



Connect • Create • Play



2021 ANNUAL GENERAL MEETING

Reports and Minutes 2020

22 February 2021 at 7 PM

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

AGENDA

1. Opening

- a. Acknowledgement of Traditional Owners President
- b. Apologies

2. Previous Minutes

- a. Confirmation of Previous HCC / HNCH Minutes Secretary
- b. Business arising from HCC / HNCH Minutes Adrian Bertolini
- c. Confirmation of Previous HCC Minutes
- d. Business arising from HCC Minutes

3. Reports

- a. President's Report Marlene Johnson
- b. Manager's Report Melanie Tighe
- c. Treasurer's Report Ryan Zhou

4. Elections

Returning Officer

5. Other Business

President

6. Close

President





PRESIDENT'S REPORT

Welcome to the 2021 AGM of the Highett Neighbourhood Community House and the Hampton Community Centre. The AGM provides us with an opportunity to look back and reflect on the activities of the Houses 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".

2020 was a very strange year as I'm sure you all know! The Board decided to use contingency funds to ensure all our staff would have work during COVID. Thankfully, Jobkeeper kicked in and our accounts weren't decimated. Our normal annual activities were either cancelled or conducted online – the Highett Higher Ground Music Festival: cancelled; the Photography Competition: held online. Many of our programmes were delivered virtually and our outreach work grew out of necessity.

Through a year of lockdowns, changing rules, social distancing and community confusion, congratulations to Melanie and the team for the wonderful way they banded together to provide focussed support to those most in need in the community. Cooking with funding assistance from local Rotary Clubs and delivering up to 100 meals a week to the elderly and needy in lockdown.

Collaborating with Highett Bendigo Community Bank to provide Hello Neighbour Show bags to our local community. Ensuring the welfare of international students and public housing tenants by delivering fresh food and veggies. Telehealth counselling offerings and keeping all informed through very comforting and positive FB and Insta posts. We are so proud of you all and so thankful for your commitment to your roles.

Even though a lot of our plans went on the backburner, we continued to plan for how we can be pivotal to providing leadership in the community as well as upskilling the community's leadership capabilities. 2021 will be a key year in putting in place key projects to support our strategic plan of developing internal leadership skills and broader community leadership capability. There are many local developments across our Bayside Local Government Area that will need grassroots input and oversight. There will also be much needed for volunteers skilled in governance and advocacy to join committees of local sporting and community activities to ensure a post COVID world of social connectivity.

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 through this time of COVID as cited above. The strong commitment to the Social Prescription philosophy has led to engagement with a wide range of medical stakeholders as well as the provision of counselling through Monash counselling students.

We look forward to a year where we can interact again with all the tutors and volunteers whose contributions to the work of both Centres are core to their success. We also look forward to seeing more of our valued co-tenants at Highett, the Highett Senior Citizens, and the Greek Senior Citizens.

This will be my last year as president and I look forward to supporting a new executive in 2021. Thank you for all the support and generosity you have shown me over the last five years – it is this positive energy that keeps the Centres moving forward.

MINUTES OF 2020 HCC / HNCH AGM

Minutes of the Annual General Meeting of the Board of Governance held at the Hampton Community Centre

Date of meeting: 25 February 2020

Present: Marlene Johnson (Chair), Marie-Louise Czech, Nigel D'Souza, Dora Denk, Melanie Tighe (HNCH / HCC Manager), Kate Knight (HNCH Events), Tianyang (Ryan) Zhou, Lan Phung, Hayley Taylor, Robyn Quilliam-Taylor, Angie Hosmer (HCC), Phil Knight, Stephen Le Page (Highett Seniors), Ruby Tighe-Martin, Helen Martin, Adrian Bertolini

Guests: Lauren Waycott (Bayside Council)

1. Opening the Meeting

The Chair opened the Meeting at 7.20 pm, Minutes taken by Adrian Bertolini

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: Liz Barrow (ill), Tim Wilson (MP), Brad Rowswell (MP), James Newbury (MP), Natalie Driessen, Ali Street (Kingston Council)

c. Melanie showed videos of events through the 2019 year

2. Previous Minutes HNCH

a. Motion: To accept the Highett Neighbourhood Community House Minutes from the General Meeting held at Highett Community House on March 5th 2019.

