

29th ANNUAL GENERAL MEETING

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Meredith **Community** Centre
working for our community

Held on May 21st, 2018

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Volunteers and staff

Committee of Management

Ms. K. Kruger (Hon.President)
Mr Paul Dakin (Hon.Vice President)
Mrs D. Macdonald (Hon. Secretary)
Mrs R. Blackman-Gallichio (Hon. Treasurer)
Mrs J. Klein
Mrs D. Ritchie
Mrs J. Smith
Mrs J. Cameron
Mrs K. Smith
Meredith Primary School Principal

Sub Committees

Newsletter

Jim Elvey (chair/editor)
Dawn Macdonald (secretary/accounts)
David Jones (treasurer)
Trudy Mitchell (production)
Stefania Parkinson
Ian Penna

Staff

Mrs P. Ridd (Coordinator)
Mrs T. Mitchell (Office Assistant and Program planning)
Ms J. Angus (Bookkeeper) until Sept 2017
Mrs J. Vermeend (Child Care)
Ms Cate Jeffrey (Childcare assistant)
Mrs Donna Murrell (Casual Childcare assistant)
Mrs Kerry Beauchamp (Casual Childcare assistant)
Ms Hannah Grant (Casual Childcare assistant)

Courses offered

In 2017 we offered a wide range of courses to meet the interests and needs of our Community and our Funding Bodies

Computers and technology	
Computer for the terrified	Next step Computers
Image sharing	Facebook for business
Ipad basics and next step	Create a wordpress web site
Create a simple website	Microsoft Word
Social media for business	Create a photobook
Techno help	Communication online
iPads next step	Creative painting and folkart
Photo editing basics	Communicating with social media
Become a Google Guru	Tech Tea and Tales
Keeping Safe online	Windows 10
Skills for study and employment	
Resume writing assistance	First aid and CPR
Home Business Basics	Communicating with social media for business and groups
Health and Fitness	
Yoga	Pilates
Group personal training	Fun and fitness for everyone
Steady Feet	Tai chi advanced/beginners Bannockburn & Teesdale
Weeknight work out	Hearing Checks
Information sharing and services	
Tuckers – Information sessions	Seniors week - Community lunch & guest speakers
Hobbies and Personal interest	
The story of my family writing workshop	Bee keeping
Beginners guide to poetry	Chain of survival
Backyard Chickens	Fermentation workshop
Spice grinders workshop	Creative writing
Natural skin care products	Create A Photobook
	Gluten free & pizza oven cooking
Art and Craft	
Beautiful beads – polymer clay workshop	Inktense pencil drawing
Quilt Class – a new quilt each term	Silk scarf painting
Creative Painting—Folk Art	Coloured pencil drawing – Fairy wren
Watercolour painting	Learn to knit and crochet
Knitting for beginners	Paint pouring workshop

A very special thank you to our dedicated group of tutors without whom we would not be able to offer the above range of courses.

As well as the above courses the following groups meet regularly to do their own thing and have a chat including Scrapbooking and the Sewing group, who participate in patchwork, embroidery, knitting and spinning. Meredith Sew N Sews, Saturday Art group, Friday Creative painting and craft.

Other Groups

The centre is also used as a meeting place for the following groups:

Meredith / Bamganie & District Landcare Group
Playgroup
Red Cross
CERT Team
Golden Plains Shire
Meredith Lions Club

Other services and programmes

We provide a number of other services to the community.

Computer Use / Internet
Photocopying
Information Brochures
Room Hire for various groups & Private Functions
Maternal & Child Health

Other programmes we offered and participated in:

