

# **Epping North OSHCP : AGM and Committee Meeting Minutes Held: 16<sup>th</sup> May 2019**

## **At: Boundary Rd North Epping**

**Attending:** Jane Crowe, Jan Paul van Moort, Patrick Finnegan, Katrina Harding, Raymond Lin, Annette Wilson, Daria Rsaza, Doug and Julie McKenzie (departed 7.20pm), Roslyn Doyle, Kareena Pearce, Jake Marsden, Anthony Moran.

**Apologies:** Phillip Yorke, Tahana Collins-Webb, Darren Hughes

**Minutes :** Annette Wilson

Meeting commenced at 6.40pm.

### **Audit Report**

Doug McKenzie presented audit report.

-There was a slight adjustment on Annual Leave.

-2018 surplus 96K against 2017 67K

-Committee agree to retain Elite Business Partners as Auditor

### **Election**

Anthony Moran present for election vote on committee selection. New committee structure:

President : Jane Crowe

VP: Jan Paul vans Moort

Treasurer: Phillip Yorke

Secretary: Patrick Finnegan

Public Officer: Daria Rsaza

General Committee: Annette Wilson, Katrina Harding and Raymond Lin

Jane Crowe requests that paperwork and tokens for payment authorizations for new committee members be organized.

AGM Closes 6.55pm

## **Committee Meeting Commences 7.00pm**

Jane Crowe welcomes new members and thanks JP for all his efforts as president.

Tahana Collins-Webb and Darren Hughes resigning from committee.

Annette and Daria to organize gifts for their service.

Committee agreed on Feb 19 minutes (none presented).

## **Term 1 Results**

Term consisted of 6 week's vacation care and 11 weeks of before and after care.

Total 17 weeks with a turnover of 250K

Centre was at a break even due to the amount of vacation weeks: Christmas (4 weeks) and Term 1 (2 weeks). Doug believes this was a good result, as most other Becklyn run Centre's at the same time were running at a loss.

Debtors: Lowest ever at \$494

Committee agreed to right off this debt.

Committee agrees to continue trading.

Next meeting scheduled for 8<sup>th</sup> August 2019.

## **Becklyn Report - Doug**

After 19 long months, Becklyn has finished programming for the CCS (child care subsidies).

Becklyn now in a position to allow Vacation Care rosters onto webserver.

Parents will have access to electronic permission slips. EN staff can use their own templates which allow for more flexibility for vacation care booking.

Becklyn have new center's eager to join up.

Doug advised Kareena to review that all registered families are receiving child care subsidies on invoicing, as there will be no back paying in future on CCS. If there are any invoicing issues, parents to contact Becklyn directly ASAP.

Doug advised Becklyn's internet will be improved with a new backup server off site under their own cloud environment. Becklyn to advise committee when completed.

Doug and Julie McKenzie depart at 7.20pm.

## **Directors Report – Kareena**

Kareena welcome new committee members.

Children's behavior improving, as Kareena has implemented a 'reflection' program to manage behavior issues.

Vacation Care Term 1 – 2 incursions on the same day are proving difficult to manage, Kareena and Jake to review.

There seems to be more children with dietary requirements attending center now, proving challenging with food preparation. Kareena considering asking special food requirement parents to pack their own lunch and OOSH to provide snacks only for these children. Committee agreed.

Roslyn suggested having a 'capp' on vacation days to ensure smoother processes. Kareena and Jake to trial and discuss outcomes.

Jake has secured the bulk of July Vacation incursion and excursion bookings for K-6 classes.

Kareena's new timetable working well for her, finding herself more productive.

Started a new rostering app, making ease of use for staff – working well.

Kareena A/L 18-27<sup>th</sup> Sept (getting married) and 27<sup>th</sup> Feb for 5 weeks (honeymoon)

Kareena training Megan to cover the above times.

Jake A/L 21-31<sup>st</sup> Sept

Kareena submitted wish list for new equipment. Committee approved.

Kareena employed 2 new staff members, currently training them up.

Staff to have 2 staff meeting each term. Kareena to supply committee upcoming dates for meetings.

Kareena and Jake presented new OOS T shirts and jumpers – Committee approved.

## **Building Update**

Kareena and has visited Beaumont Rd Primary School to assess the OOSH and will endeavor to visit more center's to gain a clear understanding of what they want and needs are for Epping North.

Kareena to supply a list of needs for the new build.

Anthony advised ASSETS have approved new center and they will manage the build. In the process of going to DA with a tendering process.

Jane queried if ENPS P&C Fair will be contributing any fair profits to new facility. Anthony advised funds from fair will be utilized in the new Arts/Community Space Fit Out.

Anthony to push for both OOSH facility and Arts Space at the same time, to be tendered at the same time with same builder – 2 separate sites. Anthony waiting on approval for 2<sup>nd</sup> building (Arts).

Jan Paul commented we haven't received contract for new building.

ACTION – Kareena and committee need to work on conceptual brief for new space.

Roslyn to supply all technical specifications for new build for committee to adhere to.

Anthony advised Department is re-roofing entire school –

OOSH impact- OOSH space will take place 1st-2nd and 3rd June. On 3<sup>rd</sup> June (Mon) OOSH will operate out of school hall for day – all weather dependant.

Anthony to advise progress.

### **General Business**

New committee members to supply all contact details to Kareena and Becklyn.

New committee members advised of Drop Box.

Roslyn advised that Becklyn has been working on a member handbook for committee to utilize. TBC

Mid-Year Dinner ;Committee agree on Tues 2<sup>nd</sup> July 6.30 at Il Posto.

Jane to book table.

Meeting Closed : 8.10pm.