



Meeting Notes

AVCC Committee Meeting 11 May 2021

6.30pm – 8pm

Venue: Hui Room		
6.25pm	Welcome Quorum Achieved?	Quorum Yes: Barbara, Ingrid, Liam and Richard. With Dani by video link Apology from Jill and Phaedra
6.30	Health and Safety Review	New Cleaning Company starting next week. Reviewed issue discussed on Teams about human waste behind the Hall – Dani will provide the dates to Barbara and Barbara will work with WCC for a solution (have toilets open 24/7)
6.40	Acceptance of Planning Day Minutes <ul style="list-style-type: none"> • Discussion and acceptance of the draft Voting Protocol 	Planning Day minutes accepted. Dani will post them on the website. Voting Protocol not discussed
6.55	Business Continuity Plan <ul style="list-style-type: none"> • Discussion and Acceptance of draft for population with AVCC data and references • Roles for finalising the document agreed <p style="text-align: center;">BCP v2</p>	BCP document discussed and updated. Liam to create a place in the cloud for all important AVCC documents can sit to be fully accessible to new Committee. ALL = Send Liam what you think are the important documents for next Committee to have. Work on the BCP will continue at the next Committee meeting.
7.15	Financial Planning Discussion Points	Richard prepared an overview of the past year's spending and we discuss each item to estimate what we will spend next year, on the assumption the Hall is closed Aug-Feb. Discussed the need to identify a budget item for the "community fund" for the Committee to use next year to allocate resources for the community's good ideas. We decided \$6000 sounded right at this point. Richard will take the numbers we discussed and create a budget and give more thought on what we have to pay for the new Hall and Office chattel – we updated the list in the wall of the Hui Room on what we

		think these items/expenditures will be.
7.50pm	<p>Next Meeting Date – online and in person</p> <ul style="list-style-type: none"> • Agree on roles and responsibilities\ 	<p>Start promoting GM and AGM now. Ingrid to send out calendar invites to the Committee. Dani given budget for paying for advertising for both events (\$2000) on social media, postering, and mail drops. To help AVCC be more focused and effective with our advertising/communications, we've set aside \$3,000 to hire a consultant to help us. We discussed working to a grant opening event that combined the completion of the Hall Renovation and the Aro Fair. Potentially have a new logo, new branding. We hope to have the website up before this (operating during the renovation to be a source of community connection).</p>
8pm	Close	<p>Other items – Richard met with Dani to discuss finances and will do so again. Together they will take the lead on completing the 3 audit documents required. Audit preparation seems to be going well and we are on track to be ready for our AGM date. Ingrid and Dani with Barbara's editing assistance will handle the Performance Reporting part of the report, due to Hema.</p> <p>Some items to consider during Hall Closure (part of the BCP): What happens to our Insurance= Have Dani call State to ask. We expect WCC to cover insurance during construction. Question about the Printer during Office renovation – to be determined.</p>