



Board FULL Meeting MINUTES
The Hut Community Centre Community Room
Tuesday 10 December 2024
6.00 – 8.00pm

Attendees: David Rawnsley (Chair), Ann Croser, Greg Bussell, Deborah Turnbull, Pamela Patane, Jenni Bottroff, Tony Rogers, Catherine Baylis, Marcus Booth-Remmers

Apologies: Sarah Moulds

In attendance: Deb Bates (EO)

In-Camera Session

1. Meeting Opening at 6.07pm

- 1.1. Acknowledgment meeting on Aboriginal Land given by David.
- 1.2. Apologies: Sarah Moulds
- 1.3. Welcome to new Board members: Catherine Baylis (from the Disability sector) and Marcus Booth-Remmers (Stirling Business Association and small business owner)
- 1.4. Conflict of Interest: Jenni Bottroff declared Woodside cottage as a COI due to her being the sub-tenant's accountant.

2. Previous Meeting

- 2.1. Minutes of Meeting 7 November 2024 (Zoom) be accepted as a true and accurate record.
Moved: Deb Turnbull **Second:** Pamela Patane **All in favour:** Carried
- 2.2. Minutes of Meeting 20 November 2024 be accepted as a true and accurate record.
Moved: Ann Croser **Second:** Pamela Patane **All in favour:** Carried
- 2.3. Business arising from action items
 - 2.3.1_Cyber Insurance – Quote requested through Marsh but not received yet. EO to collate a one-page document with data, risks and controls to bring to the next meeting.
 - 2.3.2 Nutbush to be held later in 2025/26. Option to be included in the Fringe to increase exposure.
 - 2.3.3 Revenue Raising – Aldgate Op Shop: David R hasn't spoken with them.
 - 2.3.4 Revenue Raising – Regular Community giving: David R exploring this.Action items marked as complete to be removed from the action list.

3. Matters for Decision

3.1. Approval of Policies, Procedures and Guidelines

https://thehut.sharepoint.com/sites/TheHut/Shared Documents/Governance/Governance/board/board_and_committees/DRAFT MINUTES FOR DEB or JO to_PROCESS/DRAFT MINUTES READY FOR JO TO PROCESS/Board FULL Meeting MINUTES 10 Dec 2024.docx

3.1.1. OP Gov 04 Delegations & Authorities. Changes to be made:

- minimum of two quotes to be added
- Investments (pg 3) Add EO and Treasurer to manage day to day movement between accounts
- Direct Debit – EO to provide a list of direct debits to F&A committee, add as EO responsibility. List to be presented at quarterly F&AC meetings as required.
- Volunteer management (pg6) The words ‘development of’ are duplicated, remove one set.
- Cyber security... include the wording “and managing cyber risk” under Board responsibility.
- Remove ‘position’ from the signature box as this is duplicated.

Motion: *OP Gov 04 Delegation & Authorities policy to be approved with noted changes.*

Moved: Deb Turnbull

Second: Marcus Booth-Remmers

All in favour: Carried

3.1.2. OP Gov 01 Board Committee Meeting Procedures. Changes to be made:

- Page 4 of 6. If a Board member requires an item to be placed on the Agenda best practice to go through the EO. EO will liaise with the Chair if required prior to the meeting.
- Chairperson of Committee – leave sentence as is.

3.1.3. OP Gov 02 Board Member Recruitment & Selection Procedure. Changes to be made:

- Delete paragraph.... ‘Advertising can be an effective way... benefit’

3.1.4. Board Code of Practice Agreement – no changes required

3.1.5. Executive Committee ToR – no changes required

Procedures, Agreement and Terms of Reference listed above **ACCEPTED** with noted changes.

