



**Board FULL Meeting MINUTES**  
**The Hut Community Centre Community Room**  
**Wednesday 15 May 2024**  
**6.00 – 8.00pm**

**Invited:** David Rawnsley (Chair), Ann Croser, Greg Bussell, Pamela Patane, Sarah Moulds, Jenni Bottroff (Zoom), Tony Rogers,

**Apologies:** Geoff Keynes, Deborah Turnbull, Sharon Maslen,

**In attendance:** Deb Bates (EO)

**In-Camera Session – none held**

**1. Meeting Opening**

- 1.1. The Chair acknowledged the meeting on Aboriginal Land and paid respects to elders, past and present
- 1.2. Apologies : G Keynes, Deborah Turnbull, Sharon Maslen,
- 1.3. Conflict of Interest: none declared

**2. Previous Meeting**

- 2.1. **Minutes of Meeting 17 April 2024** accepted as a true and accurate record.  
**Moved:** Ann Croser                      **Seconded:** Pamela Patane                      **All in favour:** Carried

**2.2. Business arising from action items:**

- 2.2.1. Time allocation for each agenda item in Meeting Agendas.  
This was discussed further with consensus that it may be too difficult to allocate a time frame for each Agenda item and that the Board Chair will manage the time effectively. It may be appropriate to allocate time for a Strategy meeting that requires in-depth discussion on topics/issues.
- 2.2.2. Decide funding focus from sale of AVCHall.  
Sale not yet complete. Defer to next strategy meeting.

***Action:** EO to add proceeds from AVCH sale to the next meeting Agenda*

**3. Matters for Decision**

- 3.1. Ratification of email decisions re the sale of 38 Nation Ridge Road Aldgate Valley
  - 3.1.1. Board decisions made via email:

- 3.1.1.1. The Board approves for the Aldgate Valley property (38 Nation Ridge Road) to be re-advertised with a price range of between \$630 – 690,000.
- 3.1.1.2. The Board delegates the Executive Committee to accept an offer within this price bracket at its discretion.

**Motion:** *The Board ratifies the above two decisions made with 100% agreement by Board members via email on 1 May 2024.*

**Moved:** Ann Croser      **Seconded:** Pamela Patane.      **All in favour:** Carried

3.1.2.Executive Committee decision regarding offer of purchase.

The Executive Committee unanimously agreed to accept the offer of \$650,000, subject to sale of their property. Settlement date to be 12 July 2024

**Motion:** *The Board ratifies the decision to accept the offer on 38 Nation Ridge Road, ALDGATE, unanimously agreed by the Executive Committee on 9 May 2024*

**Moved:** Ann Croser      **Seconded:** Pamela Patane      **All in favour:** Carried

Update provided by EO – sale did not proceed as the potential buyers withdrew their offer during the cooling off period. Josh Biggs is opening the weekend of 18/19 May with a number of enquiries that he will pursue.

3.2 Auditor appointment: A detailed quote has been received from CDA Audit & Advisory.

**Motion:** *CDA Audit & Advisory be engaged as Auditor for 2024/24 financial year.*

**Moved:** Greg Bussell      **Seconded:** Ann Croser      **All in favour:** Carried

3.3 AGM Date:

**Motion:** The 2024 AGM be held on Wednesday 23<sup>rd</sup> October 2024

**Moved:** Pamela Patane      **Seconded:** Greg Bussell      **All in favour:** Carried

4. **Matters for Discussion**

4.1. nil

5. **Matters for Noting**

5.1. EO Report tabled.

5.2. Chair's Report (Verbal). Nothing new to report.

5.3. Treasurer's Report (Verbal) – Greg Bussell

Our income is up \$80k on last year due to new grants, but our expenses are up also by \$70k.

Our Equity comes back to 'line ball' pretty well due to Expenses increases in Utilities and Payroll.

We are tracking well against budget and forecast a **smaller deficit than what was budgeted for**, for the year. We have secured \$50k of new community grants. The end of year 'roll overs' for funds allocated to projects or programs to be used next financial year will be calculated towards the end of this quarter and will affect our bottom line, usually to the tune of \$30,000.

This all excludes the potential sale of our retiring asset at **Nation Ridge Road** and despite setbacks, will eventually net us and the community groups involved a shared benefit of some \$500k.

**With a finance quarter to go, we are managing well, preserving our trust in community assets and directing extra funding to community projects and benefits** all thanks to our Executive, Volunteers and Staff.

