

# Reynella

NEIGHBOURHOOD  
CENTRE



# ANNUAL REPORT 2020

SUPPORTED BY CITY OF

**ONKAPARINGA** 

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## **AGENDA**

### **Annual General Meeting Thursday 22 October, 2020**

- 1. Welcome and Introduction**
- 2. Apologies**
- 3. Acknowledgement to Country**
- 4. Acceptance of AGM Minutes of 23 October, 2019**
- 5. Business Arising from previous Minutes**
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- 12. Election of Executive Committee**
- 13. Election of Board of Management**

**Acknowledgement of Public Officer**

- 14. Appointment of Auditor 2020/2021**
- 15. Any Other Business**
- 16. Website Presentation – Cathie Vincent**
- 17. Guest Speaker – Mayor City of Onkaparinga, Erin Thompson**
- 18. Meeting closed**

**Light lunch to be served**

## **Minutes of Annual General Meeting held Wednesday 23 October, 2019 at 11am.**

### **1. Welcome and Introduction:**

The Chairperson, Sylvia Newton, declared the meeting open at 11.00am and acknowledged the Kurna People as traditional owners of this land, followed by welcoming members of the City of Onkaparinga Council: Ynys Onsman, Stuart Purves, Jan Brown and Nat Cook MP, member for Hurtle Vale.

Sylvia welcomed all for attending and reminded the meeting that only financial members were able to vote.

### **2. Apologies:**

Amanda Rishworth MP, Federal Member for Kingston; Katrine Hildyard MP, Member for Reynell; Mayor Erin Thompson; Philomena Taylor, Director Community Relations; Terra Lea Ransom, Manager Community Capacity; Paul Wright, Lyn Walkley, Paul Campbell, Mel White, Bev Goodwin, Allison Emerson, Marnie Mitchell, Jessica Gray, Wendy Looi-Penhall, Adelaide Abbott, Travis Morgan, Irene Wyr and Marc Roberts.

### **3. Present:**

Eunice and Ron Hearne, Jem Peck, Jan Brown, Sue Dallisson, Ynys Onsman, Colin & Cynthia Wright, Pauline Harris, Heather Merritt, Delyse and Wil Burgess, Nova Smith, Bronwyn Webster, Gail Kilby, Sylvia Newton, Jan Martin, George and Bryn Price, Sue Jaynes, Robert Woolcock, Maureen McNamara, Maxine Haigh, Jill Osborne, Coralie and Tony Nicholls, Martin and Wendy Smith, Jan Milton, Jan Vivian, Suzanne Clarke, Denise Llewellyn, Imad, Elle Ruzhnansrays, Kylie Ferguson, John Smith, Doreen Oughton, Janet Piens, Julie Denham, Joan Davies, Patricia Ryan, Lyn Clare, Jan and Vic Stringer, Jean Georgopolos, Elijah Bravington, John Smith, Ayoung Lee, Alex McLean, Pinoska Kiss, Jorez Vawerz, Jennifer Woolsey, Cathie Vincent (Community Development Officer), Sonia Taylor (Community Development Support Officer).

### **4. Acceptance of 20 September, 2018 minutes :**

Bryn Price stated that the minutes did not include the question he had asked the Mayor at the 2018 Annual General Meeting regarding the use of the cottage adjacent to the Centre.

Moved by Jem Peck and seconded by Heather Merritt.

**Carried**

That the AGM minutes from 20 September, 2018 be approved with this inclusion – that the Cottage is being used in line with the City of Onkaparinga's agreement.

### **5. Business Arising from these minutes: Nil.**

### **6. Correspondence In:**

Message to the meeting from Amanda Rishworth MP, Federal Member for Kingston.

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**7. Chairperson's Report:**

As Tabled.

Chairperson Sylvia Newton highlighted the following from her report:

“Once again my sincere thanks and appreciation go to the wonderful volunteers who unselfishly man this Centre – without your tireless service this Centre and many others like it – would not operate – funds would not be available to keep it open. Thank you sincerely for your generosity. My appreciation goes to the Onkaparinga Council for their grants to keep the Centre functioning and to our CEO Cathie Vincent and our CDSO Sonia Taylor for their untiring work in finding new projects for the Centre and keeping everything running smoothly”.

**8. Treasurer's Report:** as tabled

Moved: Maureen McNamara

Seconded: Delyse Burgess

That the Audited Report to Members be approved.

**Carried**

**9. Community Development Officer's Report:**

As Tabled. Cathie Vincent gave a brief report.

“This year has been a year of consolidation after completing the Australian Service Excellence Standards (ASES) last year. It has been a year of revisiting, refining and implementing new procedures and ways of working. My report this year is aligned to the Centres Strategic Plan (2018 – 2023). Consequently, the 2018 and 2019 Business Plans have influenced the areas the Centre has focused upon over the past 12 months.

