



**Board STRATEGY Meeting MINUTES**  
**The Hut Community Centre Community Room**  
**Wednesday 19 June 2024**  
**6.00 – 8.00pm**

**Attendees:** David Rawnsley (Chair), Greg Bussell, Geoff Keynes, Deborah Turnbull, Sarah Moulds, Pamela Patane, Jenni Bottroff

**Apologies:** Tony Rogers, Sharon Maslen, Ann Croser

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

**1. Meeting Opened at 6pm**

- 1.1. Acknowledgement of meeting on Aboriginal Land given by David.
- 1.2. Apologies: Tony Rogers, Sharon Maslen, Ann Croser.
- 1.3. Conflict of Interest: none declared.

**2. Minutes of meeting 15 May 2024** accepted as a true and accurate record.

**Moved:** Greg Bussell      **Second:** Sarah Moulds      **All in favour:** Carried

Pamela arrived.

**3. Action items**

- 3.1.** AVC Hall sale: update on proceeds to be directed to Heathfield High School Chaplaincy program. A letter from former trustees has been received by Board. Board noted the clarification of original intent and the request from the former trustees for the funds to be dispersed to the Mt Lofty School Chaplaincy Support Group for this purpose.

**Motion:** The Board to be guided by the former Trustees and to honour their request for funds to be dispersed to Mount Lofty Schools Chaplaincy Support Group upon sale of the property.

**Moved:** Greg Bussell      **Second:** Deb Turnbull      **All in favour:** Carried

- 3.2.** AVC Hall sale: verbal update given by EO.

- 3.2.1. Deb spoke with Josh Biggs almost a week ago and is waiting for further communication re interest in the property. There were still a couple of interested parties. EO has obtained three conveyancer quotes but hasn't engaged anyone yet until we have a buyer.

Discussion held as to whether it would be useful for The Hut to progress with a development plan to have the 'Use' changed from community to residential. This is likely to cost in excess of \$20,000 plus the cost for removal of the hall if required, however it was believed that this investment would be recouped at sale as the process would be simpler for buyers.

*Action: EO and Geoff Keynes to meet with Josh Teague re challenges with planning.*

*Action: EO to speak with Josh Biggs re interested board members and EO meeting with Town Planner to see which process would require the minimum effort.*

#### 4. Business

4.1. Draft Budget was presented. G Bussell spoke to the Budget and confirmed that, despite it being a deficit Budget, it was prudent and considered. It was approved by the Finance and Audit Committee to be recommended for acceptance by the Board.

**Motion:** 2024/25 Budget is accepted.

**Moved:** Deb Turnbull

**Second:** Jenni Bottroff

**All in favour:** Carried

#### 4.2. EO & CDM Salary Review (in camera)

EO stepped out of the meeting.

Board Chair spoke to the Board to address the salary review of the EO and CDM. This was prompted by the annual SCHADS award wages increase of 3.75% that will occur for the first full pay in July 2024. Exact increases and the impact on the budget were presented.

The Board approved an increase to both the EO and CDM salaries and delegated responsibility of the % increase to the Exec Committee to enable a quick resolution.

**Motion:** The Board to approve an increase to both the EO and CDM salaries and delegate responsibility of the amount both salaries would increase to the Executive Committee for a quick resolution.

**Moved:** Greg Bussell

**Second:** Pamela Patane

**All in favour:** Carried

**Action:** *EO & CDM salary review to be added to July Board meeting agenda for ratification.*

#### 4.3. Board resignation (added by Chair).

Sharon Maslen tendered her resignation citing her inability to attend meetings due to work commitments. She is however, still interested in being on the Human Resources Committee and being a resource when needed.

Sharon's resignation leaves an immediate vacancy on the Board.

The Chair invited all Board members to think about anyone who could provide value by becoming a Board member.

To assist the filling of Board positions, both current and the vacancy left by Geoff at the next AGM, a Board Skills audit will be conducted. The Skills Audit we have used previously can be used as it served its purpose well last year.

**Action:** *EO to send Skills Audit to all board members for completion prior to the next meeting.*

The Board acknowledged the impact and contribution that Sharon Maslen has made to the Board and The Hut through her services on the Board and expressed their thanks to her. Sharon will continue to be a valuable resource for the EO and the Board in HR and other matters where required.

**Action:** *EO to send skills audit questionnaire to all board members.*

**Action:** *Skills audit and Board Vacancies to be added to July agenda.*

**Action:** Board members to complete skills audit and return to the EO prior to the next meeting and consider potential board members. Names and contacts to be forwarded to David Rawnsley via email or phone call.

4.4. Tension between requesting donations with the fact we have healthy reserves.

4.4.1. The Chair instigated a discussion for the question: 'At what point do we increase fundraising and not rely on our reserves keeping in mind continuing deficit budgets will reduce reserves quickly?' This was debated briefly but no resolution was reached. To be kept in mind for future discussion.

5. **WHS report**

5.1. WHS incident report: EO gave verbal update re a WHS issue involving a staff member and a client. No action required.

6. **AOB** nil

7. **Next Meeting:** Wednesday 17 July 2024. 6pm at The Hut.

Sarah Moulds, Jenni Bottroff, Deb Turnbull have all advised they will be apologies for this meeting.

8. **Meeting Close:** 7.41pm

Accepted as an accurate record of proceedings:

  
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Chair – on behalf of Members

Date 31 / 7 / 2024

Action Items

Date	Item #	Action	Due	Resp	Status	Completed	Remove
14/09/2023	3.2	Develop Wills & Bequests program		EO	On hold until needed		
21/02/2024	3.1	Meet with clients 1:1 to discuss Wills & Bequests For historical purposes, document process of AVCH sale incl considerations taken into account prior to deciding to sell the property	Mar-24	EO			
19/06/2024	3.2	EO and Geoff Keynes to meet with Josh Teague re challenges with planning.		EO & GK			
19/06/2024	3.2	EO to speak with Josh Biggs re two board members and EO meeting with Town Planner to see which process would require the minimum effort		EO			
19/06/2024	4.2	EO & CDM salary review to be added to July Board meeting agenda	Jul-24	EO			
19/06/2024	4.3.4	EO to send skills audit questionnaire to all board members		EO			
19/06/2024	4.3.4	Skills audit to be added to July agenda	Jul-24	EO			
19/06/2024	4.3	Board members to pass on names of potential board members to David Rawnsley via email or phone call.		All			

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