

HIGHETT

NEIGHBOURHOOD

COMMUNITY HOUSE



2019 ANNUAL GENERAL MEETING

Reports & Minutes 2018

5 MARCH 2019 @ 7PM

HNCH acknowledges the Traditional Owners of the Land, the Bunurong People of the Kulin Nation and their Elders past, present and future.



PRESIDENT'S REPORT

Welcome to the 2019 Annual General Meeting of the Highett Neighbourhood Community House and, following this, the Annual General Meeting of the Hampton Community Centre. The AGM provides us with an opportunity to look back and reflect on the activities of the House and evaluate whether those activities have focussed on the achievement of our vision, "To be known for providing innovative activities and events that connect & foster inclusive relationships across all ages, cultures & abilities and for connecting and fostering transformative leadership across all members of the local community".

Once again, many exciting activities were undertaken in 2018 to cater for the diverse range of needs of the local Highett community. Art Exhibitions, the Photography Competition, Highett Hub Livingston Street Party and an inaugural Highett Higher Ground Music Festival – a collaboration with Highett Village traders including the Highett Community Bendigo Bank. Our outreach work continues to grow on the Dunkley and Ludstone St Estates, meanwhile the business as usual activities of exercise and creative arts classes, play groups delivered across a range of ages and ethnic groups, continue. Through 2019 we will be focussing on building relationships in the community which provide the opportunity to identify, support and nurture new and emerging leaders. That focus will include providing opportunities for personal and leadership development of the HNCH and HCC teams.

The Board membership has been stable at eight members and we are sad to say goodbye to our Treasurer of two years – Lisa Stoneham. Recruitment of extra board members is being undertaken with a view to our Board being representative of the diversity of the local community. We have just completed our Strategic Plan for 2019/22 and Management has already been developing the operational plan that will underpin it. In 2019, the Board of HNCH will continue to support Hampton Community Centre in the delivery of governance and operational oversight until 31st December 2019.

Our management team across the two centres, Melanie supported by Kate, has continued to provide excellent leadership in the House and to maintain very strong relationships with many local stakeholders – the other residents of the Hub, retailers, associations and state and municipal government representatives. We have continued to extend our reach into the community through Erica's outreach and subsequently continued to increase staff effort where necessary to support that growth.

For yet another year, I acknowledge Jo and the volunteers who are the face of HNCH and manage relationships within the house kindly and effortlessly. The same thanks must go to Angie and Helen at HCC – the approachability of the first contact is essential for that sense of inclusion which is the basis of our vision. We appreciate your loyalty and continued commitment to the work of the House.

I also thank all the tutors and volunteers for their contributions to the work of the Centre and the focus on making it a happy, inclusive environment. That environment is enhanced by the respectful, co-operative relationships we have with our co-tenants at Highett, the Highett Senior Citizens, and the Greek Senior Citizens.

2019 promises to be yet another exciting year of both consolidation of current programmes and projects and the introduction of new directions reflective of our Strategic Plan.

MINUTES OF 2018

AGM

March 6th 2018

Present: Marlene Johnson (Chair), Marie-Louise Czech, Nigel D'Souza, Dora Denk, Melanie Tighe (HNCH Manager), Liz Barrow, Jo James (HNCH Admin), Gennady Vilkhov, Maya Leveufus, Sara Jane, Stephen LePage (Highett Seniors), Michael Henderson, Julie Flynn, Erica Breedon, Vidula Sawant, Nikki Licheri, Alessandra Del Basso. **Guests:** Jackie Goy (Bayside City Council), Melissa Brown (Bayside Family Counselling)

1. Opening the Meeting

The Chair opened the Meeting at 7.30pm, Minutes taken by Nigel D'Souza (Acting Secretary)

a. Acknowledgement of the Traditional Owners of the Land and Welcome

The Chair acknowledged the Traditional Owners of the Land, the Bunurong People of the Kulin Nation and their Elders past and present.

b. Apologies: James Seluni, Lisa Stoneham, Adrian Bertolini

c. Additional Items or Changes to the Agenda:

