

Management Committee Meeting
Tuesday 17th May 2016
MINUTES

Meeting opened 6.07pm

1.0 Present

Committee – Sue Olcorn, Diane O’Dowd, Wendy Porter, Ben Robins, Christine Campbell

Staff - Debbie Morris, Corey Tucker, Kirsty Rochford

Visitors –

2.0 Apologies – Gemma Romeo

3.0 Confirmation of Minutes

3.1 Management Committee Meeting 15 March 2016

Moved Diane O’Dowd

Seconded Wendy Porter

That the Minutes of 15 March 2016 Merredin Community Resource Centre Management Committee be deemed a true and correct record of proceedings.

CARRIED

3.2 Receival of Minutes Executive Committee 11 April 2016

Moved Wendy Porter

Seconded Christine Campbell

That the Minutes of the Merredin Community Resource Centre Executive Committee meeting be received.

CARRIED

3.3 Recommendations from the 11 April 2016 Executive Committee Meeting

That the Executive Committee recommends to the Management Committee that they endorse overruling the Policy that states prior to being accepted on the Management Committee the person must attend 6 meetings in regard to Christine Campbell and Ben Robins and ask them if they are interested in going on the Management Committee.

Those in attendance requested a decision be made via email.

All Committee supported the recommendation via email.

Letters were written to Christine and Ben inviting them on to the Committee. Christine has formally accepted and Ben verbally accepted and has provided his qualifications/experience for inclusion in the Business Plan.

4.0 Business Arising from previous minutes

4.1 Building (110 Barrack Street)

Automatic doors should be completed this week. Installed Friday 20th May.

4.2 Uniting Merredin Against Drugs

Christine mentioned that she is trying to get Scriptwise launched in Merredin.

Meeting held 11 May 2016.

4.3 Cleaning

Coordinator to approach Sue Towler to do the cleaning on a weekly basis, 1 hour a week at a rate of \$25, with authorisation to negotiate up to \$30 per hour.

Sue commenced weekend 26/27 March 2016.

A proposal has been put to WDC to contract the CRC to do the cleaning as they require someone with an ABN. Then the CRC extends Sue’s hours by what WDC require. Waiting on response.

Ben Robins declared an Impartiality Conflict of Interest in this item.

4.4 Associations Info (Department of Commerce) & Business Plan

Those in attendance preferred Tuesday 10th May – email ALL committee and visitors to confirm this date.

Meeting held on 10 May to review Business Plan.

Incorporations Act changes addressed at Governance workshop 12 May.

See Agenda Item 7.3

5.0 Correspondence

5.1 Correspondence In

Rural in Reach Community Champions Reference Group – Expression of Interest

Resignation from Ashley Boardman

Shire of Merredin – advising Community Funding Submission 2016/17 was successful - \$3550

Email from Christine Campbell – accepting the invitation to join CRC Committee

DRD – advising our quarterly statistics (January – March 2016) met the contract requirements.

Letter from Ben Robins accepting invitation for committee

Letter from Lotterywest advising the grant application for \$40969 was successful

5.2 Correspondence Out

Letter to Christine Campbell and Ben Robins – invitation to join CRC Committee

Moved Ben Robins

Seconded Diane O’Dowd

That the Correspondence In be accepted and Correspondence Out be endorsed.

CARRIED

Note – A letter to Ashley Boardman to be written accepting his resignation.

6.0 Reports

6.1 Finance Report (Gemma Romeo/Wendy Porter)

Profit and Loss Report for April - attached

Profit and Loss Budget Performance – attached

Budget Review - attached

Moved Diane O’Dowd

Seconded Christine Campbell

That the Finance Reports be accepted and Wendy to check on the \$5827.50 figure in the variance report listed against DRD Grants – staff.

CARRIED

6.2 Coordinator’s Report (Debbie Morris)

Attached

Moved Wendy Porter

Seconded Ben Robins

That the Coordinator’s Report be accepted.

CARRIED

6.3 Pet Cemetery

Trevor Elliott is liaising with Chris Brown regarding levelling of gravel for new paths.

7.0 General Business

7.1 Outsourcing of Community Development – Shire of Merredin

Those in attendance requested ALL Committee be emailed for decision.

The email was sent out and the Committee endorsed the recommendations with the addition of authorising Vice Chair Diane O’Dowd to submit the email as Chairperson was away.

The CEO responded suggesting “we provide some details of what we are proposing rather than an in principle proposal. Once the detail is provided it will allow a more constructive dialogue. Depending on our time frame it may be appropriate to meet with Councillors prior to the next Council meeting.”

Coordinator is seeking input and comments from the Committee before developing a more detailed proposal is finalised.

April Agenda Item

Our current contract with DRD includes the employment of a Trainee, which we are paid \$20,000 per annum. Corey Tucker is due to complete his traineeship on 10 August 2016. This is Corey's third traineeship and DRD do not allow a trainee to undertake more than three.

