
- 1.2. Apologies – Greg Bussell
- 1.3. Welcome to Tony Rogers. Board members introduced themselves.
- 1.4. Conflict of Interest – none declared.

2. Previous Meeting

- 2.1. Minutes of Board Meeting 19 October 2023 accepted as a true record.
Moved Geoff Keynes **Second** Deborah Turnbull **All in Favour carried**
- 2.2. Minutes of Board Meeting 16 November 2023 accepted as a true record.
Moved Pamela Patane **Second** Ann Croser **All in Favour carried**
- 2.3. Business arising from action items:
 - 2.3.1. Speak with Stirling Business Association re sponsoring programs - remove.
 - 2.3.2. Seek advice from Harris Real Estate re Aldgate Valley Community Hall – completed, remove.

3. Matters for Decision

- 3.1. **Board subcommittees – members to be determined.**
 - 3.1.1. Executive; meetings when required, often via email.
Members: Board members David Rawnsley, Deborah Turnbull, Greg Bussell
 - 3.1.2. Finance & Audit; meetings held quarterly, with extra meetings in between as required.

Members: Greg Bussell, Ann Croser, Geoff Keynes, David Rawnsley, Jenni Bottroff (Board reps), Sylvia Pembroke and Deane Kowald (community reps).

3.1.3. Work, Health & Safety; meetings held monthly.

Members: Pamela Patane (Board rep), Deb Bates and Bernadette Reading (staff reps) and Loraine Scheide, Jim Howe, Geoff Welch, Sally Pope (community reps).

3.1.4. Human Resources; meetings as required, often via email.

Members: Sharon Maslen (Board rep) and Loraine Scheide (community rep).

4. Matters for Discussion

4.1. EO Report presented.

4.1.1. Woodside Cottage Lease

- Local business has expressed interest and extended an Offer to Lease 3yr + 5yr
- Change of Use has been initiated by prospective sub-lessee. Planning consent has been obtained, waiting on building consent.
- Rent will cover all our rent to our Lessor plus some that will cover the outgoings eg Council rates, water

Action: EO to communicate with Executive team re terms of lease if advice needed.

4.1.2. Woodside Bookshed: consider signage at Woodside market.

Discussion held re being more creative with recruiting volunteers and promoting the Book Shed when there is an event in Woodside eg Woodside market.

4.2. Income Generation Strategy – update/discussion paper presented.

Discussion points to be taken back to the working party

4.2.1. Gold, Silver and Bronze structure suggested for both individual and business sponsors.

4.2.2. Run as a pilot for 12 months. Seek feedback or ask people to help plan what this program might look like.

4.2.3. Principles of the program should be inclusive and could include both financial and recognition of levels of volunteer service. Don't overlook smaller donations as someone making a smaller contribution may be contributing more in relation to their financial position than someone making a larger donation. How is this best managed?

4.2.4. David Rawnsley to talk to finances and co-design of the 'Friends of...' at the volunteer breakfast.

4.2.5. EO shared that we have long term volunteers that also should be recognised eg one volunteer who'd been with The Hut for 30 years this year. This volunteer to be recognised with a certificate and 30 year lapel pin.

4.2.6. Re businesses: tricky as they come in varied forms. Need to develop meaningful packages. Include opportunities such as workplace giving – double through a matched business donation?

Note: The Board are comfortable for the working party to formulate a strategy/program without the need to bring it back to the Board for final decision prior to development.

Action: David to speak to finances and the 'friends of...' program at the volunteer breakfast, inviting volunteers to participate in the co-design process.

6.1.3 **DRAFT Respect in the Workplace Policy** was tabled.

Earlier this year there was a shift around sexual harassment with the focus moving to putting a positive and proactive emphasis on preventing and responding to harassment, bullying, intimidation (esp with a sexual focus) rather than a deficit model of waiting until a report is made.

Organisations are to be on the front foot to modify policies etc to ensure they are taking 'reasonable and proportionate measures' to eliminate sexual harassment. Messaging is for there to be a positive duty of care.

The Respect at Work Amendment Act aims to make sure more workers are protected and empowered to address unlawful sexual harassment in the workplace.

More information can be found here: <https://www.fairwork.gov.au/about-us-legislation-fair-work-system/respect-work-reforms>

Sarah recommended referring to the Respect at Work commission website as they have some good one page fact sheets available for businesses to use.

Motion: The Board approve the tabled Draft *Respect in the Workplace Policy*.

Moved: Deborah Turnbull **Second:** Sharon Maslen **All in favour:** Carried

7. AOB

8. Correspondence - Nil

Next Meeting –Strategy meeting on Wednesday 21 February, 2024. 6pm at The Hut

<p>Accepted as an accurate record of proceedings:</p> <p><i>[Signature]</i></p> <p>.....</p> <p>Chair – on behalf of Members</p> <p>Date <u>21</u> / <u>2</u> / <u>2024</u></p>

5. Matters for Noting

5.1. Chair Report (Verbal)

- 5.1.1.Thanks Deb and Bernadette for all the recent work, esp AGM and pageant.
- 5.1.2.Raffle made approx. \$4,000 (\$4,700 less approx. \$660 for printing of raffle books).

5.2. Treasurer's Report (Verbal)

- 5.2.1. Need to think big and long term for sustainability.
- 5.2.2. Increased interest being earned on Term deposits will help our bottom line.
Reinforced to be aware but not alarmed at forecast deficit budget.

5.3. Sub-Committee Reports

5.3.1.Executive Committee: none held

5.3.2.Finance & Audit

- 5.3.2.1. DRAFT Minutes of meeting held 26 October 2023. These minutes have since changed their status to 'Chair Approved' Minutes.
- 5.3.2.2. L2 Income Statement July – September 2023 against budget
- 5.3.2.3. Statement of financial position July – September 2023
- 5.3.2.4. Cash Flow – September 2023

5.3.3.Work Health & Safety

- 5.3.3.1. Minutes of meeting held 24 August 2023
- 5.3.3.2. Minutes of meeting held 28 September 2023
- 5.3.3.3. Minutes of meeting held 26 October 2023_Committee approved_unsigned
- 5.3.3.4. Minutes of meeting held 23 November 2023 (Chair Approved)

5.3.4.Human Resources: none held

5.3.5.Strategy & Financial Sustainability: none held

All Minutes received and noted.

6. Organisational & Risk

6.1. Policy Review

- 6.1.1.**DRAFT WHS Policy** – Both the current WHS Policy and the revised Draft WHS Policy to be distributed to Board members via email for their review and approval.
- 6.1.2.Board members are able to review all WHS matters in the attached sub-committee minutes however it would be beneficial for the EO to report on any issues at full Board meetings.

Action: *WHS to be included in the Board Papers, either as a standing item or reported on through the EO report.*

- 6.1.2 **DRAFT Delegations Policy** tabled with tracked changes. EO spoke to the proposed changes. There were no other questions regarding changes.

Motion: That the revised Delegations Policy be approved.

Moved: Geoff Keynes

Second: Sharon Maslen

All in favour: Carried