- None

2. Previous Minutes

a. Motion: To accept the Minutes from the General Meeting held at Highett Community House on February 23 2017

Moved: Liz Barrow Seconded: Dora Denk Approved

b. Business arising from Minutes: Nil

3. Reports

a. President's Report. Tabled and attached

- Marlene read out the President's report to the AGM

b. Manager's Report: Tabled and attached

- Melanie read out the Manager's report to the AGM

- Thanks Jo, volunteers, and Board

c. Treasurer's Report: Tabled and attached

- Marie-Louise Czech read out the Treasurer's report to the AGM

Motion: To adopt the President's Report, Manager's Report, Treasurer's Report and Financial Report for the year 2017-2018

Moved: Marie-Louise Czech Seconded: Dora Denk Approved

4. Elections of the Board

At this point the President declared that all Committee positions were vacant and the Returning Officer (Jackie Goy from Bayside City Council) accepts Nominations. Those nominating for the HNCH Board are: Marlene Johnson, Adrian Bertolini, Marie-Louise Czech, Liz Barrow, Nigel D'Souza, Dora Denk, Lisa Stoneham, James Saluni, Nikki Licheri.

The Returning Officer called for opposition to the Nominees, as there was none all Nominees were elected to the Board. The election for office bearers will take place at the March 27th HNCH Board meeting.

5. Other Business

a. None

6. Meeting close 7.47pm

AGENDA

ITEM

PERSON RESPONSIBLE

1. Opening

President

- a. Acknowledgement of Traditional Owners
- b. Apologies

2. Previous Minutes

Secretary

- a. Confirmation of Previous Minutes
- b. Business arising from Minutes

Adrian Bertolini

3. Reports

- a. President's Report
- b. Manager's Report
- c. Treasurer's Report

Marlene Johnson

Melanie Tighe

Lisa Stoneham

4. Elections

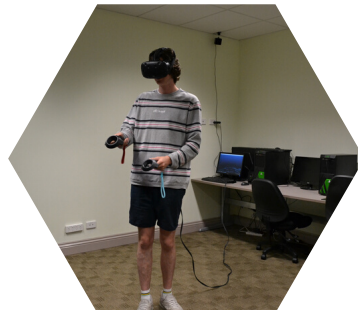
Returning Officer

5. Other Business

President

6. Close

President



TREASURER'S REPORT



My name is Lisa Stoneham. I was the Treasurer of the House from my election onto the Board two years ago at the 2017 AGM until my resignation in December 2018.

It is with great pleasure that I present the Treasurer's report for 2018. This report covers the period from 1st January to 31 December 2018.

Current practices have the accounts and financial transactions entered by an external bookkeeper. The house has been using the services of Narelle Davis from Davis Management Services to complete all bookkeeping work. Regular reporting is completed on a monthly basis by myself and is presented to the board.

An external auditor audits the finances every second year. Ryk Eksteen from Collins & Co carried out the most recent audit in January 2018. These practices protect the integrity of the finances in that they are being managed correctly and in a responsible way. This ensures the House has sufficient cash resources to deliver programs and any financial reports are a true and accurate reflection of the financial performance of the House.

I am very pleased to report an operating deficit of \$17,281 that compares very favourably against a budgeted deficit of \$37,651. Income earned exceeded budget by an impressive 23%. This is mainly due to the massive success of the community events held during the year such as the Higher Ground Festival and Street Party and higher than expected demand for the hire of our fantastic facilities. Our popular exercise and craft classes continue to perform well and we were also fortunate to receive additional grants from the Bayside City Council and Highett Community Bendigo Bank.

At 31 December 2018 the House had cash resources of \$165,153, which is more than sufficient to not only fund exciting new programs for 2019 but to also ensure the future financial sustainability of the House over the next few years.

I would like to acknowledge the continuing support of the Department of Health and Human Services, Bayside City Council and Highett Community Bendigo Bank in providing funding to the House.