***We promote social connection and the formation of friendships within and across our community.***

***We value the wellbeing of our community by providing: Health and fitness programs, Social Programs and Educational programs and events.***

***Some Centre Program Highlights***

- The Centre's 'Singing for Fun' group has over 45 participants attending every week and fills the Centre with song! The group has performed at over 15 venues this year. These have included retirement villages, Ramsay Place, bowling clubs, Parkinson Society and at the Centre.
- Let's do Lunch is a new lunch program that is run once per month for the over 50s. Each month has a themed three course meal, a speaker or entertainment and a free door prize. It has been booked out every month (50 participants), reflecting an obvious need in our community.
- Magic Harvest is where participants grow their own food in their own gardens, starting with one square metre. They meet regularly at a central hub (RNC) which provides a series of workshops, get-togethers and site visits.
- Regular school holiday programs have been held. These have included – an aerosol art class (U-Can-Spray), four children's cooking classes (Cookie Monsters and Street Food Fun for Kids), Mud Play and Cubby House Building and two amazing Youth Week Events.
- The Seniors Group has continued to grow and prosper with Sylvia chairing the monthly meetings, Jan and Vic Stringer coordinating the bus trips and the Steering Group ensuring the group runs according to Centre's policies and procedures.

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- The Hobby Electronics group decided to broaden their participant base, by expanding the group to include general hobbies. The Hobby Group now have participants who bring in a range of hobbies including airfix and leather work.

- The Kids and Teen Art classes have been re-badged to 'Creative Crew' and 'Extraordinary Teen Art' (ETA). This has resulted in both classes booking out!

- 'Take Control' is an Adult Community Education (ACE) accredited program that is run each term at the Centre. Employment outcomes from this program are extraordinary! In the last 3 terms, over 20 participants have gained employment. Simon, the facilitator of the program, provides ongoing support for many participants long after the program finishes which has resulted in many others gaining employment.

We have recently received notification from Amanda Rishworth's Office that we were successful with the Stronger Communities Program. This funding (\$20 000) will provide some landscaping and nature play concepts in the outdoor play area.

The Centre has continued its partnership with Aberfoyle Community Centre in providing frozen meals for the local community. On average, at least 20 meals are sold each week.

**In Conclusion,** Reynella Neighbourhood Centre will continue to actively respond to community need and deliver quality programs that make a difference to people's lives. Our programs and services play an important role in our area as well as offering members of the local community genuine engagement, a sense of belonging and a real purpose.

I would like to sincerely thank Sonia Taylor, the Board of Management, the Volunteer Coordination Team and all of the Centre volunteers who are willing to go 'the extra mile' on so many occasions.

**10. Reports:** as tabled

Moved: Jem Peck      Seconded: Maureen McNamara      **Carried**

That Reports from the Chairman, CDO, Room Hire and Sub Committees be approved.

**11. Returning Officer - Jan Brown, Team Leader Community Centres**

Sylvia declared all positions vacant and called on Jan Brown as returning officer.

**12. Election of Board of Management:**

Jan read nominations as follows:

**Executive Members**

President: Sylvia Newton

Vice President: Delyse Burgess

Treasurer: Doreen Oughton

Secretary: Jan Martin

**General Members**

Travis Morgan

Jemima Peck

Heather Merritt

Martin Smith

Maureen McNamara

Moved: Janet Piens

Seconded: Sue Jaynes

That nominations for Board of Management be approved

**Carried**

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**Acknowledgement of Public Officer** - Sylvia Newton – appointed position

**13. Appointment of Auditor:**

Reynella Neighbourhood Centre will continue to use Andrew Jeynes from Edward Jeynes Company.

Moved: Jemima Peck                      Seconded: Maureen McNamara  
That Edward Jeynes Company be appointed auditor for 2019/2020                      **Carried**

Jan Brown called the Chairperson, Sylvia Newton, to the Chair.

**14. Other Business:**

- a. Bryn Price asked if the Board of Management could look at purchasing an Honour Board for persons who have passed away.
- b. Bryn Price asked if the Cottage was being used according to Council guidelines.
- c. Sylvia welcomed Ynys Onsman, Acting Manager Strategic Futures, City of Onkaparinga and invited her to give a presentation to the meeting.

There was no other business.

Chairperson thanked everyone for attending and invited them all to a light lunch.

Meeting closed at 12noon





## **Vision Statement**

**“Our community moving forward together”.**

## **Mission Statement**

Reynella Neighbourhood Centre promotes the wellbeing of individuals, families and groups by offering a diverse range of opportunities and services.

## **Objectives**

The objectives of the Reynella Neighbourhood Centre are:-

- to act as a non-profit and charitable institution to provide information, resources and services which respond to community need and promote the wellbeing of individuals, families and groups, especially the disadvantaged.
- to promote social connection and the formation of friendships within and across our community
- to value the wellbeing of our community by providing:
  - Health and fitness programs
  - Social programs
  - Educational programs and events
- to provide opportunities for volunteering
- to encourage lifelong learning in the community enabling people to grow
- to identify and foster collaboration with internal and external partners to build knowledge, relationships and opportunities
- to provide a diverse range of programs to meet the needs of our community
- to work together to create an inclusive and culturally welcoming environment
- to value and respect social and individual needs.