- Free Hearing tests

AGENDA – 29th Annual General Meeting

To be held on Monday 21st May 2018

Date: Monday 21st May 2018		Start Time: 10:00		
Item	Agenda			
1.0	Welcome:			
2.0	Persons Attending:			
3.0	Apologies:			
4.0	Confirmation of Minutes of AGM held on Moved: _____ Seconded: _____			
5.0	Reports: <ul style="list-style-type: none"> • President • Treasurer • Newsletter • Childcare • Coordinator <p>Motion: That the reports as tabled be accepted. Moved: _____ Seconded: _____</p>			
6.0	6.1 Reaffirmation of subcommittee: The 'Meredith and district Newsletter' as a subcommittee. Moved: _____ Seconded: _____			
7.0	Election of the Committee of Management: All positions declared vacant and appointment of Interim Chair.			
	Nominee	Moved	Seconded	Accepted
	Dawn Macdonald			
	Desma Blow			
	Joy Smith			
	Paul Dakin			
	Kylie Smith			
	Dianne Ritchie			
	Pamela Ridd			
	Robyn Blackman			
	Meredith Primary School Principal, Shane Sachse or delegate			
8.0	Date for Committee meeting to elect Executive: To be deferred to the Ordinary meeting to be held immediately after the AGM, in keeping with previous years, except for 2016.			
9.0	Appointment of accounting firm to review accounts: 9.1 Appointment of accounting firm to undertake the financial review of accounts for 2018:			

Minutes 28th Annual General Meeting

**MEREDITH COMMUNITY CENTRE Inc.
MINUTES of the 28th ANNUAL GENERAL MEETING**

Date: Monday, 19th June, 2017		Start Time: 10:00am	
Item	Agenda		
	Welcome: President Dawn Macdonald welcomed all present.		
	Persons Attending: Desma Blow; June Cameron; Paul Dakin; Kerrie Kruger; Dawn Macdonald; Pam Ridd; Diane Ritchie; Kylie Smith; Robyn Blackman. Invited guests: Terry Fraser (Golden Plains Shire); Steven Duffy.		
	Apologies: Joy Smith; Jo Klein; Shane Sache; Jo Vermeend; State and Federal politicians.		
	Confirmation of Minutes of AGM held on Wednesday, 20th June, 2016. Moved: Paul Dakin Seconded: Pam Ridd Carried		
	Reports: President: Dawn Macdonald spoke to the President's report as tabled in the 2016 Annual Report. Treasurer: Robyn Blackman spoke to the Treasurer's report as tabled in the 2016 Annual Report. Motion: That the reports as tabled be accepted. Moved: Paul Dakin Seconded: June Cameron Carried Newsletter: Dawn Macdonald spoke to the Newsletter report as tabled in the 2016 Annual report. Childcare: Pam Ridd, in lieu of Jo Vermeend spoke to the Occasional Childcare report as tabled in the 2016 Annual Report. Coordinator: Pam Ridd spoke to the Coordinator's report as tabled in the 2016 Annual Report. Motion: That the reports as tabled be accepted. Moved: Desma Blow Seconded: June Cameron Carried		
	Reaffirmation of subcommittee: Motion: The 'Meredith and district Newsletter' continue to be a subcommittee: Moved: June Cameron Seconded: Dianne Ritchie Carried		
	Election of the Committee of Management: All positions were declared vacant. Terry Fraser was appointed Interim Chair		
	Nominee	Moved	Seconded
	Dawn Macdonald	Paul Dakin	Desma Blow
	Desma Blow	Paul Dakin	Dawn Macdonald
	Joy Smith	Paul Dakin	Desma Blow
	Paul Dakin	Robyn Blackman	Desma Blow
	Jo Klein	Paul Dakin	Desma Blow
	Dianne Ritchie	Paul Dakin	Desma Blow
	Pamela Ridd	Paul Dakin	Desma Blow
	Kerrie Kruger	Paul Dakin	Desma Blow
	Robyn Blackman	Paul Dakin	Desma Blow
			Accepted
			Yes
			Yes
			Yes
			Yes
			Yes
			Yes
			Yes
			Yes

	June Cameron	Paul Dakin	Desma Blow	Yes
	Meredith Primary School Principal, Shane Sachse or delegate	Paul Dakin	Desma Blow	Yes
	Kylie Smith	Paul Dakin	Desma Blow	Yes
	Peter Boer	Paul Dakin	Desma Blow	Yes
Election of the Executive / Office Bearers: Was deferred to the Ordinary meeting to be held immediately after the AGM, in keeping with previous years, except for 2016.				
Appointment of accounting firm to review accounts: Appointment of accounting firm to undertake the financial review of accounts for 2017: Motion: Seek Accounting to be engaged to undertake the 2017 Financial Review and audit. Moved: Robyn Blackman Seconded: Paul Dakin Carried				
Constitution (Model Rules have been adopted): Motion: That no change be made. Moved: Paul Dakin Seconded: Desma Blow Carried				
Meeting Close: 10:40am				

Vision Statement: We, the Meredith Community Centre Inc. aspire to meet the needs of the Meredith and District community by the provision of a wide range of educational, health, social and recreational services to foster a sense of community spirit.