Moved: Dora Denk

Seconded: Marie-Louise Czech

Approved

b. Business arising from Minutes: HCC

c. Motion: To accept the Hampton Community Centre Minutes from the General Meeting held at Highett Community House on March 5th 2019

Moved: Marlene Johnson

Seconded: Dora Denk

Approved

d. Business arising from Minutes: Nil

3. Reports

a. President's Report. Tabled and attached

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

o Went to a community practice run by Family Life today and couple of comments made about home, community and the creation of an environment that people feel like they are home

o Our goal is to create a sense of community IN the community not only at the HNCH and HCC

o Business as usual has continued to grow – more so in Hampton than in Highett. However the sense of community in HNCH arises from the connection with the Seniors Community and hiring of the facilities

o Without the staff of the centres interpreting the strategic plan and the vision nothing would occur and Marlene acknowledged their work

o Marlene acknowledge the change in the Board and the contribution of those who have left

MINUTES OF 2020 HCC/ HNCH AGM Cont.

b. Manager's Report: Tabled and attached

- o Melanie shared the Manager's report to the AGM
- o Been trying to keep our reliance on Government funding down so we can do more projects and this has arisen from the staff focusing on keeping the finances under control and generating income in other ways
- o Excited to be going ahead with Social Prescription project which will be rolling out from end of March.
- o Melanie shared about the grassroots campaign for social prescribing (postcards) and that she is sharing at a few organisations and conferences in the coming weeks
- o Hayley acknowledged that Melanie is ace!

c. Treasurer's Report: Tabled and attached

- o Ryan Zhou read out the Treasurer's report to the AGM
- o This year took very conservative approach to end of year finances due to changes in legislation. This led to declaring a larger deficit on paper rather than one in reality. This won't occur in the future
- o Audit carried out by Collins & Co
- o HCC posted an operating profit for the first time in a number of years

Motion: To adopt the President's Report, Manager's Report, Treasurer's Report and Financial Report for the year 2019-2020

Moved: Robyn Quilliam-Taylor

Seconded: Lan Phung

Approved

4. Elections of the Board

At this point the President declared that all Committee positions were vacant and the Returning Officer (Lauren Waycott 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, Ryan Zhou, Lan Phung, Hayley Taylor, Robyn Quilliam-Taylor

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 24th HNCH Board meeting.

5. Other Business

- a. None

6. Meeting close 7.50 pm



FEELING LONELY?
Need to chat with someone?
Call or text us on 0492 800 592

www.baysidecommunitycentres.org.au/chat

Highett Community Centre
Bayside
HCC

TREASURER'S REPORT HNCH



This year, like so many other businesses, we were the beneficiary of a number of different Government stimulus packages e.g. Jobkeeper, Small Business Grants. We would gratefully like to acknowledge this financial support which kept all staff employed and continuing to keep our community connected during the pandemic. Whilst we received this extra funding, we also continued to receive our recurrent Major Grants from DHHS and Bayside Council. The overall position of the Income/Expenditure Statement should be seen within this greater context.

Without the stimulus packages both Centres would have recorded significant losses due to no rental income and decreased program income. Any surplus the organisation has made in 2020 will be reinvested in community development activities and events over the coming year.