## **Board of Management 2019/20**

### **Executive:**

Chairperson	Sylvia Newton
Vice Chairperson	Delyse Burgess
Treasurer	Doreen Oughton
Secretary	Jan Martin

### **General Members:**

Travis Morgan	Maureen McNamara
Heather Merritt	Jemima Peck
Martin Smith	

### **Community Development Officer**

Cathie Vincent

### **City of Onkaparinga Representative**

Mayor Erin Thompson

### **Community Development Support Officer**

Sonia Taylor

### **Life Members**

Adelaide Abbott	Eunice Hearne	Georgina Price
Jim Bandt	Ron Hearne	Wendy Reddaway
Lois Bandt	Rosslyn Kennedy	Marc Roberts
Richard Bishop	Marie Marshall	Jan Stringer
Trevor Browne	Sylvia Newton	Vic Stringer
Delyse Burgess	Coralie Nicholls	Eileen Taylor
Wil Burgess	Tony Nicholls	Karen Walker
Isabella Dickson	Jemima Peck	Mary Whetstone (dec)
Vicki Fitzgerald	Janet Piens	Robert Woolcock
Bev Goodwin (dec)	Lyndsay Platten	Colin Wright
Maxine Haigh	Margarette Powell	Cynthia Wright
Pauline Harris	Bryn Price	Norman Young

### **Sponsors and Supporters**

Reynella Neighbourhood Centre wish to thank the following for their generous support:-

#### **CITY OF ONKAPARINGA**

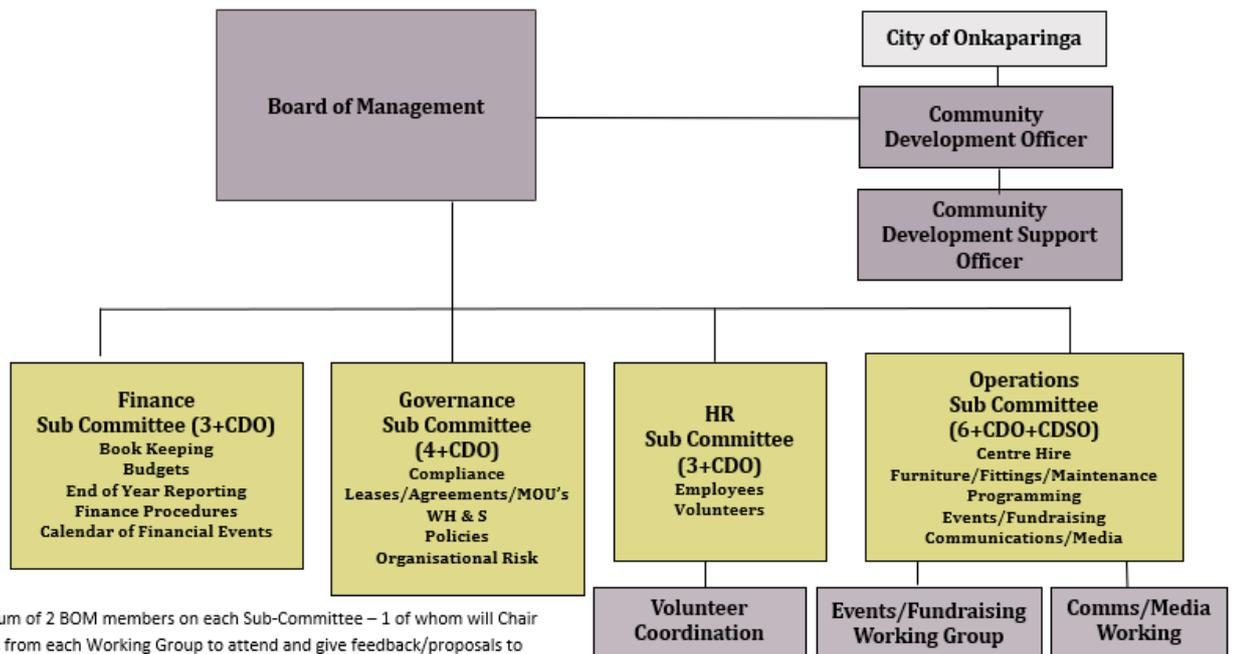
Allan's Jewellers, Southgate Plaza  
Flinders Mitre 10, Aldinga and Reynella  
Railway Sleeper Co., Old Reynella





# Organisation Structure

JUNE 2020



**Notes –**

- A maximum of 2 BOM members on each Sub-Committee – 1 of whom will Chair
- 1 x Rep/s from each Working Group to attend and give feedback/proposals to relevant Sub Committee
- Minutes of Sub Committee meetings to be tabled at BOM
- Each Sub Committee BOM Rep ensures any proposals made at Sub Committee level are listed on the BOM Agenda for APPROVAL



## **Chairperson's Report**

Well – what a year 2020 has turned out to be. What with fires, heat, floods in certain places and then the COVID-19 virus – what more could we cram into the year?

I must pay tribute to Cathie Vincent, Sonia Taylor, Jan Martin and Doreen Oughton, our Treasurer for the dedicated work that was undertaken and all over and above their usual duties. Things changed daily – which necessitated the Board meeting weekly by Zoom for some weeks which was a new experience for all – to keep up with the everchanging rules etc. My heartfelt thanks to all concerned.

COVID-19 meant the Centre had to close down for all activities. I am pleased to say thankfully all programs have resumed and we didn't lose any groups. Of course things have changed the way we now operate and we hope that some more restrictions may be relaxed soon so we can resume all our normal activities – such as having food functions again. We live in hope.

Thank you to the Board members for their continual attendance at meetings. To the Operations, Governance, Finance and Human Resources Sub Committees, the Events/Fundraising and Communications and Media Working Groups, thank you for their dedicated work during the year.

