

Mt Hutt Memorial Hall Board

Triennial Meeting

05 December 2022



Triennial Meeting Minutes –05 December 2022

Minutes of the Mt Hutt Memorial Hall Board meeting held on Monday 05 December 2022, commencing at 9.30am, in the Mt Hutt Memorial Hall Board meeting room.

1 Present

Martin Nordqvist, Viv Barrett, Megan Fitzgerald, Karen Blacklow, Cr Liz McMillan, Denise Dixey, Angela Grieve, Kelvin Holmes and Annie Jacobs
Clare Harden, ADC Community Liaison Officer (minutes).

2 Apologies

Cr Rodger Letham and Richard Wood

Carried

Cr Liz McMillan took the chair and called for nominations of Board members.

Election of Board Members

Denise Dixey	Nordqvist/Grieve
Martin Nordqvist	Dixey/Barrett
Angela Grieve	Holmes/Nordqvist
Viv Barrett	Fitzgerald/Holmes
Karen Blacklow	Dixey/Grieve

Carried

The Chair advised that the names of the elected Board members will be submitted to Council for approval at the Council meeting on 21 December 2022.

The triennial meeting concluded at 9.41am

_____ **Chair**

Mt Hutt Memorial Hall Board

General Meeting

05 December 2022



Board Meeting Minutes –05 December 2022

Election of Officers

Chairperson

Martin Nordqvist Barrett/Grieve Carried

Secretary/Treasurer

Megan Fitzgerald McMillan/Grieve Carried

That the Minutes of the meeting held 17 October 2022 be received
Barrett/Grieve Carried

Matters arising from the previous minutes

- Closing times have been updated for the Christmas holiday period
- Amendment - walking festival being developed not walkway map as noted in the minutes
- Jill Ridge on Board as a new staff member
- Julia on call
- Rosa now does one day every fortnight

Finance

- An overview was given to the Board of the September report.
- Send information on the hall budget to Megan

General Business

- The Board discussed the governance of the Board and how to move forward in strategic planning
- Information on strategic planning to the next meeting.
- Will decide at the next meeting what time it will be best to run the meeting

That the Board move meeting time to 7.00pm on a trial basis.
Fitzgerald/Barrett Carried

The meeting concluded at 10.30am

Next Board meeting: 23 January 2023 at 7.00pm

_____ **Chair**

Action List

Date	Action	Name	Outcome	Governance/Operational
05/12/22	Send a copy of the Boards last agenda with staff report to Megan	Clare Harden	Done	Governance
05/12/22	Set up a budget workshop for the Board.	Clare Harden	Email sent to Megan asking for a date.	Governance
05/12/22	To Have information on Strategic planning for the Board at the next meeting	Clare Harden	Email sent to P&C to look into trainer or Consultant	Governance
05/12/22	Paper towels update?	Richard Wood		Operational
05/12/22	Art deco cabinet could be taken away	Angela Grieve	This is on their work schedule	Operational
05/12/22	Crest clean follow up with Richard when the encounter will be done.	Richard Wood	Can book Jae Services to complete carpet and seats if this is the direction	Operational
05/12/22	Viv would like to see Hall chairs done when carpet is cleaned.	Richard Wood	Done	Operational
05/12/22	Book Board room for the next meeting	Clare Harden	Done	N/A