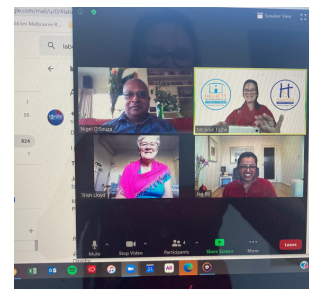
I am pleased to report our financial results as follows, On an accrual basis, HNCH recorded: a surplus of \$105,891 members' equity at 31 Dec 2020 of \$232,238 cash and cash-equivalents at 31 Dec 2020 of \$292,917

And on an accrual basis, HCC recorded: a surplus of \$53,562 members' equity at 31 Dec 2020 of \$157,126 cash and cash-equivalents at 31 Dec 2020 of \$176,311

The audited financial statements affirm very healthy financial positions of HNCH and HCC which ensures that our community development activities and events will not be hindered by the lack of financial resources for the foreseeable future.

In the year ahead, 2021 will prove to be an exciting yet challenging year as we continue to deal with the uncertainty of Covid-19. Our two major service offerings namely rental and program are still under constraint due to the physical distancing requirements in place.

As Treasurer I am confident that our organisation will continue to progress and fully utilise its resources to serve our community.



Ryan Zhou

FINANCE REPORTS 2020

HNCH PROFIT / LOSS

Highett Neighbourhood Community House Audited Income and Expenditure Statement for Year Ended 21 December 2020

	2020	2019
	\$	\$
<u>INCOME</u>		
Grants		
Major Grant Funding Income (DHHS, Bayside Council)	143,755	141,767
Grants - Social Prescription	29,375	
Grants - Other	24,550	31,223
Programs and Other Income		
Programs and Misc	40,419	49,266
Management Fee HCC	68,395	84,057
Room Hire	14,708	70,646
Covid Stimulus Package (incl Job Keeper)	229,996	0
TOTAL INCOME	<u>\$ 551,198</u>	<u>\$376,959</u>
<u>EXPENDITURE</u>	\$	\$
Operating Expenses		
Accounting	12,754	8,933
Assets	23,164	10,240
Community Functions	1,299	19,892
General Office	5,401	7,865
IT Technology	580	1,100
Marketing	5,268	5,813
Program Materials	3,862	3,937
Repairs & Maintenance	2,189	6,860
Subscriptions	2,431	1,377
Training	3,069	19,021
Volunteers	648	832
Depreciation	3,763	4,426
Staff Salaries/Oncosts		
Wages - Staff	315,608	244,329
Wages - Contracted Tutors	31,586	32,865
Superannuation	25,785	25,630
Annual Leave/Portable Long Service Leave	7,900	13,730
TOTAL EXPENDITURE	<u>\$445,307</u>	<u>\$406,850</u>
<u>NET SURPLUS/(DEFICIT FOR THE PERIOD)</u>	<u>\$105,891</u>	<u>\$(29,891)</u>

Audited Collins & Co 6th Feb 2021

FINANCE REPORTS 2020

HNCH BALANCE SHEET

HIGHETT NEIGHBOURHOOD COMMUNITYHOUSE INC
A00200881

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2020

	2020 \$	2019 \$
CURRENT ASSETS		
Bendigo Bank - Cheque Account	172,929	49,044
Bendigo Bank - Savings Account	6,000	6,000
Bendigo Bank - Debit Card Account	600	1,063
Bendigo Bank - Term Deposit	108,819	106,442
PayPal Account	4,569	-
Accounts & Other Receivables	27,094	750
Provision for Doubtful Debt	-	-
TOTAL CURRENT ASSETS	320,011	163,299
NON-CURRENT ASSETS		
Plant & Equipment	-	8,146
Computers & Printers	-	10,672
TOTAL NON-CURRENT ASSETS	-	18,818
TOTAL ASSETS	320,011	182,117
CURRENT LIABILITIES		
Accounts & Other Payables	16,865	1,055
GST Payable	6,458	4,020
Grants and Income Received in Advance	9,494	7,500
PAYG Withholding Tax	17,060	11,372
Superannuation Payable	3,433	61
Provision for Annual Leave	13,226	12,046
Provision for Long Service Leave	5,863	4,790
TOTAL CURRENT LIABILITIES	72,399	40,844
NON-CURRENT LIABILITIES		
Provision for Long Service Leave	15,374	14,926
TOTAL CURRENT LIABILITIES	15,374	14,926
TOTAL LIABILITIES	87,773	55,770
NET ASSETS	232,238	126,347
EQUITY		
Accumulated Funds	226,901	121,010
Capital Stock	5,337	5,337
	232,238	126,347