We have been lucky to have more volunteers than ever this year and for this we are eternally grateful.

Once again, my sincere thanks to everyone who has assisted this year, and I wish the new Board every success.

Sylvia Newton  
**Chairperson**



## **Treasurer's Report**

We have all experienced vast changes this financial year, changing our habits and outlook on life. COVID-19 has had a big impact on our lives, certainly in the short term.

It has been made even more clear to me that community centres play a vital role within our community, providing much needed support and social interaction to so many people, especially during these times.

The Centre continued building on its sound financial position by increasing equity by \$13,745, making a total equity of \$166,358.

The budget for 2019-2020 predicted a loss of \$6,284. However, the Centre made a profit of \$13,745. Compared to last year the profit was down by \$16,737, this was to be expected considering the turbulent year it has been.

Centre Activities made a profit of \$8,152 for the year. A wonderful result given that the Centre was closed most of April to June period.

Fundraising Activities made a final profit of \$7,215 for the year. Again, a great result for the Centre!

I acknowledge all the hard work undertaken by various groups and individuals, i.e: sub – committees; working groups, committed volunteers; Centre groups; Centre development staff, Cathie Vincent & Sonia Taylor; Centre's book – keeper Cheryl Bencetti; and thank you all for your dedication and commitment.

Doreen Oughton  
**Treasurer**





## 2020 Community Development Officer's Report

### *Introduction*

*"When we least expect it, life sets us a challenge to test our courage and willingness to change."* Paulo Coelho

Well, what an interesting year it has been and in particular the last 6 months! Who would have thought this time last year we would know what "social distancing", "contact tracing" and having a "Safe Plan" meant? But wow – we know now!! We have quickly learnt a whole new language and way of doing things.

COVID-19 resulted in the Centre being closed at the end of March 2020. In hindsight – closing the Centre was 'easy', re-opening proved challenging with the SA Government directions changing almost daily!

We needed to work through and implement changes many, many times. This included: altering the Course Guide, purchasing cleaning caddy's for each room, writing a "Cleaning and Exit" checklist for external hirers and Centre programs, implementing a COVID-19 Cleaning Procedure, introducing Attendance Lists, implementing social distancing requirements and office volunteer training and inductions just to name a few.

Although COVID-19 has dominated the year, the Centre has continued to offer innovative, fun and relevant programs to its community.

My report is aligned to the Centres Strategic Plan (2018 – 2023). Consequently, the 2019 and 2020 Business Plans have influenced the areas the Centre has focussed upon over the past 12 months.

### **1 July 2019 – 30 June 2020**

#### **1. Social Connection**

**1.1 We promote social connection and the formation of friendships within and across our community**

**1.2 We value the wellbeing of our community by providing:**

**1.2.1 Health and fitness programs**

**1.2.2 Social Programs**

**1.2.3 Educational programs and events**

The Centre has introduced several new programs. Some of these include –

"Let's do Lunch" was run every month for the last 6 months of 2019. In 2020, a "Let's do Breakfast" was trialled – with 30 participants. Both programs surpassed the Centre's

expectations, often booking out within hours of advertising! Each month residents enjoyed a themed meal prepared by a local chef and served by Centre volunteers. Themes included – Christmas in July, Italian, French, Japanese and Moroccan. Participants were exposed to many different types of food, some of which had never been tried before. This prompted the chef to give a short talk prior to each lunch and breakfast, explaining the foods and how they can be prepared easily at home.

Entertainment or a speaker also enriched the program each month. “Infinity” – the Centre’s singing group of 45 performed, The Royal Flying Doctor Service, The Women’s and Children’s Hospital Foundation and others gave informative overviews of their services.



“Let’s do Lunch” and “Let’s do Breakfast”, reduced social isolation, were inclusive of people with disabilities and culturally and linguistically diverse backgrounds, providing an opportunity to learn whilst in a fun, non-threatening environment. These programs became a conduit for other programs within the Centre that provided a relaxed atmosphere, improved the network with service providers and residential facilities in the area; most

importantly increased participants support networks.

Due to COVID-19 restrictions, this program has been postponed until early 2021.

“Magic Harvest” is a community program created to inspire home gardening and cooking fresh produce. Eleven participants met at the Centre to learn step-by-step how to grow food in a series of workshops. The City of Onkaparinga provided participants with vegetable seedlings, compost and fertilizer. The group not only met at the Centre but also at Willunga Market and the Vine Street Centre.



The program is now being repeated and hosted by the Vine Street Centre, with many of the past participants being involved again.

“Kaleidoscope Coffee and Colour” is a low-cost, informal colouring group that is open to anyone. The group is small which has enabled participants to develop friendships. It has also provided a time for participants to ‘turn off’ from their day to day lives. The group has now started a ‘kaleidoscope of colour’ display on the wall in the BusyBees room.

“Street Food Fun for Kids” and “Summer Sensations” were very successful school holiday cooking programs. There were three sessions offered and all booked out. Anita, our chef, continues to provide the Centre with fantastic opportunities for learning and having fun with food.