5.3.1. RABO investment of \$100,000 was queried.

The Chair questioned the figures in the Executive Officer's report where it was determined that the numbers reported were not accurate due to an error when updating the previous month's table. The correct report is included below.

## FINANCE

Our financial position per financial institution as at 31 March 2024

|                                      |    |                |
|--------------------------------------|----|----------------|
| AMP Business Saver 3.3%              | \$ | 5,566          |
| AMP TD 20/9/23 -20/9/24 4.45%        | \$ | 50,000         |
|                                      | \$ | <b>55,556</b>  |
| <br>                                 |    |                |
| Rabo TD 8/2/24 - 8/2/25 @ 4.77%      | \$ | 70,000         |
| Rabo TD 5/2/24 - 5/2/25 @ 5.01%      | \$ | 25,000         |
| Rabo High Interest A/c @ 1.10%       | \$ | 106,618        |
| RaboSvgs90day Notice @ 1.30%         | \$ | 55,065         |
|                                      | \$ | <b>256,683</b> |
| <br>                                 |    |                |
| Westpac Business Acct                | \$ | 60,899         |
| Westpac A/c - Debit Card             | \$ | 582            |
|                                      | \$ | <b>61,481</b>  |
| <br>                                 |    |                |
| ME BANK TD 23/4/23 - 23/4/24 @ 4.47% | \$ | 50,000         |
|                                      | \$ | <b>50,000</b>  |

## 5.4. Sub-Committee Reports

5.4.1. Executive Committee – 9 May 2024

5.4.2. Finance & Audit

5.4.2.1. Minutes of meeting held 24 April 2024 were presented with the following reports

- 5.4.2.1.1. Income Statement – YTD against budget
- 5.4.2.1.2. SOFP – last year analysis YTD
- 5.4.2.1.3. Cash Flow – YTD
- 5.4.2.1.4. Payables March 2024
- 5.4.2.1.5. Receivables March 2024

5.5.1. Work Health & Safety

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

Documents/Governance/Governance/board/board\_and\_committees/board\_mtg/2023-24/11 May 2024/Chair Approved Board FULL MINUTES 15 May 2024.docx

5.5.1.1. Minutes of meeting held 28 March 2024 was presented

5.5.2. Human Resources – none held

5.5.3. Strategy & Financial Sustainability – none held

**Motion:** EO Report, Chair Report and Minutes of all meetings accepted.

**Moved:** Ann Croser                      **Seconded:** Tony Rogers                      **All in favour:** Carried

**Motion:** All financial reports accepted

**Moved:** Tony Rogers                      **Seconded:** Pamela Patane                      **All in favour:** Carried

**6. Organisational & Risk – see EO report**

Sarah Moulds arrived

**7. AOB**

7.1 Adelaide Hills Council – youth engagement.

With the resignation of their Youth Engagement Officer, and the understanding that this position will not be filled within Council, Sarah believed this is likely to be outsourced as Community Outreach.

It was suggested that an AH Counsellor present the gaps in Council to The Hut Board.

*Action: EO to arrange for AH Councillor to address the Board.*

*Action: EO to make contact with Rebecca Shepherd (AHC) to clarify and explore opportunities for The Hut to assist Council with meeting their targets in this, and any other areas.*

**8. Correspondence:**

8.1 Invitation to Rotary Club of Stirling President’s Night to be held on Friday 21<sup>st</sup> June 2024, 7pm  
Deb Bates and David Rawnsley will attend.

**Next Meeting –**Strategy meeting on Wednesday 19 June 2024

The Hut Community Room 6 – 8pm

**Meeting Closed – 7.08pm**

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|---|
| Accepted as an accurate record of proceedings:<br>.....<br><i>[Signature]</i><br>.....<br>Chair – on behalf of Members<br><br>Date <i>19 / 6 / 2024</i> |
|---|

Action Items

| Date       | Item # | Action   | Due    | Resp     | Status  | Completed | Remove |
|------------|--------|--|--------|----------|---|-----------|--------|
| 14/09/2023 | 3.2    | Develop Wills & Bequests program   |        | EO       | On hold until needed  |           | ✓      |
|            |        | Meet with clients 1:1 to discuss Wills & Bequests  |        | DT       |   |           |        |
| 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       |   |           |        |
| 17/04/2024 | 4.1    | EO and Chair to determine a time allocation for each agenda item in meeting Agendas.   | June   | EO/Chair | Will look at time taken per agenda item and use next meeting as a reference |           |        |
| 17/04/2024 | 6.2    | Decide funding focus from sale of AVCHall.   | June   | EO       |   |           |        |

..... Back to Top .....