FINANCE REPORTS 2020

HCC PROFIT / LOSS

Hampton Community Centre Audited Income and Expenditure Statement for Year Ended 21 December 2020

	2020	2019
	\$	\$
<u>INCOME</u>		
Grants		
Major Grant Funding Income (DHHS, Bayside Council)	146,545	141,767
Grants - Community	7,500	17,341
Grants - Other	1,000	4,000
Programs and Other Income		
Programs and Misc	83,142	170,737
Room Hire	13,332	64,146
Covid Stimulus Package (incl Job Keeper)	102,364	0
TOTAL INCOME	<u>\$ 353,883</u>	<u>\$397,991</u>
<u>EXPENDITURE</u>	\$	\$
Operating Expenses		
Accounting	2,505	2,788
Assets	6,000	8,779
Cleaning	7,451	22,776
General Office	13,735	22,867
IT Technology	1,234	4,196
Marketing	1,041	1,788
Program Materials	1,486	2,022
Repairs & Maintenance	7,874	3,054
Subscriptions	2,935	1,940
Training	1,196	2,379
Depreciation	8,589	3,983
Staff Salaries/Oncosts		
Wages - Staff	120,974	119,550
Wages - Contracted Tutors	46,661	98,535
Superannuation	11,755	11,215
Annual Leave/Portable Long Service Leave	(1,510)	7,363
Management Fees HNCH	68,395	81,398
TOTAL EXPENDITURE	<u>\$300,321</u>	<u>\$394,633</u>
<u>NET SURPLUS/(DEFICIT) FOR THE PERIOD</u>	<u>\$53,562</u>	<u>\$3,358</u>
Audited Collins & Co 6th Feb 2021		

FINANCE REPORTS 2020

HCC BALANCE SHEET

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2020

	2020 \$	2019 \$
CURRENT ASSETS		
Cash at Bank - Operating Account	80,037	12,923
Cash at Bank - Bendigo Bank Account	96,273	2,964
Cash at Bank - Savings Account	-	103,922
PayPal Account	1	1
Trade Receivables	1,184	31,119
Other Receivables	6,966	-
Prepayments	2,264	2,090
TOTAL CURRENT ASSETS	186,725	153,019
NON-CURRENT ASSETS		
Furniture & Fittings - at Cost	85,155	85,155
Less: Provision for Depreciation	(85,155)	(81,778)
	-	3,377
Program Equipment - at Cost	32,629	32,629
Less: Provision for Depreciation	(32,629)	(31,132)
	-	1,497
Office Equipment - at Cost	101,142	101,142
Less: Provision for Depreciation	(101,142)	(97,427)
	-	3,715
TOTAL NON-CURRENT ASSETS	-	8,589
TOTAL ASSETS	186,725	161,608
CURRENT LIABILITIES		
Accounts Payable	11,042	2,218
Accrued Expenses	2,713	2,073
Bond Monies Received	2,330	3,170
Grant Income Received in Advance	-	-
GST Payable	(2,024)	(472)
Income Received in Advance	3,460	36,388
PAYG Withholding Tax Payable	5,077	4,831
Superannuation Payable	621	-
Provision for Annual Leave	225	3,950
Provision for Long Service Leave	6,155	5,886
TOTAL CURRENT LIABILITIES	29,599	58,044
TOTAL LIABILITIES	29,599	58,044
NET ASSETS	157,126	103,564
EQUITY		
Accumulated Funds	157,126	103,564
	157,126	103,564



MANAGER'S REPORT

I would like to begin my report by thanking EVERYONE for your support in 2020. I won't bang on about what a tough year it was. We all lived through it, and although we have many shared experiences, the impact was certainly different for everyone.