Throughout the COVID-19 shutdown, we became quite innovative in ways to keep the community and our volunteers engaged –

## *RNC Annual Report 2019/2020*

- d“Craft ‘n Creations” was a school holiday program on Facebook which encouraged children to create an item using bits and pieces around their home – photos were then posted.
- “Connect and Chat” was established as a private Facebook group set up for our volunteers to use.
- “Bin Isolation” was a bit of fun that Sonia and I ‘performed’ when we put the Centre’s bins out! The comments, waves, beeps and conversations encouraged us each week to become more creative!
- ANZAC Day – Gladys and John Reynell were decorated with poppies.
- “Where’s Ella from Reynella” was a joint project with Aberfoyle Community Centre (“Where’s Wendy”) funded by the City of Onkaparinga. “Ella” was hidden in 12 different locations around Old Reynella. Clues were given out each day and the first person to find her received an Esculent voucher. This was a wonderful way to encourage individuals and families to explore the suburb.



## **2. Opportunities**

**2.1 We provide opportunities for volunteering**

**2.2 We encourage lifelong learning in the community enabling people to grow**

**2.3 We identify and foster collaboration with internal and external partners to build knowledge, relationships and opportunities**

The number of volunteers continues to grow. As of the end of June, there were 92 active volunteers who had recorded 6447 hours of work since the 1<sup>st</sup> July 2019. This equates to \$257,880 of paid work!! Volunteers are integral to the success of this Centre. Even with COVID-19, our volunteers have remained loyal to RNC. The comradery, support and friendships that are formed are inspiring.

When the Centre re-opened, the Volunteer Coordination Team identified numbers of volunteers working in the Office were low. An advertisement went on Facebook which resulted in 11 new Office volunteers joining the Centre!

The Volunteer Coordination Team (VCT) has continued to flourish, taking the lead in all areas of Volunteer Management. Sue Jaynes has ‘temporarily’ resigned from the team after being an integral part of the team since its inception (and prior).

The VCT met early in the year and reviewed all the paperwork and procedures relating to volunteer management. The VCT are currently assessing RNC against the National Volunteer Standards and documenting the evidence against each requirement.

Through the COVID-19 shutdown period, the team also contacted Centre volunteers to check they were coping with lockdown! The feedback the team received was heart-warming.

There are many of our volunteers who go above and beyond every time they come into the Centre. On behalf of myself and Sonia, I would like to sincerely thank everyone for their efforts throughout the year – especially throughout the COVID-19 shutdown.

It is imperative that community centres work with other like-minded organisations and services to provide additional resources and skill sets and most importantly, to provide a broader range of services and programs. Collaboration with other organisations during the past financial year have included –

- Uniting Communities – facilitating ‘Money and Me’ program.
- Aberfoyle Community Centre, Coromandel Community Centre and the Hub Library – regular meetings are held to discuss programming and networking opportunities.
- Reynella Christmas Pageant Committee–2019 Christmas Pageant events.
- The Vine Street Centre – ‘Magic Harvest’ program.
- Dee Hearne-Hellon – facilitates the Vines Market every month at RNC.
- TAFE SA provided accreditation support for the ‘Take Control’ program.
- Wakefield House – deliver Baker’s Delight Bread every week to give away.
- Northern Volunteering – facilitated a session for volunteers on mental health issues and how to respectfully respond.
- Aberfoyle Community Centre – provision of frozen meals which are sold from RNC.
- CCSA – provided social media training to the Media and Communications Working Group.

In addition to the ongoing working relationships listed above, there have also been several organisations who have come in and spoken to specific Centre groups or have offered one-off services to the local community.

### **3. Diversity**

**3.1 We provide a diverse range of programs to meet the needs of our community**

**3.2 We work together to create an inclusive and culturally welcoming environment**

**3.3 We value and respect social and individual needs**

The Centre has continued to provide an array of programs and services that help to meet the ever changing needs of the local community. The Board have been pro-active in obtaining information from the community and have done this in a variety of ways. An example of this occurred in February 2020 when some Centre Program participants were asked to complete a written survey. Some results included –

- 81 participants completed the survey – 50 females and 31 males
- Participants primarily live in the suburbs of Reynella, Woodcroft, Reynella East and Morphett Vale

## *RNC Annual Report 2019/2020*

- Participants reported the “best part/s of the Centre” was the social atmosphere, the Centre being friendly, being able to socialise, Centre being organised and the chance for companionship.
- The Course Guide remains the primary way participants keep up to date with Centre activities and events. This is followed by Facebook and the website.



In the beginning of the 2020, Kangaroo Island and many parts of S.A. and eastern Australia experienced some of the worst bushfires Australia has seen for a very long time. Through Sonia’s Facebook contacts she found a lady who had a friend in K.I. that worked for Animal Rescue. They (and other organisations) were in desperate need of animal pouches. RNC ran a sewing bee and were inundated with people wanting to help! We had 30 people attend the sewing bee, making 90 pouches, 67 liners and 30 bat wraps. People kept bringing in pouches which soon resulted in organisations not needing any more!!

The nature playground was installed over the Christmas break of 2020, thanks to Amanda Rishworth’s Stronger Communities Federal Government Grant and the Centre’s Board of Management. Although there were a few unexpected ‘hoops’ to jump through, the result has certainly been well received by children and families.



The Singing for Fun Steering Group and the Seniors Steering Group volunteers have been inspiring to work with throughout the past 12 months and in particular throughout the COVID-19 shutdown period! Both Groups had to make some complex decisions regarding the return of their participants. Participant health and safety, including mental health, Commonwealth Government requirements, State Government requirements and of course the Board of Management all needed to be considered before programs could begin. Suffice to say, both groups remain strong and devoted.

