

AVCC Committee Meeting Notes - Meeting inquorate

7.00pm 21 November 2019

Present: Ingrid Downey & George Sapsford (Co-chairs), Luke Allen (Secretary), Lexi Taylor (notes), Madeleine Rashbrooke.

Apologies or Absent: Luca McDonnell and Liam Hunt (Co-Treasurers), Helen Baxter, Martin Wilson, Miguel Mitchell, Tahiti Samina, James Woods, Becca, Jay Buzenburg

Health & Safety	<p>Check in on any concerns relating to Matt Thorn's renovations at 141 Abel Smith Street and his use of the AVCC site. There have been no concerns raised by those present or any brought to AVCC by anyone else.</p> <p>Concern raised about staff being at risk when working with community members experiencing mental illness and those people making threats/anti-social behavior towards AVCC staff. Discussion on possible strategies for managing interactions included: A panic alarm exists in the office - there could be a portable one that can be kept on the person. Referring people to DCM, CAB or calling the police if staff feel unsafe. Staff can check in with what others do at the next coordinator's meeting.</p>	<p>Co-chairs will check about the portable panic alarm</p> <p>Co-chairs to discuss with staff and follow up on portable panic alarm.</p>
Spring to Action Report	<p>Congratulations to George for a great and well attended event! \$313.10 was raised from koha for the hangi. The Share Shack was the winner of the resilience project competition and awarded the money for shelving/racks/organisation of goods. Leftover money can be spent on the fire warning sign.</p>	
Petty Cash	<p>Suggested in a motion by Liam. Staff have been given permission to cease having cash in the office and instead will load the special EFTPOS bank account with \$200 to use in lieu of petty cash. All receipts will be submitted to the Committee before account can be topped up. This is unlikely to start until after Xmas tree fundraiser, as they need to use this account for Xmas tree payments</p>	<p>Staff to action this when the time is right</p>
Hall bookings	<p>Suggested in a motion by Liam. Staff will now ask REGULAR users to pay for their term contract up front and by only using bank transfer.</p>	<p>Staff to action</p>
Stripe ETPOS machine	<p>Suggested to purchase in a motion submitted by Liam. Is there an ongoing cost?</p>	<p>Conversation to continue on Slack</p>
Lotteries funding	<p>Discussion about the distinction between lotteries and gambling money. An application seems reasonable and within current practice. It would be beneficial to get 3 years of Operating Funds from the Lotteries Commission (to match our 3-year funding from WCC)</p>	<p>George will lead the application due 4 December and circulate on Slack. Ingrid will present</p>

		at GM.
Friendly Manager software	Suggested to purchase in a motion submitted by Liam. Desire to include Dani in this conversation and explore more.	
Xmas Trees	Preparations are in full swing. Sign up for volunteering is ready - get in touch for a slot. Staff to ask other community centres what they use. Explore at minimum having the Hall bookings visible on the website, so people can see when the Hall/Meeting room are available before they contact us.	Staff to action
SHP Sub-committee meeting	Monday 26 November 12pm at the offices	
Next Committee meeting	Sunday 8 December 3.30 - 5.30pm	