



## Puckapunyal and District Neighbourhood Centre January 2020 Agenda

Present	Apology	Name		Position
x	<input type="checkbox"/>	Erin Gillies	EG	President
x	<input type="checkbox"/>	Hayley Siddle	HS	Vice president
<u>x</u>	<input type="checkbox"/>	Jaime Farrell	JF	Secretary
x	<input type="checkbox"/>	Kali Brown	KB	General
x	<input type="checkbox"/>	Jennifer Greenwood	JG	General
x	<input type="checkbox"/>	Cassandra Sage	CS	General
x	<input type="checkbox"/>	Megan Young	MY	General
x	<input type="checkbox"/>	David Bergman	DB	Men's shed
x	<input type="checkbox"/>	Deb Kaak	DK	Coordinator
x	<input type="checkbox"/>	Kristy Smith	KS	Admin Assistant
<input type="checkbox"/>	x	Kerri Newnham	KN	Book Keeper
x	<input type="checkbox"/>	Cally Swalue	CA	Little Footsteps
<input type="checkbox"/>	x	Janine Lyon	JL	Little Footsteps

Previous Minutes	Moved	Second
Meeting open at 1904	CS	HS
New Members -	Not provided at this minute due to short notice	
<b>2</b>	<b>President</b>	
	<p>Halloween Update</p> <ul style="list-style-type: none"> <li>- \$2-3K previously approved on spending for decorations, buying 6 panel room dividers, more sturdy/quality decorations for haunted house to help minimize volunteers</li> <li>- Sticking to three themes for haunted house (clowns, witches, zombies)</li> <li>- Vote for holding event on Saturday, 31 October (approved)</li> <li>- Location vote – theatre or oval – theatre voted for approval pending PMA approval of use of facility</li> </ul> <p>Welcome Events – who’s attending, set up/breakdown help</p> <ul style="list-style-type: none"> <li>- Face painter, bubbles, balloons, informational handouts, volunteer sign-up sheets, suggestion sheet, name tags for committee members, no jump house due to rain</li> <li>- 23<sup>rd</sup> Jan Tea all committee members should be in attendance, help with set up and break down, greeting community members,</li> <li>- 3 and 6 Feb will also host Community Teas – both dates will host due to printing error on flyers. Feb dates will not have face painter.</li> <li>- Mum’s working space needs to be cleaned out prior to tea</li> <li>- Request has been in since prior to holidays to fix turf. Will not be fixed in time for teas</li> </ul> <p>Park Run</p> <ul style="list-style-type: none"> <li>- We would like to introduce a parkrun at FSFP is encouraging thriving communities</li> <li>- Welcome for all fitness types and ages,</li> <li>- How will people attend if PMA is a closed based, what do we need attendance wise to maintain on a weekly basis, do we start/finish it at the front gate, defence/shire approval?</li> <li>- Need questions answered before we make a decision</li> </ul>	
<b>3</b>	<b>Centre Specific and Special Events</b>	
	<p>DCO Welcome Event – 9 Feb at Seymour Indoor Pool, PDNC will participate</p> <ul style="list-style-type: none"> <li>- We need to bring our own marquee</li> <li>- Have brochures, pictures, program list</li> <li>- LFS, men’s shed maybe, warhammer</li> </ul>	
<b>4</b>	<b>Little Footsteps</b>	

	<p>Janine's work contract discussion – request to move to part-time</p> <ul style="list-style-type: none"> <li>- In past all contracts have been casual as per their request/preference</li> <li>- Janine has expressed interest to be part-time, is longest employee at LFS</li> <li>- Gives her more security</li> <li>- Does not majorly affect PDNC budget</li> <li>- Voted unanimously to approve request</li> </ul> <p>LFS will have a leave application now for employees to ensure there is something in writing and enough notice given to ensure coverage of LFS staff</p> <ul style="list-style-type: none"> <li>- Randstad is temp agency for diploma qualified staff</li> </ul> <p>LFS is now online – all nappy/toilet updates, etc are done online for families</p> <p>Focusing play on children's interest – right now critters</p> <ul style="list-style-type: none"> <li>- Will continue to follow children's interests</li> </ul> <p>Currently have several children with ASD</p> <ul style="list-style-type: none"> <li>- Qualify for ISS funding to cover extra staffing</li> <li>- PDNC will handle employment, must be done yearly</li> </ul> <p>LFS now has 3 adult chickens – need a new gate for the coop</p>	
<b>5</b>	<b>Op Shop &amp; Toy Library</b>	
	<p>Renovations went well. Shop looks great!</p> <p>Toy Library needs volunteers</p> <p>Will stock fridge with drinks for volunteers</p> <p>If we get more volunteers to run OpShop/toy library to cover LFS subsidy, we can open more frequently</p> <p>Induction meeting will be done when we get new volunteers</p>	
<b>6</b>	<b>Social</b>	
	<p>Upcoming social events</p> <ul style="list-style-type: none"> <li>- Will sit down and plan out events for each month for the year</li> </ul> <p>22 Feb first ladies night – Committee and PDNC provides finger food, welcome event at a mess</p> <p>21 March lawn bowling</p> <ul style="list-style-type: none"> <li>- Discussing goldburn ferry boat tours, winery tours, party bus, Christmas in July</li> </ul> <p>Messes POC</p> <p>Sarah Guinther - SOARMMD</p> <p>Megan – Artillery</p> <p>Tahbilk Barracks - ?</p> <p>Transport Barracks - ?</p> <p>Proposing a turnover binder for future chair – event forms (info, costing, POC), suggestion forms at events</p> <p>Family fun day still going in July – make sure it does not conflict with Chong Ju/base-wide training exercise</p>	
<b>7</b>	<b>Youth Programs and Other Activities (Lego club, Art Class, etc)</b>	

	<p>David Bergman – Men’s Shed</p> <p>Need to do an induction</p> <ul style="list-style-type: none"> <li>- Induction trainer has posted, so waiting on new appointee before induction can begin again</li> </ul> <p>Need to be PDNC member</p> <p>New facility being built</p> <p>Wants to encourage better utilization of facility</p> <ul style="list-style-type: none"> <li>- After school program</li> <li>- Vehicle/push bike maintenance program</li> </ul> <p>Funding is available to the men’s shed, through PDNC is it is requested</p> <p>Collecting push bikes, he repairs them and gives them away.</p> <p>Two aspects of men’s shed</p> <ul style="list-style-type: none"> <li>- Those who utilize it and that’s it</li> <li>- Volunteers or an employee runs a project or teaching a life skill</li> </ul> <p>Currently 26 members</p> <p>Jen Kitchen is keen to run Lego Club, Cally Swalue is keen to run DJ’s</p> <p>Art Class is still up in the air</p>	
<b>8</b>	<b>General Business</b>	
	<p>For new volunteers be mindful of what you take on and try not to burn yourself out</p> <p>Membership form is now online</p>	

**Next Meeting : TBD**

Meeting closed at 2144.