### *In Conclusion*

Who would have thought the Board of Management members would quickly (??!!) learn how to use Zoom and conduct its meetings on-line?

Who would have thought we would need to facilitate community engagement programs on-line?

Who would have thought we had to limit the number of people we have in the Centre?

What a world we live in!

*RNC Annual Report 2019/2020*

Whilst writing this report I have felt incredibly sad about the last 6 months, but also incredibly proud to have been part of the team at Reynella Neighbourhood Centre. It has been tough, confusing, conflicting and challenging on many different levels. We are in a new world and experiencing new ways of doing things. The support I have felt from the Board of Management, volunteers and staff I will never forget and don't take for granted.

In addition to the above people, I would sincerely like to thank Sonia Taylor who has shared the turmoil of COVID-19 and all it has entailed for the Centre with me.

Bring on 2021 and all it has in store – it surely can't be any more challenging (famous last words)??!!



Cathie Vincent – Community Development Officer



## **Room Hire Officer Report**

The Reynella Neighbourhood Centre continues to be busy especially after COVID19 restrictions were lifted to allow user groups/hirers back into the Centre. Members in our community were so pleased when we reopened – to come back in and participate with programs and sessions. We thankfully have not lost any of our regular hirers and weekend hire for events and party celebrations are becoming very popular again. It is certainly a hive of activity, a great place to come to.

We have had many regular external week day / night hirers between July 2019 and June 2020 – not for profit and business organisations. 17 individual group hirers in total.

Weekend hire has been extremely busy and the Centre is a very popular place to hire for a celebration or an event. July 2019 – June 2020 there were 38 families who hired either the BusyBees room for a 4 hour - kids birthday party or a celebration, or the Hall for a wedding, engagement, baby shower or a special birthday party. Cara Inc continued to hire one Saturday each month until March. I do hope to see them back at our centre again in the foreseeable future.

Three businesses and a sporting club also hired for a weekend organised event.

Even with COVID19 hitting us hard during the months of March – June we were busy with 27,892 people attending the Centre July 2019 – June 2020.

Without our fantastic volunteers who have effortlessly worked hard and put over 3,600 volunteer hours in to making the centre work - it just wouldn't operate as it does.

.... and so true: ***“Alone we can do so little; together we can do so much.”*** – Helen Keller

A big 'Thank You' to all the Centre volunteers, Board of Management, Sub-Committee and Working Group members, Cathie – Community Development Officer (from whom I learn a lot from and who I can turn to when I need any information or assistance), our Community Centres Team at Council and to Rosslyn Kennedy one of our longstanding volunteers who has returned back to the Centre and helps me with the preparation of paperwork for collection of keys / swipe cards for the weekend hirers on a Friday morning.

Sonia Taylor  
**Room Hire Officer**



## **Governance Sub Committee Report**

The Governance Sub-Committee is appointed by the Board of Management, it is a group of volunteers who have agreed to work together to formally manage the affairs of the Centre.

The primary roles and responsibilities of this Sub-Committee are to ensure that there are robust and effective processes in place to ensure that the Board fulfils its legal, ethical and functional responsibilities to include the following:

- Overseeing all leases, agreements and memorandum of understandings, together with the Work Health and Safety requirements of RNC.
- It reviews prepares and develops RNC policies for Board approval, ensuring that all policies are readily available to everyone.
- It reviews Board of Management procedures, ensures that RNC is legally compliant and addresses organizational risk for RNC, including strategic, reputational, regulatory, legal security and operational risks.

This year the Sub Committee has reviewed all of the 6 Policies and 46 Procedures and responsible for advising the Board of Management, Finance Sub Committee and the Operations Sub Committee of their obligation to review various Procedures. It also reviewed all Sub-committee and Working Group Terms of Reference. An additional Cleaning and Disinfectant COVID-19 Procedure was developed by the Board of Management.

The Risk Management plans for Centre programs were reviewed in addition to Electrical Testing by Testel, Fire Extinguisher testing, Material Safety Data Sheet (MSDS) reviewing and Duress Alarm testing.

As well as the above, the Committee ensured a MOU (memorandum of understanding) was in place for the monthly Vines Market.

**Members:** Jan Martin, Marc Roberts, Eunice Hearne, Cathie Vincent.



## **Human Resources Sub Committee Report**

The HR Sub Committee ensured Award increases were implemented and annual staff reviews were completed late in 2019.

The Board of Management made the difficult decision to alter its ACE funding for its “Take Control” program from Accredited to Non-Accredited. This resulted in a reduction in ACE funding and therefore a change for the Take Control Support Officer’s hours.

Once the budget was finalised, a new Job Description was written, and a new Contract was offered to Sonia who had successfully been in the role previously.

A new Contract was written for and accepted by Simon who was the facilitator previously for “Take Control”.

**Members:** Delyse Turner, Heather Merritt, Eunice Hearne, Cathie Vincent



## **Operations Sub Committee Report**

### **Business Plan – Provide playground equipment/environment which is inclusive.**

The playground was updated in two stages. The first stage was during December 2019 and the playground was opened in March 2020.

### **Business Plan – Improve appearance of the front garden.**

Sylvia Newton planted new plants and free mulch was obtained for the garden. A gardener was also appointed to maintain the garden.

