

Epping North OSHCP : AGM and Committee Meeting Minutes

Held : 14th May 2020

Both AGM and Committee Meeting held virtually due to COVID-19 restrictions.

AGM

Attending : Jane Crowe, Daria Rzasa, Anthony Moran, Doug McKenzie, Kareena Pearce Jake Marsden, Kathryn Arnold, Katrina Harding, Maureen Connelly, Melinda Rixon, Phillip Yorke, Patrick Finnegan, Annette Wilson

Apologies : Raymond Lin

Minutes : Annette Wilson

AGM commences at 6.38pm

Jane Crowe welcomes everyone and announces the first Virtual AGM in the history of OSHCP.

Jane thanks everyone for all their efforts under extremely unusual circumstances.

Review previous AGM minutes/actions – 2019 minutes passed and accepted by AW and DR.

Presidents Report

JC once again thanks everyone for all the efforts over the last 12 months

Scope of new build has been approved, new premise hopefully ready by 2021. Anthony believes build could still happen in 2020.

JC thanks Anthony for all his support.

JC thanks JM for stepping up into Director role while Kareena was away.

Treasurers Report

The organization is in sound financial health.

Auditor Report

Doug McKenzie presented Audit Report.

-Total Income \$748K compared to LY \$670K, huge increase due to attendance.

-Fee increase took affect Term 1 2020

- Another very profitable year
- No issues with debtors
- Short term deposit is healthy, being retained for build.
- No major concerns

Financials Year Ending 31st Dec 2019 accepted by PY and AW

Committee agrees to retain Elite Business Partners (Harry Lin) as auditor.

Election of Directors

Anthony Moran agrees to the role as returning officer.

Voted new committee structure:

- a) President : Jane Crowe
- b) Vice President : Patrick Finnegan
- c) Treasurer : Phillip Yorke
- d) Secretary : Annette Wilson (noted she dislikes taking minutes ☹)
- e) Public Officer : Melinda Rixon (new member)
- f) General Committee : Raymond Lin

KP advises that there could be 2 or 3 more interested parents to join the committee.

JC requests Kathryn Arnold to organize paperwork and token for payment authorizations for new Public Officer Melinda Rixon.

Virtual AGM closes at 7.07pm.

Next AGM yet to be confirmed.

Epping North OSHCP : Committee Meeting
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Virtual Meeting due to Covid-19 social restrictions

Attending: Attending : Jane Crowe, Daria Rzasa, Anthony Moran, Doug McKenzie, Kareena Pearce, Jake Marsden, Katrina Harding, Maureen Connelly, Melinda Rixon, Phillip Yorke, Patrick Finnegan, Annette Wilson

Apologies : Raymond Lin

Minutes : Annette Wilson

Committee meeting commences at 7.12pm

Jane Crowe welcomes everyone to the meeting.

JC acknowledges that Daria Rzasa and Katrina Bennett have resigned from the committee; JC thanks them for their service and wishes them well. DR and KB leave meeting at 7.17pm

JC acknowledges new member Melinda Rixon and thanks her for stepping into the Public Officer role.

Review of previous meeting minutes.

Outstanding Action (4.04): JC to review, sign and return Becklyn Contract to Becklyn.

JC requests that Daria Rzasa removed and Melinda Rixon added as token holder for authorizations.

Becklyn to check and advise JC that Jan Paul van Moort has been taken off as token holder.

Carry over items 4.11 and 7.01 from last meeting.

Financials

Doug McKenzie presents Term 1 financials

-\$58K drop on budget due to covid-19, fortunately the 3 Government grants available has returned the center to a healthier position with a \$55K surplus

-Term 2 likely to be in a surplus position

-CCS in hibernation for at least 3 months

-Debtors : \$787 very low

-\$123K in operating account

-\$620K building: short term deposit matured and is now "in holding" riding out covid-19. Becklyn will make recommendations on returning to a term deposit.

Committee agrees to continue trading.

Next committee meeting scheduled for 6th Aug 2020.

Becklyn Report

Doug McKenzie advised that Becklyn is using a forecast instead of actual budget due to unforeseen Covid-19 pandemic.

DM advises that the Becklyn Management report will be out by W/E 22/5/2020

Becklyn NBN cable issues have been resolved.

DM has requested a donation/contribution of \$900 from Epping North OSHCP due to extraordinary circumstances (Covid-19). Jane Crowe approves donation amount and requests MC to organize.

Committee agrees to role term deposit over SHORT TERM.

JC thanks Becklyn for their continued efforts and support.

DM advise that whilst the centers are quiet Becklyn will be upskilling/training all staff via webinars from level 2 (new staff) to level 5 (directors and 2IC's). DM to contact KP and JM next week WC 18t May 2020

DM Term 1 report is underway and will be finalized after Covid -19 to be presented to the committee.

7.36pm DM and KA leave meeting.

Directors Report

Jake Marsden acknowledges the extra efforts of Megan, Lydia and Anthony whilst Kareena was on A/L through a very difficult time. Maureen always available to assist and offer admin support.

Term 1 was very busy 2 ACECQA reports whilst Kareena away, both handled professionally to followed all protocols.

Centre generally very quiet due to Covid-19 hitting nationally, booking numbers dropped from approx. 90-100 per day to 10-20. Becklyn and the center worked very hard to assist all staff with either obtaining the JobKeeper allowance or trying to give them shifts (staff ratio went from 6-8 staff down to 3 per session). Staff is also undertaking webinar training to keep them on the books and upskill where possible.

Vacation Care had to be reinvented due to all the Government restrictions. All excursions had to be cancelled and replaced with incursions adhering to social distancing requirements. Overall JM and staff performed beautifully under such circumstances.

The center added a door bell for parents to use to prevent them from entering the center. Staff would then sign the child in and out of the center as required.

NOTE : JC would like confirmation from Becklyn that under legislation Becklyn acknowledges that they are covering all aspects that parents are not signing their child in or out of the center. There is a very small risk that the procedure of the staff signing children in/out may not be performed correctly.

JM and KP will review doorbell procedure once there is an increase of children attendance.

Building Report

JC Scope of works has been approved and confirmed back to The Dept. of Ed.

Lawrence has since left the ASSET Dept. and we are now dealing with Michael. JC to touch base with Michael ASAP.

NBN has been approved

Power Capacity has been approved

JC advises the covered ramp areas are included in the “space waiver” which will assist us in a higher center head count in the future!

JC Centre has \$600K plus another \$60K (contingency) = we are in a good financial position going forward.

Committee still feels we could possibly be entitled to Gov’t Grants. JC to approach local council to assess.

AOB

AM advises JM and KP that there has been no firm date of returning to school at full capacity, however things will move quickly when there is news, so be prepared.

Next committee meeting Thursday 6th August 2020 venue TBC – possibly Il Posto

JC thanks AM for his ongoing support.

Meeting closes 8.01pm