I would like to thank Melanie Tighe and my fellow board members for their support and guidance over the last two years. It has been a privilege to serve on this board and to see the house go from strength to strength.

Lisa Stoneham



Cocktail Making Workshop, Hawker Bar

FINANCE REPORTS

2018 PROFIT / LOSS

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2018

INCOME	2018	2017
Grant Funding Income		
Bendigo Bank Grant & Interest	14,558	850
DHHS Funding	70,890	-
Bayside City Council Grants	70,217	67,428
City of Kingston Grant	1,000	-
<i>SUB TOTAL</i>	<i>156,665</i>	<i>126,873</i>
Functions, Events and Classes		
Major Events	4,446	706
Management Fees: Hampton Community Centre	58,711	4,185
Program Fees	41,990	38,295
Donations	7,243	2,937
Venue Hire	47,457	28,960
Membership Fee	1,420	1,711
<i>SUB TOTAL</i>	<i>161,267</i>	<i>79,794</i>
TOTAL INCOME	317,932	206,667
EXPENDITURE	2018	2017
Staff Salaries, Wages and Costs		
Salaries and Wages	217,726	112,582
Superannuations	21,182	12,643
Contractors and Tutors	37,531	30,819
Annual Leave and Leave	7,004	10,083
WorkCover	4,923	3,346
<i>SUB TOTAL</i>	<i>288,367</i>	<i>168,699</i>
Operational Expenses		
Advertisements and Promotions	7,091	14,451
Assets and Office Expenses	1,296	3,657
Banking and Bookkeeping Fees	8,285	5,876
Training and Insurance	7,144	2,343
Technology Related Expenses	4,741	5,855
Maintenance and Operations	18,289	10,477
<i>SUB TOTAL</i>	<i>46,846</i>	<i>39,654</i>
TOTAL EXPENDITURE	335,214	208,353
OPERATING SURPLUS/(DEFICIT) FOR PERIOD	(-17,281)	(-1,687)

FINANCE REPORTS

2018 BALANCE SHEET

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2018

	2018	2017
Current Assets		
Bendigo Bank Acc	53,205	53,786
Bendigo Bank - Savings	6,000	6,000
Bendigo Bank - Debit Card	1,016	1,049
Bendigo Bank - Term Deposit	104,367	102,809
PayPal Account	564	310
Accounts Receivable	2,534	5,207
TOTAL CURRENT ASSETS	167,686	169,160
Other Assets		
Deposits Paid	124	-
Property and Equipment	28,531	24,624
TOTAL OTHER ASSETS	28,655	24,624
TOTAL ASSETS	196,342	193,785
Liabilities		
GST Liabilities	3,283	1,561
Payroll Liabilities	36,712	18,713
Trade Creditors	116	-
TOTAL LIABILITIES	40,112	20,274
NET ASSETS (MINUS LIABILITIES)	156,230	173,511
Equity		
Retained Earnings	168,174	169,832
Capital Stock	5,337	5,337
Current Year Deficit	(17,281)	(1,658)
TOTAL EQUITY	156,230	173,511



MANAGER'S REPORT

This year we hit the ground running with new staff, new ideas, new events and the big one, a new centre to oversee, Hampton Community Centre.

As mentioned in the President's report we delivered a number of new events such as Higher Ground, the Bayside Literary Festival and Lion's Den. The razzle dazzle of the one off events allowed us to successfully engage harder to reach audiences such as Millennials, Bayside Bookworms and Highett Hipsters with approximately 1,200 people attending the above events. All the while we delivered day to day activities and classes within the House to over 200 people a week.

This year we expanded our involvement on the Fox Dunkley Estate to include not only the Breakfast and After School Club but also a school holiday program and adult art classes. We thank Johnathan Nathan, who generously donated the proceeds of the sale of his art exhibition paintings to further fund the outreach work we undertake on the public housing estate, and Bayside Council for a one off grant.