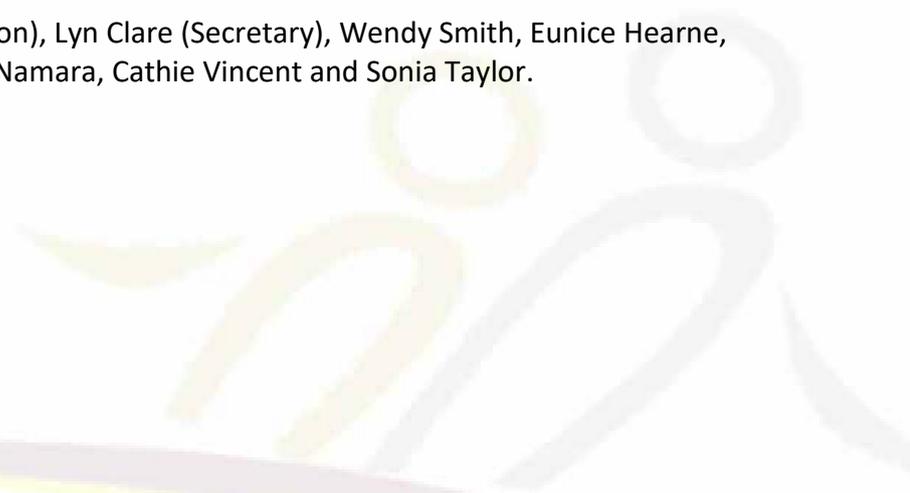
### **Business Plan – Introduce CALD flags within the Centre.**

CALD flags were placed in the Centre during August 2020.

### **The last 12 months:-**

- A Strength and Fitness program commenced in October and is very successful.
- The Centre's new logo was placed on the front of the building.
- A new program, Kaleidoscope, Coffee and Colour commenced early in the year.
- Jem Peck prepared a new A4 Course Guide earlier in the year.
- Due to COVID-19 pandemic the Centre was closed from the middle of March and re-opened on 9<sup>th</sup> June with limited programs and initially, only one volunteer per session in the office.
- All of the external hirers returned during July, however the kitchen still has restrictions. The Vine Market returned on Saturday 25<sup>th</sup> July.
- Let's Do Lunch was very popular but due to kitchen restrictions this program has not started again.
- A Yoga Group commenced in February and is running again now.
- A new program Coffee, Cake and Conversation is being held on the 1<sup>st</sup> Monday of every month.
- Frozen Meals from Aberfoyle Community Centre are still very popular.
- Web Page is now ready to go live and will be launched at the AGM.
- A new program Adult Art commenced 1<sup>st</sup> September.
- Twilight Carols have been cancelled for this year, however Dee is keen to run the markets.

**Members:** Sylvia Newton (Chairperson), Lyn Clare (Secretary), Wendy Smith, Eunice Hearne, Janet Piens, Maureen McNamara, Cathie Vincent and Sonia Taylor.



## **Volunteer Coordination Team (VCT)**

The VCT members have remained stable with Lyn Clare, Bruce Pilgrim, Delyse Burgess, Jill Porter and up until recently, Sue Jaynes.

It was with incredible sadness the team needed to say goodbye to Sue who gained grandparenting duties mid 2020. Sue has been with the team since its inception. It must also be recognised that Sue also was actively involved with volunteer management for many years prior to the Team forming. She is deeply missed by the team but are grateful she has remained as a volunteer of RNC.

Since Sue has left, the Team have met and reviewed their Duty Statements. The roles are:-

- Functions, Volunteers Welfare and Special Projects – Delyse Turner
- Data & Records Admin, File Management – Jill Porter
- Police Clearances – Bruce Pilgrim
- Rosters, Training Program and Reviews – Lyn Clare

In addition to reviewing Duty Statements, the Team have also been working through the reviewing, writing and distribution of all Volunteer Duty Statements. This is an arduous task, given that many of our volunteers perform multiple roles!

The Team have also reviewed the Volunteer Management Procedure for the Board of Management, updated the Training Package and Centre Handbook for new volunteers, as well as consolidating all its processes.

The Team worked diligently throughout the COVID-19 shutdown, contacting all of the Centre's volunteers to ensure people were coping with all of the sudden changes. Thankfully, the networks and friendships that many of our volunteers have formed kept everyone in a relatively good place.

The National Volunteer Standards provide volunteer organisations a benchmark for volunteer management. The Standards are detailed and cover all areas of volunteer management – from volunteer involvement in the Centre's purpose to ensuring volunteers are informed of their contribution. The VCT are currently working through each Standard and identifying areas in the Centre's volunteer management processes that require some fine tuning.

Due to COVID-19 restrictions, the Team have been unable to hold any meetings or hold its annual volunteer lunch to celebrate Volunteer's Week. Thankfully, the Christmas Lunch will be proceeding and will be extra special!

The VCT appreciates the wonderful contributions volunteers give to the Centre. Your willingness to give freely of your time and talent is greatly appreciated, and your efforts are making a difference in the community.

