



Puckapunyal and District Neighbourhood Centre 28 May 2020 1900 Meeting Minutes

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
X	<input type="checkbox"/>	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
	CS	JF
Please note this is a virtual meeting via Zoom.		
Due to Zoom's maximum time limit of 40 minutes, this meeting is strictly to discuss the below mentioned items only.		
There will be strict adherence to time and topic to ensure all items are covered.		
1	President	
	Omitted this meeting due to time constraints	
2	Coordinator	CS/EG
	Coordinator's Report attached. Financials	
3	Centre Specific and Special Events	CS/EG
	<p>Re-Opening Plans & Procedures (attached)</p> <ul style="list-style-type: none"> - We will wait until term 3 to open some programs based on volunteers and social distancing guidelines (Lego club, art attack, sewing, DJ's) - Numbers of people include staff, adults, children, and infants - PDNC toy room and mums working space to remain closed - PDNC max occupancy – 8 living area, 2 in toy room, 4 where tables are, and 3 in office - Using Eventbrite for booking and to maintain capacity numbers - Looking into doing fitness classes outside at netball court or tennis court - Just need to be flexible <p>Shire Grant</p> <ul style="list-style-type: none"> - finalised today for upgrade on playground equipment (\$5000 for project - \$2000 from Shire, \$3000 PAAB) <p>PAAB</p> <ul style="list-style-type: none"> - use to help subsidize playground equipment <p>Business Support Fund</p> <ul style="list-style-type: none"> - Been paid in today and will cover LFS employees not covered by Jobkeeper <p>Trivia Nights</p> <ul style="list-style-type: none"> - virtual trivia nights maybe monthly - other community houses are doing it successfully - put out survey on Facebook page to gauge community interest 	
4	Little Footsteps	
	Omitted this meeting due to time constraints	
5	Op Shop & Toy Library	

	<p>Omitted this meeting due to time constraints – reopening procedures were address in a Facebook Messenger Chat. The following proposal was agreed on with a majority vote of 6 “yeas” and 1 “no vote”.</p> <p>Propose that the weekend 13-14 June we have a lot sale on all summer clothes - \$2 bag. OpShop itself will remain closed and we will move all summer stock bins and racks outside to the car park. This would be the easiest way to ensure social distancing protocols are met.</p> <p>Toy library will open Thursday, 11 June at regular time.</p> <p>OpShop will open Thursday, 18 June with reduced hours. Cass and Jaime are happy to open more days once school starts for shorter periods or by appointment if desired. There will be a limit of no more than 4 people inside the OpShop at a given time (not including volunteers working).</p> <p>We are still not taking donations at this time. We will post when we are ready to start accepting again.</p>	
6	Social	
	Omitted this meeting due to time constraints	
7	Youth Programs and Other Activities (Lego club, Art Class, etc)	
	Omitted this meeting due to time constraints	
8	General Business	

Next Meeting : TBD

Meeting closed at 1937.