



Minutes for Board Strategy 18/3/2025

The Hut Community Centre Inc

Held at The Hut Community Centre Community Room

18/03/2025 @ 18:00 PM – 20:00 PM ACDT

CHANGE OF VENUE - To be held at The Hut Community Centre - Community Room

No. Minutes

1. Attendance

David Rawnsley (Chair), Jenni Bottroff, Sarah Moulds, Pamela Patane, Ann Croser, Marcus Booth-Remmers, Catherine Bayliss

2. Apologies

Deborah Turnbull

Deb Turnbull, Greg Bussell, Tony Rogers

3. In attendance: Deb Bates (EO)

4. Confirm Minutes of Previous Meeting

Held 18 Feb 2025

4.A Board FULL Meeting MINUTES 18 Feb 2025.pdf

Minutes of the meeting held 18 February are accepted as a true and accurate record.

Moved: Marcus Booth-Remmers

Seconded: Pamela Patane

5. Action Items

5.A Actions at 2025-03-17.pdf

1. EO gave an update on the status of all listed Action Items.
2. The regular workplace giving initiative is being explored using Australia Post's Secure Pay. Donors will become 'Friends of The Hut'. Still to determine if whether a one-off donor is also a 'Friend'. A dollar value should be agreed for this as a one-off payment could have a higher value than smaller amounts monthly. EO is working with a volunteer to design a 'Friends' logo and style guide. *Action: Determine the parameters around the criteria of 'Friends'.*

6. Business Arising

6.1 Our Cat Herder: Orientation around the Board Portal

EO gave an orientation around the Our Cat Herder platform.



Board member consensus is that the platform is easy to navigate and is very functional.

6.2 Australian Service Excellence Standards

- Date for review April 22-24th - External Assessor is Trish Hodgson.
- Staff currently pulling together evidence of meeting standards
- ASES evidence guide can be found in Documents tab (LH side - green menu bar)

Action: Board to nominate one or two Board Members to participate in an interview with the external assessor.

David Rawnsley and Catherine Bayliss both nominated to speak with Trish Hodgson, ASES assessor.

6.3 Woodside Cottage & Property - Rent & Outgoings

- Country Kids OT end of lease on 17th March.
- Gabbi initially proposed:- Rent: \$900 per week (Amt according to our signed Agreement is \$1,504 inclusive GST), payment of both Council Rates \$1,300 per 1/4 (total of Rates prior to Council rates review and split was \$737)
- Gabbi is lobbying Council to combine rates again. This would take effect (if successful) from 1/7/25.

13/3/25 UPDATE to negotiations

Gabbi's new proposal is The Hut - Rent @ \$1,000 per week (Amt according to our signed Agreement is \$1,504 inclusive GST), payment of BookShed Council Rates \$540 per 1/4 (total of Rates prior to Council rates review and split was \$737) Owners - will pay the Cottage Council rates of \$736 per 1/4 essentially us both paying half with our additional rent.

Action: Board to develop response to owners' new proposal

The Board discussed options available to them and decided to accept the offer made by the Woodside property owners.

Motion: The Board accepts the offer made by the property owners of Rent \$1,000 per month plus outgoings, The Hut pays for the rates applicable to the Book Shed and the owners to pay for the rates applicable to the cottage.

Moved: Ann (Elizabeth) Croser **Seconded:** Catherine Baylis

6.4 BACSH Term Deposit

At the last Board meeting the Board approved a new Transaction account with a debit card attached to be opened for management of the BACSH funds. Due to the nature of our delegations and the requirement to have two signatories we cannot open an account with a debit card attached. As the Board minutes reflected what the decision was, I wasn't able to open the account without a debit card.

Proposal: EO to open a new linked Westpac Everyday account 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.

Ann (Elizabeth) Croser left the meeting

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Moved: Marcus Booth-Remmers **Seconded:** Jenni Bottroff



7. New Business

7.1 Strategy Topic - Strategic Plan

Our current Strategic Plan (SP) was developed in 2021. Although it has been regularly reviewed, we are due to hold a community consultation process and a new plan developed. Discussion in this meeting is to feed into a plan for the Strategic Planning exercise. Copies of the SP will be available at the meeting. Our current SP document can also be accessed in the Documents section of Our Cat Herder Board Portal (LH side green Menu bar).

It was agreed that the process that was used in 2021 to develop the current SP was useful and effective and that a similar process is followed for this SP development.

EO presented the Board with a timeline starting in September for community consultation and concluding at the end of January with a two part Strategic Planning workshop, externally facilitated. This timeline was accepted by the Board. EO will take this to the Community Development team for discussion.

Suggestions for increasing the knowledge of Board members include:

1. EO to provide a report that identifies demographic data in relation to who is attending our individual programs including age, sex, home suburb and the number of attendees for each program.
2. Staff to present to Board specific programs, the demographic data, outcomes and attendances

8. WHS report

8.A Verificaiton Audit Tool - completed safework sa.pdf

8.a. The Board congratulated the EO and team's quick response to the Safework SA report regarding the gas bottles and fence height.

9. Any Other Business


Nil

10. Next Meeting/Close

Tuesday 15 April 2025.

6pm at The Hut Community Room

Accepted as an accurate record of proceedings:


Chair - on behalf of Members

Date: 15.4.2025

Actions

Task	Start Date	Due Date	Status	Assigned To	Meeting
Update all policies	10/12/2024	28/02/2025	Complete	Deborah Bates	
Negotiate with Woodside property owners: 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	18/02/2025	18/03/2025	In Progress	Deborah Bates	
Cyber Risk Insurance to be secured via Amplify Alliance Australia as per quote.	20/02/0025	31/03/2025	Complete	Deborah Bates	Full Board - Feb 2025
Create environmental impact statement for The Hut promotions	20/02/0025	31/03/2025	In Progress		Full Board - Feb 2025
Develop delegations procedure for BASCH funds inc use of debit card	20/02/0025	31/03/2025	In Progress	Deborah Bates	Full Board - Feb 2025
Revenue Raising: Investigate Regular community giving	19/09/2024	31/03/2025	In Progress	Deborah Bates, David Rawnsley	
Progress Solar Panels Project: 1. Accept Design Ecology quote for solar system update with work to be completed within 6 months. 2. Seek approvals from land owners (D.I.T.) and Heritage if applicable. 3. Accept Energy Efficiency Rebate	18/02/2025	31/03/2025	In Progress	Deborah Bates	
BACSH - Open new everyday savings account with Westpac and create delegations policy re use of funds (expenses) incl. use of debit card	18/02/2025	31/03/2025	In Progress	Deborah Bates	
For historical purposes, document process of AVCH sale incl considerations taken into account prior to deciding to sell the property	19/09/2024	30/04/2025	In Progress	Deborah Bates	Full Board - Feb 2025
Add BACSH as a Board meeting standing agenda item and provide BASCH financial updates at each full Board meeting.	13/05/2025	20/05/2025	On Hold	Deborah Bates	
Develop wills and bequests program		31/12/2025	On Hold		Full Board - Feb 2025