Our Centres started the year strong with members happy, classes full, and hirers returning. Our Higher Ground event was looking to be our best ever. The introduction of Covid restrictions meant cancelling the event the night before and rethinking the delivery of our services. With the full support of the Board, our team pivoted, evaluated the needs of our community, and jumped into action in order to support our community.

Staff undertook training in Food Safety Supervision, Mental Health Awareness, Elder Abuse Awareness Training, Lifeline Counselling. These skills were invaluable in assisting our day to day work with our community during the pandemic. In 2020 we partnered with quite a number of organisations, a few new collaborations and some old favourites. I'd like to name check a few within my summary below and offer up my thanks and gratitude to them.

Over 9 months we made over 2,000 meals which were distributed to vulnerable members in our community including DHHS public housing tenants, Highett RSL members and Holmesglen Institute international students. This was financially supported by our local Rotary organisations Moorabbin, Beaumaris, Hampton and special thanks to Rotary Cheltenham for leading the charge. We also co-ordinated the receipt and delivery of 4,000 meals donated by Victoria Golf Club and RACV. Vegetable delivery to local seniors was made possible by the produce grown by Food for Change and delivery by the Community Transport team at Connect Health. Tatiana Scott was instrumental in sourcing fresh bread each week. On a fortnightly basis, our team assisted Housing First to pack vegetables for vulnerable social housing tenants.

Direct social support was given to our community via regular phone calls, welfare checks, and newsletters. We hosted 4 Masters of Counselling Students from Monash University who gave over 200 hours of free counselling services. We secured grant funding for a Social Prescription pilot program which enabled our Community Connector to support 20 participants to connect with activities/events in their community – no greater challenge in a pandemic! Our special thanks to Southern Melbourne Primary Care Partnership, City of Kingston Innovation Grant, Australian Neighbourhood Houses/Centres Assoc. (ANHCA) and Sidney Myer, and Bayside Council for these funds. I was a guest speaker discussing Social Prescription on several panels this year including prior to lockdown where I was able to present at the Neighbourhood House Victoria sector conference.

During the 5k lockdown, we hand-delivered 1,000 gift boxes as part of our Hello Neighbour campaign which was supported by Highett Community Bendigo Bank and local traders. Our community was encouraged to pick up a show bag with fairy floss and local service and activity information. We also received funding from Be Connected to assist seniors with technology and during Seniors week we had over 120 community members participating in free online classes.

A very special thanks to our team who 'leaned in' and supported everything we threw at them – new skills, new ways of working. Even during a pandemic, we stayed true to our Strategy House (pg 14) . I'd especially like to acknowledge 2 of our staff members who moved on this year. Jo James has been the bedrock at HNCH for many years, and so too Angie Hosmer at HCC. We wish them the best in their new endeavours. Also a big thank you to Marlene Johnson for her support and for always championing our community. She has successfully steered this ship and we are definitely pointing in the right direction!

Cheers to 2021...bring it on!

Melanie Tighe 11

COMMUNITY CONNECTION

2 Community Connectors "seeing" **20 participants** in Social Prescription pilot program.

4 Monash Uni MSc Counselling Students delivering **200 hours** counselling.



400 Calls to vulnerable members of our community

600 "Hello" Cards hand signed by staff to members

HELLO NEIGHBOUR

1,000 gift boxes distributed to the local Highett community.

400 Showbags given out to the Highett community.

Collaboration with Highett Traders



2020 HIGHLIGHTS

FOOD SECURITY

Weekly delivery of vegetables & bread to **45 seniors** on Hampton public housing estate.

Fortnightly assist to Housing First packing vegetables for **200** tenants.

Fortnightly delivery of **100 meals** to Bayside public housing tenants.