As the Coordinator I believe the dynamics in the office in regard to staff is very positive, we all have individual skills and knowledge and work well together and I would really like to retain this current structure. This means that the CRC needs to increase income by a minimum of \$20,000.

It was hoped the production of the newspaper would go somewhat to achieving this, but at present this is not happening.

Last year the CRC approached the Shire of Merredin in regard to taking on their community development activities which would come with a budget allocation, however this was not supported by the Shire. With the Shire looking to outsource some other areas of their activities and it being budget time, it seemed worth making another approach this year.

The Coordinator is drafting another proposal to the Shire and is seeking the Committee's approval to submit it.

This is one option to source additional income however as part of the planning role of the Management Committee, the Committee need to investigate other options.

Recommendation

That the Management Committee

- 1. Endorse the draft Proposal to the Shire of Merredin for their consideration to outsource some or all of the Community Development services/activities (attached);*
- 2. Authorise the Chairperson to email the Proposal to the CEO, DCEO and all Councillors; and*
- 3. Investigate opportunities and options that will lead to increased income for the CRC.*

Resolved that the Coordinator will draft a more detailed proposal, email it to the Committee for approval and once all in agreement the Committee will submit it to the CEO.

7.2 Purchase of New Computers – Staff

Over the past few months the speed of the staff computers has become an issue, particularly with taking on the Phoenix and the need for Corey's computer to have photoshop and accept large attachments and Kirsty's to accept large attachments and uploading the newspaper to the printer.

The upgrade is in accordance with our IT Plan and will minimise all the down time we have and will allow us to upgrade to Microsoft Office 2016.

A quote has been sourced from Swan Computers for 3 new computers which totals \$4887.00 (which includes the cost of Office 2016 Pro Plus, which would be purchased through Connecting Up)

The ICT budget is \$9000 and as at the end of April shows \$3895.08 expended leaving \$5104.92 which would cover the cost of the new computers.

It is expected the new computers would last around 4 years of operation.

Recommendation

That the CRC Management Committee approve the purchase of 3 new staff computers as per the quotation from Swan Computers (\$4887.00) with the funds coming from the ICT budget.

Moved Christine Campbell

Seconder Wendy Porter

That the CRC Management Committee approve the purchase of 3 new staff computers as per the quotation from Swan Computers (\$4887.00) with the funds coming from the ICT budget.

CARRIED

7.3 Business Plan

In accordance with the Contract requirements with DRD the Merredin CRC is required to submit the Action Plan extract from the Business Plan for 2016/17. Previously we have submitted the complete Business Plan which includes the Action Plan and the Action Plan separately to cover all bases.

The Committee reviewed the 2015/16 Business Plan on 10 May 2016 and the Coordinator has made the suggested changes and included changes to the staff succession plan section. The revised 2016/17 Business Plan is attached for the Committee's consideration, comments and endorsement.

Recommendation

That the CRC Management Committee endorses the 2016/17 Business Plan presented in Attachment 7.3A.

Moved Diane O'Dowd

Seconded Christine Campbell

That the CRC Management Committee endorses the 2016/17 Business Plan presented in Attachment 7.3A.
CARRIED

7.4 Governance

Issue 4, 5 and 6 of Go Governance to be read and discussed.

8.0 Other Business

8.1 Those in attendance agreed for Staff to organise for the A frame sign to be fixed through Signs Etc at a cost of \$65. *Ordered*

8.2 Community Events Consultation Debrief 18th May at Shire – Sue and Diane will attend.

8.3 Partial Annual Leave cash payout request from Kirsty Rochford – (96 hours). Executive Committee endorsed informally, Coordinator now requesting full Committee approval.

Moved Christine Campbell

Seconded Wendy Porter

That Kirsty Rochford's request for partial annual leave payout (96 hours) be approved.
CARRIED

8.4 Australia's Biggest Morning Tea – 26 May 2016

The CRC canvassed other organisations in the community in regard to whether they were considering hosting a morning tea. The Shire advised that they are doing a GM5FK Gold Coin activity in front of the bakery on that morning, but did not think it would affect a morning tea.

The Committee agreed to the CRC hosting a morning tea on Thursday 26 May depending on regulations from Environmental Health Officer at the Shire.

8.5 Christmas Stalls Event

An email from Marie Bartlett was received which suggested having a combined event for this year's Christmas Party Planners, Markets event and Craft stalls, as some people were confused with 3 different events last year.

The meeting discussed the location and viability of this and agreed that CRC staff to investigate a bit more.

8.6 Leave of Absence

Sue Olcorn requested Leave of Absence for the 21 June 2016 Meeting.

Moved Wendy Porter

Seconded Ben Robins

That Sue Olcorn be granted Leave of Absence for the 21 June 2016 meeting.
CARRIED

9.0 Meeting closed 7.30pm

10.0 Next Meeting – 21 June 2016