Chairperson's Report 2017

Welcome everyone to the Meredith Community Centre's Annual General Meeting (AGM) 2017

I would like to thank the staff, Committee of Management members, tutors, volunteers, community groups and our funding bodies for their individual and collective contributions to the ongoing success of the Meredith Community Centre. (MCC)

I also extend my thanks to each and every staff member who I worked or talked with this year for their care and commitment to the Meredith Community Centre.

The Committee of Management consists of voluntary members with varied interests and skills from the wider community. We are united by our commitment, passion and dedication to MCC. It has been a privilege to Chair this Board for the past year.

There have been and are some members from the Board who have or will be moving on to other activities and we thank them for their generous involvement. There are now vacancies on the Board. If you are interested in finding out what we do, please do not hesitate to ask.

Currently the Committee of Management meets bi monthly throughout the year to support all staff, program delivery, ensure we stay financial and meet all governance policies and procedures and of course to promote the Centre to the community of Meredith and District.

I would like to specifically thank Coordinator Pam Ridd and Treasurer Robyn Blackman for their commitment and diligence in ensuring the Centre has a strong budget and that we maintain an eagle eye on our income stream and ensure our running expenses are kept in check. Also on behalf of the Committee, they ensure that we are meeting all governance policies and responsibilities that must be adhered to.

The MCC could not function as easily without the following 2 groups : our extraordinary tutors who provide the diversity of activities we can offer to the community and the non-committee volunteers, those who jump in and help when and where needed, we thank you all , you are the essence of MCC.

As in previous years I have to acknowledge that, despite the enthusiastic and hardworking Staff and Committee, we often feel disappointed by the apparent lack of support in the wider community in participating in activities and courses offered by the Centre. A community centre without community members is just a building.

On a positive note the Occasional Care Program, led by Jo Vermeend, continues to be a much needed and well used program offered by the MCC.

The Meredith & District Newsletter operates from MCC and reports continued readership, advertising by businesses and is an important tool in developing community activity in our town.

At this point I must make note of office staff member, Trudy Mitchell, who this year took over the social media activities of the MCC and has grown the MCC Facebook Page to 325 likes and is using Events to promote workshops and classes and to keep the community involved in activities happening throughout the year.

We have many regular groups (covering art, craft & health), community groups (for example, Lions and Landcare) and businesses that continue to book and utilize the centre for workshops, meetings and training which is positive use for MCC building.

We have enjoyed developing an ongoing relationship with the Meredith Primary School, with outcomes being beneficial to both parties and we look forward to ongoing collaboration.

In conclusion let me extend my thanks, on behalf of the Committee of Management, to our manager, Pam, and all the dedicated staff at Meredith Community Centre for all their efforts throughout the year.

Their work is often demanding, but I hope fulfilling. I know that it is certainly appreciated by the community of those whom they serve.

Kerrie Kruger, Chairperson

Treasurers Report 2017

Reporting Period: Year ending 31 December, 2017

It is with pleasure that the Financial Statements for the year ended 31 December, 2017 along with the Independent Auditor's Report, are presented for your information.

The end of the year result was a deficit of \$5,515.97 with a consequential reduction in member funds by the same amount.

This result reflected the financial challenges faced during the year particularly in the financial management of the Occasional Childcare service. In particular, childcare income failed to meet budget expectations because actual attendance rates (which attract a daily charge) were significantly lower than enrolment figures. Non-attendance does not attract a charge and thus results in a loss of anticipated and budgeted income. With sufficient notice it is sometimes possible to fill the absence with a child from the waiting list but often this is not possible. Balancing a staffing profile that meets both regulatory requirements (the staff to children ratios) and budget parameters requires daily monitoring, and my sincere gratitude is extended to Jo Vermeend for her careful management of the staffing profile in response to the daily fluctuations in attendance, where it has been possible. To alleviate this budget dilemma for 2018 and beyond, the Committee of Management took the decision to implement a non-attendance charge, which is 50% of the attendance fee, and which will ensure an income stream that more closely reflects budget expectations.