Weekly cooking of 100+ meals for Holmesglen Institute international students



CHILDREN'S WEEK HALLOWEEN SHOWBAGS

80 Showbags (with fairy floss) given to Bayside families.



NEIGHBOURHOOD HOUSE VIC CONFERENCE

Melanie delivered talk on Social Prescription to **300 delegates**.



LADLES OF LOVE

Delivery of Soup to Community Members



EYE 5 WITH MY LITTLE EYE

140 entries in our annual Photography Competition - what is in your 5Km radius?



STRATEGY HOUSE

CONNECT
CREATE
PLAY

ENABLE &
EMPOWER

COMMUNITY
FAMILY

TAILORED
APPROACH

INTEGRITY &
TRANSPARENCY

INNOVATION &
SUSTAINABILITY

2022 VISION: Transformative Community Leadership

SECTOR OBJECTIVES BY 2022

VALUE PROPOSITION

TEAM DEVELOPMENT

SUSTAINABILITY

STRATEGIC PRIORITIES (ACTIVITY AREAS)

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Social Prescription• Community capacity building and engagement• Outreach to vulnerable communities• Lunchtime Trial Classes• Intergenerational programming• Transport for aged care participants and seniors | <ul style="list-style-type: none">• Staff Training & Development• Increase Volunteer support for administration and events• Continue to sync administration across sites• Create social areas | <ul style="list-style-type: none">• Sustainable Community Partnerships• Encourage greater utilisation of venues• Sharing resources with other agencies• Explore independent income opportunities• Improve venue aesthetics including Main Hall and garden• Grant Funding |
|--|--|---|

UNDERPINNING PRINCIPLES

Our space is safe, flexible, local & accessible
Our people are warm, inviting & friendly

MISSION STATEMENT

**CONNECTING OUR COMMUNITY THROUGH EDUCATION, RECREATION,
SOCIAL & WELL-BEING**

STAFF

Manager	Melanie Tighe
Office Manager - HNCH	Jo James
Office Manager - HCC	Helen Martin
Events Co-ordinator	Kate Knight
Admin Officer - HCC	Angie Hosmer
Admin Officer - HNCH	Ruby Martin
Outreach	Kim Norden
Marketing	Emelia Porter
Community Connector	Maddie Cairns
Projects	Kerry Andersson
Bookkeeper	Kellie McCartney

BOARD

President	Marlene Johnson
Secretary	Adrian Bertolini
Treasurer	Ryan Zhou
Vice President	Marie Louise Czech
Member	Liz Barrow (Ret 2020)
	Dora Denk
	Nigel D'Souza
	Lan Phung
	Hayley Taylor
	Robyn Quilliam-Taylor

TUTORS

Analia Nodelis	Sara Fliess	Kaye Duffel	Claudia Ramognino
Nicole Kemp	Janet Donald	Terry Bahat	Craig Perry
Tom James	Beata Dorain	Evelyn Townley	Lisa Watts
Gabrielle Davoren	Bernadette Greenwood	Ellen Laarhoven	

VOLUNTEERS

Alex Stefanou-Miliotis	Teresa Hoy
Anne Carlin	Julie Flynn
Josephine Maroun	Silvia Nunn
Trish Lloyd	Mark Rushby

Weekly Volunteers

Maree Kostas	Bill Richardson	Natalie Matthews	Skye Simons	Sally-Anne Newby
Mereta Brown	Maria Morabito	Cheryl Turner	Neil Wallace	

Volunteers Christeen Waring Sophie Louloudakis Jennifer Pullman

Placement Students Mason Gordon Joan Bungar Catherine Nichols

THANK YOU



CONNECT • CREATE • PLAY



Hampton Community Centre (HCC) and Highett Neighbourhood Community House Inc. (HNCH) are independent not-for-profit community centres. We offer a large range of affordable and accessible creative, social and recreational activities and provide a welcoming space for our community to connect.



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