A few notable achievements this year

- Secured major ongoing financial sponsorship from Highett Community Bendigo Bank
- 40% increase in Venue Hire income
- Hosting monthly radio program on Southern FM 88.3
- Collaborated with Libraries to introduce Highett as a drop off/reservation point

In 2018 we strengthened our ties with Bayside Council, successfully teaming up with Youth Services, Libraries, Healthy Ageing and Sustainability Departments to deliver activities and events. Networking with local organisations, including Connect Health, Bayciss, Castlefield Community Centre, Task Force, Rotary (Beaumaris, Hampton, North Brighton, Brighton), Kingston Council and Family Life, have offered us a chance to collaborate and create lasting partnerships to deliver support and services in our local area.

On to staffing, Jo James, our Office Manager extraordinaire, continued to provide the calm, stable base which has enabled much of our growth this year. The support she gave was underpinned by the work of our loyal weekly volunteers, Heather, Julie, Mark, Silvia and Teresa.

The outreach and growth of the House events was driven by Kate Knight, Events Co-ordinator and Erica Breedon, Outreach Officer. Between the two of them they have increased stakeholder engagement, and created relevant (& enjoyable) events for our community.

Mikaela Copland, our Social Media Co-ordinator moved onto an intern position (& we wish her every success) and Callen Neasmith has ably stepped into the role.

The HNCH Board is made up of committed and passionate local residents. I thank them for the support and strategic guidance they provide, in particular Marlene Johnson for her timely and sage advice. Thank you to our major funding bodies, Emma Cross from Dept of Health and Human Services and Jacqui Goy and Lauren Waycott from Bayside City Council. Cath and Wendy from Community House Network Southern also deserve a shout out.

Here's cheers to a great year ahead :)

2018

HIGHLIGHTS

HIGHER GROUND MUSIC AND ARTS FESTIVAL

Higher Ground 2018 boasted an audience of over 500 people flocking to the Library Car Park to enjoy 5 hours of live entertainment.

Despite initial gloomy weather, the Festival went ahead and was a great success with hipsters cheek by jowl with families and seniors.

Look out for it again on Saturday March 16th 2 - 7pm.



LION'S DEN

A new initiative created by the House that allowed the hidden entrepreneurs of Highett to put their ideas for an activity forward. Similar to Shark Tank, the contestants ideas were judged by a panel and the first and second prize winners were offered a cash prize and the opportunity to showcase their idea at the House.

HIGHETT HUB LIVINGSTON STREET PARTY

The Street Party returned once again, BIGGER and BETTER than years previous. The Hub partners showcased their activities whilst also hosting live music & entertainment, craft stalls and food trucks. Over 500 people attended on the evening and for once we were granted good weather! We are already planning 2019 - **Nov 15th - Save the Date.**



LITERARY FESTIVAL

In collaboration with Bayside Libraries, we were delighted to host local authors and readers with over 7 hours of author talks, seminars and author signings. Who knew Bayside harbored so many creative talents? Over 400 people attended and we received amazing feedback from the festival. This event will be back in 2020 :)



STAFF 2018

Manager	Melanie Tighe
Office Manager	Jo James
Events Co-ordinator	Kate Knight
Outreach	Erica Breedon
Social Media	Callen Neasmith
Bookkeeper	Davis Management

BOARD 2018

President	Marlene Johnson
Secretary	Adrian Bertolini
Treasurer	Lisa Stoneham (res. Dec 18)
Vice President	Marie Louise Czech
Member	Liz Barrow
	Dora Denk
	Nigel D'Souza
	Nikki Licheri
	James Saluni

VOLUNTEERS

Heather Bransgrove
Teresa Hoy
Julie Flynn
Silvia Nunn
Mark Rushby

MARKETING 2018



918 Likes



1,325 Likes



Over 20,000 page views on website by 5,500 users.



Since the launch in late October 2018, our Instagram page has gained 113 followers.



CONNECT . CREATE. PLAY



Hihett Neighbourhood Community House Inc. (HNCH) is an independent not-for-profit community centre where everyone is invited to learn new skills, socialise and be active. We have a large range of special interest groups and activities for toddlers, to teens and up to seniors.

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