In the face of budget challenges that became apparent early in 2017, all other programs were evaluated to ensure that were achieving, at least, a breakeven position. In the same way, all expenditure lines were analysed to see whether further savings are possible. It became apparent that total employment expenses were outstripping budget expectations and a restructure of the staffing profile and responsibilities occurred, effectively reigning in wages growth while at the same time improving the financial management of the House.

End of year surpluses are vital to ensure the Centre's sustainability and because of the changes described above, which remain in place for 2018, I am confident that a surplus will be achieved for 2018.

Managing the finances of the Centre is a team effort and I would especially like to thank those members of staff involved during 2017: bookkeeper Joy Angus (January to September) and Pam Ridd, Coordinator, (who has incorporated the bookkeeping role into her usual paid hours) for their diligence and care in all matters pertaining to the Centre's finances.

I would also like to extend my sincere gratitude to all members of the Committee of Management for their support and contributions to financial discussions and decisions.

Robyn Blackman-Gallichio, Treasurer

Coordinator's Report 2017

I am pleased be able to present my report as Coordinator. 2017 was been a busy year at the Centre.

We are working really well together with the Kindergarten staff and the Children's Services team at Golden Plains Shire and also a strong working relationship with the various other Shire departments responsible for the maintenance and other aspects of our building particularly. We were very sad to see Terry Fraser leave at the end of the year as he has been a wonderful advocate for us and his support invaluable.

After a re-evaluation of our financial position in third term last year we decided to make some changes in our staffing and occasional care programing for 2018 to ensure our sustainability for the future. Although the new format is not ideal the change of roles for Trudy Mitchell and myself showed significant results. The childcare staffing is always a moveable feast with our core staff supported by a number of casual staff to enable us to maintain our regulated ratios of staff to children. Jo does an excellent job keep all the balls in the air. I would like to thank all of the part time and casual staff for their ongoing loyalty and support for the Centre and myself. Our other educational, personal interest and health and wellbeing programs could not continue without the support of both paid tutors and volunteers I thank them as well. I would particularly like to acknowledge Desma Blow and Sandra Pearce who have been our Tai Chi Tutors for many years for providing such an important program supporting the health, wellbeing and social connections to participants in Meredith, Bannockburn and Teesdale.

Funding and Grants

We continue to rely heavily for our operational funding from a number of Local State and Australian Government sources which of course puts us at the mercy of the whatever policy regimes are in place. To ensure our sustainability we need to be constantly developing other sources of income so that we are not totally reliant on Government funding. This can be difficult in small communities where we want to provide activities people want to participate in at a reasonable price, but need to ensure we are generating an income as well. Also as an employer we need to maintain our financial assets to cover our responsibilities.

Our funding sources include:

Dept. Health and Human Services (DHHS-Victoria) – Neighbourhood House Coordination programme, provides the recurrent funding for our operations

Dept. Education and Training (DET –Victoria) Learn Local (Adult Community and Further Education) – Provides funding for delivery of training and also support including professional opportunities and childcare support. This has been a great source of our funding and for the continuing development of the Centre. However it is getting more difficult to deliver the training required to meet the requirements of an "employment outcome" focus for our centre participants.

Dept. Education and Training (DET –Australia) Provides rebates for our parents to access our occasional care program.

Golden Plains Shire – the Shire are very supportive using our facilities on a regular basis.

Support

The Central Highlands Neighbourhood Houses Network has provided valuable guidance and assistance together with Neighbourhood Houses Victoria. I would also like to thank local, state and federal government representatives for their interest and assistance over the past year.

Childcare

Our Occasional Care service has gone from strength to strength this under the dedicated and professional management of our Coordinator Jo Vermeend. I would like to commend Jo and her staff for providing a caring and enriching program for the children in her care.

Our playgroup is very well attended every week and is very well organised with new members made very welcome.

With the current economic situation it is apparent that in order for our Centre to remain viable, sustainable and have access to funding, it must have a Committee of Management and staff that are skilled, focused and passionate about their commitment to the community. I would like to thank the Committee of Management and volunteers of the Meredith Community Centre for their assistance, encouragement and support over the past year. I would like to say a special thank you to Trudy Joy, and Jo. I couldn't do the job I do without their support they are always there to back me up in so many ways.

