



Puckapunyal and District Neighbourhood Centre March 2020 Minutes – Virtual Meeting

Present	Apology	Name		Position
x	<input type="checkbox"/>	Erin Gillies	EG	President
x	<input type="checkbox"/>	Hayley Siddle	HS	Vice president
x	<input type="checkbox"/>	Jaime Farrell	JF	Secretary
x	<input type="checkbox"/>	Kali Brown	KB	General
<input type="checkbox"/>	x	Jennifer Greenwood	JG	General
x	<input type="checkbox"/>	Cassandra Sage	CS	General
x	<input type="checkbox"/>	Megan Young	MY	General
<input type="checkbox"/>	x	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
<input type="checkbox"/>	x	Cally Swalue	CA	Little Footsteps
<input type="checkbox"/>	x	Janine Lyon	JL	Little Footsteps

Previous Minutes	Moved	Second
Meeting started via FB messenger at 1126	CS	KB
New Members -	EG	CS
See attached coordinator's reports		
Financial Statements	CS	EG
2	President	
	<p>President's Report (attached)</p> <p>-Suggested that we start planning ahead for July Family Event. However, was addressed that we should either hold off on purchasing items and/or ensure refund policies are in place in case the event needs to be cancelled due to COVID-19 restrictions.</p> <p>COVID-19 Assessment Plans</p> <p>Audit</p> <p>Change in Childcare Regulations</p>	<p>Motion – CS</p> <p>Second - HS</p>
3	Men's Shed	
	<p>With the advent of the pandemic, Men's Shed activities will be postponed, however that does not prevent currently trained members from using the facilities at their leisure.</p> <p>The info to pass on in relation to members undertaking Men's Shed induction, the point of contact is:</p> <p>Major Leonardus Lorenzo Tel: 03 5735 6345 Mob: 041988 1750 Email: leo.lorenzo@defence.gov.au</p>	<p>Motion: EG</p> <p>Second: CS</p>
4	Little Footsteps	
	<p>Update attached</p> <p>- Noted that one baby chicken hatched this morning</p>	<p>Motion: EG</p> <p>Second: CS</p>
5	Op Shop & Toy Library	
	<p>Toy Library</p> <ul style="list-style-type: none"> - PMA Library gifted children's books and DVD's (entered into system and ready to borrow) <p>OpShop</p> <ul style="list-style-type: none"> - Summer Clear Out Sale Saturday, 28 March 0930-1130 (\$3 fill a bag) - Need assistance for sale on Friday and Saturday - Change over to winter stock over school holidays, may do a working bee 	<p>Motion: EG</p> <p>Second: JF</p>

6	Social	
	<p>Approval for three themed ladies' nights (attached)</p> <p>With COVID-19, social events may be tricky to focus on ahead of time. It has been agreed for the time being to plan Ladies' Nights Events on a month-by-month basis.</p> <p>Committee liked the entire Ladies' Nights proposed themes – suggesting we provide a variety of dishes for the Curry and Karaoke night, as not everyone likes curry.</p> <p>Ladies' Night for this weekend (21 March) currently only has 5 paid RSVP's – to include 3 committee members and 1 staff member. We will give it until tomorrow (Friday 20 March) lunchtime to see if there is more interest before cancelling</p> <p>Was suggested, that due to COVID-19, instead of socials, we continue on with smaller workshops/classes such as macramé to encourage community engagement.</p>	<p>Motion: EG Second: CS</p>
7	Youth Programs and Other Activities (Lego club, Art Class, etc)	
	<p>No Update</p> <p>Looks to be quiet for the next few weeks due to COVID-19. We will continue to run and offer what we can, while we can, and if we have volunteers.</p> <p>We need to continue to ensure people are members – specifically at DJ's</p> <p>While schools are still running, we will still offer school aged programs and take extra precautions as necessary</p>	
8	General Business	
	<p>Suggested that if there is a shutdown of the PDNC, we reach out to all program facilitators and fitness instructors to see if they would be interested in conducting classes virtually during the shutdown on the PDNC Facebook page. Would be a way to continue engagement with the community and also allow members and potential members to experience programs they are interested in but might not normally participate in.</p>	

Next Meeting :

Meeting closed virtually at 1410.