



Board FULL Meeting MINUTES
The Hut Community Centre Community Room
Tuesday 18 February 2025
6.00 – 8.00pm

Attendees: David Rawnsley (Chair), Jenni Bottroff (Treasurer), Ann Croser, Greg Bussell, Deborah Turnbull, Pamela Patane, Tony Rogers, Marcus Booth-Remmers, Sarah Moulds (arrived at 6.45pm)

Apologies: Catherine Baylis,

In attendance: Deb Bates (EO)

In-Camera Session

1. Meeting Opening

- 1.1. David R gave acknowledgment that meeting is being held on Aboriginal Land.
- 1.2. Apologies: Catherine Baylis
- 1.3. Conflict of Interest: Jenni Bottroff reminded the Board that she could have a perceived Conflict of Interest with any discussions regarding the Woodside Cottage due to her relationship with the sub-tenant.

2. Previous Meeting

- 2.1. Minutes of Meeting held 10 Dec 2024 is accepted as a true and accurate record.
Moved: T Rogers **Second:** D Turnbull **All in favour:** Carried
- 2.2. Minutes of Meeting conducted via email on 16 Dec 2024 is accepted as a true and accurate record. (see also Item 3.1)
Moved: P Patane **Second:** A Croser **All in favour:** Carried
- 2.3. Business arising from action items
 - 2.3.1. Revenue Raising – Aldgate Op Shop. There is no scope for taking on this enterprise. Action to be removed.
 - 2.3.2. Community Giving – Exploring the options for a direct debit regular giving program via the 'Donate' button on the website. Secure Pay may be an option: cost 1.75% + 30c per donation, no set up costs.
 - 2.3.3. Action - All marked as completed items to be removed.

3. Matters for Decision

3.1. Motion: The Board ratifies the two decisions made via email on 16 December 2024:

3.1.1 Board Committee membership

The Exec committee to consist of David Rawnsley (Board Chair) , Deb Turnbull (Board Dep Chair) and Jenni Bottroff (Treasurer).

All in favour

Motion Carried

3.1.2 Signatories for Banking Accounts

Board members David Rawnsley, Jenni Bottroff, Greg Bussell and Executive Officer Deb Bates are approved signatories and have the authority to execute the Agreement with Term Deposit Shop (TDS), manage transactions and funds between existing and new accounts at all government guaranteed financial institutions including Westpac and the Term Deposit Shop.

All in favour

Motion Carried

3.2. Board Portal: EO provided information via Agenda re the need for a more secure platform for Board members to access Board documents. After researching options EO determined that *Our Cat Herder*, a Board portal developed by Better Boards is a preferred option.

Motion: The Board authorise EO to purchase an 'Our Cat Herder' subscription for 12 months.

Moved: D Turnbull

Second: P Patane

All in favour: Carried

3.3. Cyber Risk Insurance: EO provided information via Agenda re potential risk and quote from Amplify Alliance Australia (AAA) who do our blanket insurance cover. Discussion was held if we needed a second quote. It was decided as AAA currently holds all our other insurances.

Motion: The Board accepts the quote received from Amplify Alliance Australia for cyber-risk insurance for \$2,614pa.

Moved: J Bottroff

Second: D Turnbull

All in favour:

Action: EO to secure Cyber risk insurance via Amplify Alliance Australia as per quote

3.4. Woodside cottage: EO provided background info and current situation via Agenda.

Motion: We acknowledge that our ability to generate income from the cottage is minimal due to the effect of salt damp and mould so we propose to the landlord the following

1. our rent for the property as a whole is reduced to \$800 per month with CPI on the 1st of January each year
2. The Hut is only responsible for the Rates notices pursuant to the land in which the Book Shed is situated, and the owners are responsible for the rates for the cottage.

Moved: S Moulds

Second: J Bottroff

All in favour: Carried

Action: *EO to negotiate with the Woodside property land owners regarding the reduction of our costs due to the loss of the use of the cottage*

4. Matters for Discussion

4.1. EO Report

4.1.1. ASES assessment occurs every three years. Assessor has been booked for 22 – 24 April 2025. The ASES working document is available for any Board member via EO and will be uploaded to Our Cat Herder.