The Centre strives to be inclusive of the varying needs of the community through the classes, services and activities that we provide. We endeavour to offer a varied programme relying on input from the community, the availability and dedication of tutors and staff, support given by local, state and federal government bodies and the commitment given by members of the Committee of Management. With the joining together of the Community Centre and Kindergarten the Meredith Integrated Learning Hub truly has become a lifelong learning centre. We aim to meet the demands of the current trends in various fields of education, the workforce and personal development so that we remain a viable and vibrant part of our community.

I look forward to continuing to be a part of the Centre's journey in 2018

Pam Ridd, Coordinator

Childcare Report 2017

Starting this year like any other was just not going to happen. With demand for childcare increasing all the time, we were, for the first time, beginning the year with longer sessions every day of the week. This meant restructuring our program to ensure children remained engaged and were active participants in their learning. It also meant revising our routine and equipment to ensure we could cater for rest periods, factor in extra nappy changes and trips to the toilet and at least 2 meal times.

On top of this, Beck had decided to return to further education and take on a Bachelor of Education. She would no longer be available for all of our sessions so Cate and Hannah were also employed to fill this role. Our team was expanding along with the service. Beck stayed with us one day a week for the first term but then decided to move to a relieving role instead. Cate and Hannah stayed on all year filling 3 and 2 days respectively. Kerryn also joined our team to relieve when needed and we took on a number of students for work experience in high school and certificate 3 qualifications.

While these happenings went on in the background, children were learning and thriving. They moved through their environment with confidence, exploring all corners of the room and the outdoor play space.

Indoors, roads were constructed out of train tracks, road tape and silver tape with black textas. They accommodated trains, cars, buses and heavy machinery to transport goods through towns and across countries. Stories were played out with snakes being added for "Puffing Tilly and the Rainbow Snake" and blocks used to create the towns and farms.

A large cafe appeared within the room, with tables and chairs, cutlery, crockery, food and even a coffee machine. Play dough was added with an oven and trays for children to try their hands at baking too. Educators later brought in a large cubby to set up shop and continue expanding this play.

Other areas of the room saw children participating in small world play with dinosaurs, bears, stones, twigs, material pieces, blocks, cars and puppets, or rocking out to music with drums, keyboard and guitar. Children sang, danced, rode horses, completed puzzles, built towers and castles, took care of babies, dressed up and read stories to each other all without even realising they were learning, building relationships, conversing and growing.

May saw us again participating in National Simultaneous Story time but this time we shared the experience with the 3 year old Kinder program. We shared the story "The Cow Tripped Over the Moon" written by Tony Wilson and illustrated by Laura Wood. We shared many other experiences with both Kinder programs as we visited, played together and met up in the shared areas of our space. This was rewarding to

see as children were able to find familiar faces in both programs when it was really needed and then able to grow from this to finding their own friendships within their own groups too. It has made transitioning to kinder a much easier and more confident experience for all children too.

Outside, children extended their learning with mountains to climb, construction to complete and cooking to be done. There were ladders, A frames, boards and rocks to balance on and jump between. Children used bikes to ride fast down the paths and feel the wind on their face. Shovels, diggers and containers allowed them to dig to the bottom of the sand and discover what lay beneath as well as build upwards to create monoliths. Swinging became a way to sit back and watch the goings on in the rest of the yard. It was also a fantastic way to build confidence and strength as the children learned to swing themselves and go higher and higher.

The sand remained an endless supply of entertainment as it was used to cook with, dig into and pile up. It was carted in wheel barrows, mixed with water and painted onto every surface the children could find. As the year progressed, an outdoor bush kitchen was added to the play space and the children began mixing sand with leaves, twigs dirt, rocks and of course water, creating some very interesting dishes.

Water was also in great demand as children had to learn how to make the pump work if they wanted the precious liquid. Working together holding containers and pumping water was sometimes a first introduction to team work and co-operation.

All of this was happening right in front of me and it was sometimes difficult to keep up with the required documentation on all children as the co-ordination and running of our service was taking over my precious planning time. I was feeling very weighed down so in 4th term, I decided I would like to take on a little less of the running side of the service and concentrate more on the children and families within the service. This seems to have been a positive change that has enabled all who use the service to take on a more active role in their journey with us.