4. Matters for Discussion

4.1. EO Report tabled with agenda.

4.1.1. New Board member induction to be completed prior to the next board meeting.

4.1.2. Recruitment of bus drivers and reception staff to be added to Feb 2025 meeting agenda.

Action: *Deb T requested that the issue of bus driver and reception staff recruitment to Feb Board meeting agenda. This was noted as a risk to the organisation if we cannot fill these vacancies.*

4.1.3. Woodside Cottage. Background and recommendation given in report.

Motion: *That we keep the sub-lessee’s rent at \$900 per month until she is in a position to re-locate and we absolve her of any penalties for breaking the lease.*

Moved: Ann Croser

Second: Pamela Patane

All in favour: Carried

4.1.4. Solar panels at ARS (Aldgate Railway Station) are not currently working to maximum efficiency and it is unclear what is causing the error message shown on the panel. The possibility of an upgrade through an external grant was raised at Finance & Audit committee meeting and action to apply for state government energy efficiency funding was supported. If successful, this would be in the form of a rebate.

<https://thehut.sharepoint.com/sites/TheHut/Shared>

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Motion: *The Board endorses the funding application for the state government energy efficiency rebate.*

Moved: Deb Turnbull

Second: Jennie Bottroff

All in favour: Carried

Action: EO to pursue upgrade to solar system through the government grant.

4.1.5. DSS Financial Wellbeing tender: EO reinforced the need to seek external funding for our financial wellbeing program and that Lutheran Care (LC) were applying for federal grant funding for the region. Funding can only be accessed by a large agency or in partnership. LC approached The Hut to form a consortium in the Adelaide Hills with Mt Barker Community Centre.

Motion: *The Board endorses the partnership application with Lutheran Care for their DSS tender.*

Moved: Deb Turnbull

Second: Catherine Baylis

All in favour: Carried

5. Matters for Noting

5.1. Chairs Report (Verbal). David expressed congratulations to Deb, CDM and the team for the success of the Stirling Pageant and the increased revenue from this event.

5.2. Treasurer's Report (Verbal) – as per F&AC minutes.

5.3. Sub-Committee Reports

5.3.1. Executive Committee - none held

5.3.2. Finance & Audit committee.

- There was a substantial delay with reporting due to the transfer of financial data to Xero and now back to MYOB. We are now back on track with financial reporting. Will continue to record wages in Xero for the remainder of the year but everything else is recorded in MYOB.
- Sale of AVCH is included in Q2 financials (see balance sheet).
- It was reinforced that although the F&AC looks in depth at reports, Board members still have the overall responsibility of fiduciary duty and therefore need to be able to read financial reports and understand our financial position.

Action: *Jenni will prepare a financial summary for Board members for the February meeting. This will include the ratios for the first six months.*

5.3.2.1. Minutes of meeting held 28 November 2024 – draft

5.3.2.2. L2 Income Statement YTD against Budget

5.3.2.3. Statement of financial position Last year analysis

5.3.2.4. Cash Flow – Sept 2024

Motion: all Finance and Audit reports and minutes presented be accepted.

Moved: Ann Croser

Second: Tony Rogers

All in favour: Carried

5.3.3. Work Health & Safety

5.3.3.1. Minutes of meeting held 3 October 2024

5.3.3.2. Minutes of meeting held 5 December 2024

Motion: WHS minutes be accepted.

Moved: Pamela Patane

Second: Deb Turnbull

All in favour: Carried

5.3.4. Human Resources – None held

5.3.5. Strategy & Financial Sustainability – None held. This committee to be removed as a sub-committee.

6. Organisational & Risk

6.1. Woodside Cottage – refer to Executive Officer report above (4.1).

7. AOB

7.1 The Board unanimously agreed to not hold a meeting in January.

7.2 Board members are encouraged to attend the following volunteer events:

- Next Wednesday Dec 18, 8.30am The Hut volunteer breakfast
- 11.30am Financial Revenue streams
- 4pm Book Shed volunteers Christmas breakup.

8. Correspondence - Nil

Next Meeting –Strategy meeting Tuesday 18 February 2025 6 – 8pm

Meeting Closed

Accepted as an accurate record of proceedings:



Chair – on behalf of Members

Date 18 / 2 / 2025