4.1.2. Small Business Energy Efficiency (Solar & Battery) Grant. Outline of requirements and quote provided in Agenda documents. Discussion held if there is a need to receive additional quotes. It was determined that it is best to go with Design Ecology as they installed the existing solar system so no additional quotes are required.

Motion: The Board accepts both the quote by Design Ecology and the Energy Efficiency rebate from the Department of State Development (DSD) and authorises the EO to commence the install of the solar system and battery to be completed within six months.

Moved: M Booth-Remmers

Second: A Croser

All in favour: Carried

Action: *EO to accept Design Ecology quote for solar system update and start process for approvals and installation.*

Action: *EO to accept rebate from DSD.*

4.1.3 Environmental impact statement to be written up by EO and used in The Hut promotions.

Action: *EO to create environmental impact statement for The Hut promotions.*

5. Matters for Noting

5.1. Chairs Report (Verbal)

5.2. Treasurer's Report (Verbal)

5.2.1. Jenni talked to the financial reports and ratios (tabled). A projected cash flow will be provided for future meetings. EO and Treasurer are working towards having funds to cover three months of projected expenses, one month in Westpac every day and two months in a business management account that earns interest.

5.3. Sub-Committee Reports

5.3.1. Executive Committee – none held

5.3.2. Finance & Audit (Attached)

5.3.3. Work Health & Safety – none held

5.3.4. Human Resources – none held

6. Organisational & Risk

[https://thehut.sharepoint.com/sites/thehut/shared documents/governance/governance/board/board_and_committees/board_mtgs/2024-25/08 february 2025/board full meeting minutes 18 feb 2025.docx](https://thehut.sharepoint.com/sites/thehut/shared%20documents/governance/governance/board/board_and_committees/board_mtgs/2024-25/08%20february%202025/board%20full%20meeting%20minutes%2018%20feb%202025.docx)

6.1. Bus driver and receptionist recruitment (see EO Report) – not seen as a current risk.

7. AOB

7.1 Bridgewater/Aldgate Community Support Hub (BACSH)

Motion: EO opens a new linked Westpac Everyday account, with debit card features, for the management of BACSH funds. Signatories to be: Management; Deborah Bates and Bernadette Reading and Board Members; David Rawnsley, Greg Bussell and Jenni Bottroff.

Moved: A Croser **Seconded:** P Patane

Action: EO to develop a delegation's procedure for the BACSH funds including for the use of the debit card.

Action Add BACSH as a Board meeting running Agenda item and provide updates of the BACSH financials to the Board at each full meeting.

8. Correspondence - Nil

Next Meeting –Strategy meeting on Tuesday 18 March 2025

Venue: Woorabinda Education Centre

Meeting Closed at 8:00pm

Accepted as an accurate record of proceedings:



Chair – on behalf of Members

Date 18 / 3 / 2025

Action Items:

Date	Item #	Action	Due	Resp	Status	Completed	Remove
	3.2	Develop Wills & Bequests program		EO	On hold until needed		
21/02/2024	3.1	For historical purposes, document process of AVCH sale incl considerations taken into account prior to deciding to sell the property	Mar-24	EO	in progress		
19/09/2024	4.1	Complete funds allocation as per Minutes		EO			
19/09/2024	4.2.3	Revenue Raising: Investigate Adelaide Hills Trail Run		Sarah M			
19/09/2024	4.2.4	Revenue Raising: Investigate Regular community giving		David R	Exploring options		
10/12/2024	3.1	Update policies and procedures		EO	in progress		
18/02/2025	3.3	Cyber Risk Insurance to be secured via Amplify Alliance Australia as per quote.		EO			
18/02/2025	3.4	Negotiate with Woodside property owners re the reduction of costs due to loss of use of cottage. Board moved: rent for entire property be reduced to \$800/month + CPI on 1st Jan each year; Hut pay rates on Book Shed site only.		EO			
18/02/2025	4.1.2	Accept Design Ecology quote for solar system update with work to be completed within 6 months.		EO			
18/02/2025	4.1.2	Accept Energy Efficiency rebate from DSD		EO			
18/02/2025	4.1.3	Create environmental impact statement for The Hut promotions		EO			

18/02/2025	7.1	Develop delegations procedure for BASCH funds inc use of debit card	EO			
18/02/2025	7.1	Add BASCH as a Board meeting standing agenda item and provide BASCH financial updates at each full meeting	EO			