I would like to thank the Committee of Management for your understanding and the commitment you continue to show towards our Occasional Care Service.

Lastly, I wish to sincerely thank Pam, Trudy, Cate, Hannah, Beck, Kerryn and Donna for the year that has been, we would not have the great service we provide without all of your input.

Sincerely,
Jo Vermeend

The Meredith and District Newsletter Sub-Committee Report 2017

1st January 2017 to 31st December 2017

Committee

The Committee comprises:

Jim Elvey (chair/editor)

Dawn Macdonald (secretary/accounts)

David Jones (treasurer)

Trudy Mitchell (production)

Stefania Parkinson

Ian Penna

2017 was another successful year in the production of the Meredith and District News. Nonetheless there were a number of issues encountered which the committee had to address. The following is a brief account of some of the features of the year.

Production

We published a record 520 pages over our 11 issues, or an average of nearly 48 pages per issue. Pleasingly, we were able to recruit more editorial material to balance the increased advertising.

Colour Pages

Because of the demand for the limited number of coloured advertising pages, we developed a more sophisticated booking process which worked reasonably well during the year.

Community Support

We supported the Meredith Primary School in two areas; firstly, by sponsoring a "Writers' Festival" which was held successfully in September. We also made a significant financial contribution toward the school's fundraising efforts to establish an all-weather soccer pitch. This enabled the project to proceed

Distribution

As reported last year, we encountered problems with distribution arrangements from the outer Meredith postal contractor. The solution, implemented in 2017, was to pay for distribution at bulk postal rates. This required our distribution volunteer to undertake more work. It also delayed distribution because newsletters had to first be sent to the Geelong North distribution centre. We also reached an arrangement with the Elaine postal contractor for distribution.

Because of the strong advertising support, these additional costs have been absorbed without detriment to our sustainability.

Appreciations

We remain grateful to...

- The Community Centre for provision of an office and the attendant support facilities.
- All our volunteers: the creatives who write the articles, our proof readers and the volunteer who picks up and delivers the print run – a big job. Some of our committee members are counted among this group too, for managing

- advertising, accounts, finances and invoices, and composing and editing every issue.
- Local and district businesses for their help with distribution.

Meredith Newsletter Committee

Financial Statement for the Year ended 31st December 2016

	2016	2015
Revenue		
Advertising revenue (newsletter)	26521	22,919
Advertising revenue (phone directory)		975 -
Donations	150	
Subscriptions	675	375
Bank Interest	-	256
Total Revenue	27,346	24,525
Less Expenditure		
Printing (newsletter)	19126	18,385
Printing (phone Directory)		1,386 -
Postage	594	644
Computer & website expenses	144	322
Sponsorship (MPS Literary Workshop)		979 -
Gifts & Catering	1854	1,637
CNAV Membership & Conference	35	35
Bad Debts W/O	166	375
Total Expenditure	21,919	23,763
Profit/(loss)	5,427	762

Meredith Newsletter Committee

Financial Statement for the Year ended 31st December 2015

	2015	2014	2013	2012
Revenue				
Advertising revenue (newsletter)	22,919	22,709	24,330	18,121
Advertising revenue (phone directory)	975	-	-	-
Donations	-	130	30	320
Subscriptions	375	550	485	260
Bank Interest	256	1	241	122
Total Revenue	24,525	23,390	25,086	18,823
Less Expenditure				
Printing (newsletter)	18,385	20,592	¹ 19,448	
Printing (phone Directory)	1,386	-	-	-
Postage	644	738	835	453
Computer & website expenses	322	1,575	1,604	1018
Sponsorship (MPS Literary Workshop)	979	-	-	-
Gifts & Catering	1,637	1,200	1776	700
CNAV Membership & Conference	35	30	30	30
Bad Debts W/O	375		304	
Total Expenditure	23,763	24,135	23,997	17,750
Loss for Year	-762	-745	1,089	1,073
Balance in Bank as at 31st December 2013	17,648	² 13,373		\$10,439
Plus/Minus net profit/loss for year	-762	1,089		
	14,462			
Less debtors				
Plus creditor **		3,186		
Accum. Surplus 31st December, 2014	16,886	17,648	13,373	12,300