

## AVCC Committee Planning Day

18 April 2021

Aro Valley Hall TUI Room

10am to 3pm

Attendance: Emma, Dani, Phaedra, Liam, Richard, Barbara, Ingrid

Apologies: Ayse, Cam, Jill

Welcome

Recognition and thanks to Dani for success of Aro Fair

Review of P&L (draft)

Financial planning at next Committee meeting – Richard to prepare with help from Officers and Liam. Deeper dive on the P&L and Balance Sheet. Creation of budget. Discussion of profit, COVID wage subsidy, preparing for Hall closure.

Prepare our presentation for AGM to discuss about profit and COVID wages – we are not out of the woods yet, we will still need that financial cushion. Also, WCC is considering no CPI increase for our Operational Grant per the Long Term Plan consultation.

Review of Planning Day list and Discussion– in retrospect, we are seeing a “green list” from a new Committee. No connection between the items and the doing. Committee work specifically has not progressed. Culture of the Committee had its struggles. We have not worked as a Committee team, but as individuals, however, we are building trust.

The idea would be to turn from our individual, top down ways we have been operating under and act as a cohesive group more.

To achieve this:

- Committee meeting: More often and including staff
- More flexible ways to meet – in person with option to video or call in.
- More decisions made in flexible way as needed outside Meetings – by email, by MS Teams
- Prioritise understanding of roles and responsibilities
- Recruit a secretary

Create an e-newsletter article reporting on the results this Planning Day.

Discussion of MS Team

Agreed to a change of teams and channels. Liam will activate.

Additional training – Sharepoint. Put this on the agenda for next meeting. Needed so we all feel comfortable with finding a document on Sharepoint as a repository of Committee documents.

Additional discussion – Best way to make a decision, right now we will stick with emails to discuss and vote on a motion.

Discussion of our Reason for Being

Who do we serve, most time spent on what and who benefits and is there a congruence?

Lunch

### **Discussion of what we want to accomplish before end of term**

GM on Saturday - INGRID

Speaker and microphone – Dani and Liam

Hang Posters – Ingrid and Emma and Dani

Food – Ingrid

Agree a voting method, approved by Committee and then at GM before the AGM- INGRID

Financial (Budget) Planning and the Financial Planning Committee meeting - RICHARD

Pre-AGM GM – Invitation to be understand and be involved in - INGRID

Roles and Responsibilities

Lower level of engagement available without being on the Committee, i.e. a working group

Orientation of what AVCC is, our constitution, MOU with WCC and funding

AGM - BARBARA

Site Development Business Continuity and General Business Improvement – LIAM and BARBARA

Where do our Hall Users go?

What does Staff do?

What does the Committee do?

How are our services and contracts affected?

How do we improve our business?

Employees of AVCC – when to add more and what role should they have?

Community Development Strategy – BARBARA and DANI

How to focus on our Aro Valley engagement by staff and Committee

Focus groups and Surveys to decides output

Use Inspiring Communities

Outputs like Podcast

## ACTIONS

Richard and Liam - Next Committee Meeting Agenda (financial planning)

Ingrid - Forward agenda for GM to Committee

Ingrid to circulate Voting Protocol (GM2 for ratification)

Dani, Ingrid and Emma – advertising for GM1

Ingrid – Draft of GM2 and AGM agenda

Ingrid – ask Ayse about roles and responsibilities.

Ingrid – doodle poll for all future Committee meetings

10-13 may Financial Planning meeting Doodle Poll

2-7 June Committee Mtg – Doodle Poll

4-6 July Committee Mtg – Doodle Poll

3 GMs – Saturday, 23 June, 21 July