

GOODWOOD COMMUNITY SERVICES INC.

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Goodwood
Community
Services Inc.

Management Committee Meeting
of Goodwood Community Services Inc.
1st August 2017 at 6pm
in the Interview Room

MINUTES

1. Welcome
Michael welcomed all those present
2. Present
Board Michael Keenan
Tim Campbell
Don Connor
Celia Karpfen
Claire Hyland
Heather Brown
Staff Vicky Day
3. Apologies
Nil
4. Minutes of Previous Meeting – 26th June 2017
Any amendments to the minutes dated 27th June 2017?
Motion: *That the minutes of the meeting dated 27th June 2017 be accepted as a true and accurate record*
Moved: Don Connor
Seconded: Claire Hyland
Motion Carried
5. Business Arising
 - 5.1 City of Unley Sponsorship Art / Music
Michael has spoken with Pam Dale – 2 grant programs available in coming months Pam will forward details to Michael
 - 5.2 Marketing – Uni SA
Claire has contacted Uni SA. All spots have been for Semester. Michael suggested to look at grants that are coming up. Tim will work through change of name
 - 5.3 Meal Service
Report tabled at June meeting
Based on Barry Wyld report
Cost neutral if reasonable price charged
Needs research – connect to a grant
Is there a need in the area? How do the senior citizen luncheons operate?
Ideas paper research and development – someone to do extra work to develop idea
Celia will do a bit of research – report back at next meeting
 - 5.4 Picnic in the Park
Idea to promote Toy Library and what is available in the library
Claire happy to help and organise picnic – Vicky to look at calendar to see availability
Do we engage people face to face instead of letters for the Toy Library or Social Media?
Celia has drafted an article for Unley Life re Toy Library to be distributed
Look at ways to bring people into the library to be involved

The Toy Library service is not funded and but for UCC rent free use of the library it would not operate. Need to seek funds. To get funds there needs to be a validity to the service. Those who use it should put in otherwise there is no community development and that is where the funds will come from.

Tim suggested that as part of subscription – promise of 2 hours volunteer work within the next 12 months for an identified GCS event/ activity.

Still essential that Police Clearance for people working around children

Agreed need to explain to people why seeking volunteers

Agreed to have a special meeting of management committee about Toy Library – 5-year plan – Clear about roles within the Toy Library

Potential of intergenerational toys available – grants for this

Limited by space for what we can do

Vicky to send email for potential dates to have meeting within the month – Friday evening or a Saturday – possibility of meeting with volunteers

Ride-on Safety – sign out form when bikes and scooters hired – Vicky to get form done

5.5 Community Gym

John Wilkinson – Council quite enthusiastic about idea meeting next Tuesday with Michael and Vicky about what can be done – open air gym idea Michael to report back after meeting

6. Treasurer's Report

Reports as tabled

Financial Report for the year – standard statement

Special Purpose Report – will have full disclosure

Toy Library Asset has not been put into the balance sheet – value toys at \$20k and bring into report

Current assets for GCS are Furniture and Fittings completely depreciated at \$21,667.07, Office Equipment completely depreciated \$26,171.62, and Play and Activity valued at \$39,527.44 written down to \$23,058.44 leaving an asset value of \$16,469

In the future, all toys for GCS to be brought in at cost as at 1st July and write off over 3 years

In Auditor report insert following text Balance sheet play equipment at cost/valuation see note

Motion *The accounting practice adopted by GCS Inc. for purchase of all Toy Library toys to be brought in at cost as 1st July and write off over 3 years.*

Moved Tim Campbell

Seconded Heather Brown

Motion Carried

\$20,000 once off recorded as program costs needs to show as a change in accumulated funds of \$20,000 deficit will be \$117,330 offset by \$20,000 = \$97,300

Motion *That the Financial Statement taking into account revaluation of Toy Library stock to be noted in the notes of account*

Moved Tim Campbell

Seconded Celia Karpfen

Motion Carried

Motion *That Michael Keenan and Tim Campbell are to sign the Financial Report on behalf of GCS Inc Board of Management once auditors are finished*

Moved Tim Campbell

Seconded Celia Karpfen

Motion Carried

7. Executive Officer Report

School Holiday Program

This was attended by 31 children, small number than usual, however may have been the day in which it was held. Only 1 person employed on the day to run the program and costs were covered.

Toy Library

6 new families for July. Volunteers are auditing toys to ensure that broken or damaged toys are removed from borrowing.

SALA

Commences today. Artwork went up last week and so far, have received positive response from attendees at the centre, there are 12 paintings on display

Grants

Three applications have been made in the past month for grants for GCS Programs.

- \$400 grant from Unley for “Active Unley” this is to be utilised for Dance to Stay Young to be able to place an advertisement in the local Messenger to increase participant numbers. Due to the target audience, social media is not an ideal platform for advertising. As part of the grant from Council they will also advertise the program through their own avenues as well.
- \$1000 grant from Unley Rotary to be able to send our volunteers on courses eg First Aid, Mandatory Notification, Manual Handling etc to help them undertake their roles more efficiently.
- \$4000 grant from Council for the annual Christmas Party. The grant will enable GCS to be able to offer the event for free to all program attendees instead of charging, which is what has occurred in previous years. It would be combined with the “Goodwood Giving Tree”.

PA System

Owned by GCS Inc and is of significant age. Equaliser is failing therefore sound quality from the system is now poor. A quote has been received from Alcomm to replace the system for \$2491. Currently groups are having to utilise a small portable PA System for functions, which is not desirable.

Motion *GCS Inc. Board of Management authorises Alcomm to replace and repair sound system in main hall at a cost of \$2491*

Moved Don Connor

Seconded Celia Karpfen

Motion Carried

Motion *That the Executive Officer Report be accepted*

Moved Tim Campbell

Seconded Celia Karpfen

Motion Carried

8. WHS

Nil

9. Other Business

9.1 AGM Date

Set at Tuesday 26th September 2017 6pm

9.2 Unley Life Promo

Draft promotional piece distributed by Celia.

Focus on great experience offered by the Toy Library and acknowledging Sheila. Celia will distribute the article via email if board members can email ideas or suggestions.

Article to encourage and promote community involvement in the Toy Library and focus on being a promotion about the future direction

9.3 Governance Paper

Report as circulated – Discussion held

Michael outlined the four proposals of his paper.

1. The addition of one more expert person to the Board numbers so there are three each with a specific expertise. They will be appointed by the elected members of the Board. To stop the Board becoming unwieldy, reducing the number of directly elected Board members to 4. There would be a total of 7 members.

2. The regularising of the GCS membership structure with an electoral roll and membership application. (\$1 annual membership or accessing 1 programme per year)

3. The better of definition of conflict of interest to include Board members sponsoring/

volunteering in GCS programmes when on the Board 4. A progressive rewriting of these aspects of the constitution through workable amendments.

It was agreed Michael will present the proposed amended constitutional clauses for consideration and look to finalise any proposals that are agreed for presentation at the next AGM.

10. Close 7.20pm

Next Meeting 22nd August 2017 at 6pm