*“Some people place value on power and things. Our greatest assets are people like you.”*

## **Media and Communications Working Group Report**

The aim of this group is to manage all communications, public relations and informal social media requirements of the Reynella Neighbourhood Centre to ensure two-way communication channels are functioning. Responsibilities over the past twelve months included:

- Mail Chimp: used regularly and proving very successful to email and inform our members and the local community of events, activities and services available.
- Facebook: is still a main communications tool also used for the promotion of our activities/events at the Centre with at least one item per week being uploaded to our community. This communication was very effective whilst in lockdown. There are currently 2,459 regular followers of our Centre.
- Course/Program Guide: this Guide provides information on all the activities and events that are available at the Centre each week and is updated regularly. Many thanks to Jem Peck for collating this information and uploading on the website.
- Website: early in the year it was agreed that our website was in much need of renewing and web designer Vinni Paiva was contracted. A site map included the following headings:- Home, About us, Events, Programs/Activities, Services, Venue Hire, Volunteering and Contact. Website will be officially launched at the Annual General Meeting. Many thanks to Cathie and Sonia for the many hours spent in preparing and designing information for the website.
- Promotional Displays: flyers are designed for all our activities and events and displayed on various noticeboards in Reception. Many flyers are also uploaded onto Facebook. Many thanks to Jem Peck for advertising through Coast FM, Messenger Press and a Flyer to Coles.

The Working Party will continue to meet regularly to ensure continuity of the vision:-

***'our community moving forward together'***.

**Members:** Jem Peck (Chair), Pat Ryan, Jan Martin, Maureen McNamara, Cathie Vincent and Sonia Taylor.



## **Events and Fundraising Working Group Report**

The Events and Fundraising Working Group and Volunteers have been diligently working on all of the following using time allowed between the COVID-19 restrictions.

### **Major events:**

Melbourne Cup, Twilight Carols, Let's do Lunch, Let's do Breakfast and Raffles.

### **Regular fundraising events:**

Bunnings BBQ's, Meet and Eat lunches, Entertainment Books, Monthly Vines Markets (BBQ, Bric a Brac, Kitchen Kapers, Drinks), Devonshire Teas, and five raffles – Mothers Day, Easter, Fathers Day, Melbourne Cup and Christmas Raffle.

These events and fundraisers are a very important part of the Centre, raising funds to buy new, or replace much needed, items.

We would sincerely like to thank the Centre's users for their kind donation for our five raffles throughout the year and in particular the Bridge Club and the Centre Volunteers.

This year our dedicated team should all be applauded for the many hours spent in organizing these events and congratulations are to be given on the fundraising total of \$7,215 under very difficult circumstances.

Thank you all for your continuing strong support throughout the year.

**Members:** Georgina Price (Chair), Pauline Harris (Secretary), Sylvia Newton, Jem Peck, Delyse Burgess, Eunice Hearne, Jan Martin, Jim Ryan, Fiona Quinn, Irene Wyer, Sonia Taylor and Cathie Vincent.

*A summary of some of the Events and Fundraising Highlights to follow:-*



## Events and Fundraising Highlights

**Tuesday 5 November, 2019**

**Melbourne Cup Lunch** A fun filled afternoon was attended by 70 people with the ladies all wearing a colourful hat. The function was emceed by Bryn and Georgina Price, Jem Peck and Polly Harris arranged the sweep. Individual table horse races were lots of fun. A delicious lunch was served of roast chicken, potatoes and salad with fruit pavlovas for dessert. A selection of prizes were given and a raffle drawn.



**Friday 13 December, 2019**

**Twilight Carols** – Over 800 people from the local community attended this Christmas event on the lawns following the Reynella Christmas Pageant. Whilst the adults wandered through the Christmas Vines Market displays in the Main Hall, the children were entertained in the BusyBees Room making Christmas tree decorations, decorating Christmas cones and cards. There were also two face painters and a glitter tattooist.



Old MacDonalds Farm animals were popular and Bubble lady and Father Christmas were the highlights for many children. Especially popular were a visit from Minnie and Mickey Mouse. Entertainment and Christmas Carols were presented by the Singing for Fun Centre Group. Volunteers served the BBQ and Market Stalls.

**February, 2020**

**'Days for Girls'**

Volunteers attended the Sewing Bees to make feminine hygiene kits for young girls in countries less fortunate than ourselves. Every Kit has the potential to create an amazing chain that can shift a girl's future independence, autonomy, and contribution to the world.



**Twice a year**

**Bunnings BBQ**



Volunteers were rostered to assist with cooking and selling BBQ and drinks at the Noarlunga Bunnings store.

### Let's do Lunch and Let's do Breakfast

A social lunch program for the over 50s. A delicious three course lunch cooked and prepared by our infamous chef, Anita, and our wonderful volunteers. Each month has entertainment or a guest speaker to inspire our guests and a free raffle. These lunches are very popular and each month the bookings are sold out. Unfortunately,



only one Let's do Breakfast session was offered due to the COVID-19 closure. The program was kindly sponsored by the Department of Health (2019) and City of Onkaparinga (2020).

### Raffles

Various raffles were held throughout the year with tickets going on sale a few weeks prior to the special days:-



Thank you to all the local businesses, individuals and groups who so generously donated items for our raffles.

### Last Saturday of each month

**Vines Market** –we have 3 stalls:- BBQ, Bric-a-Brac and 'Kitchen Kapers'. These stalls are major contributors to the overall fundraising of the Centre. The Markets are managed by an external provider and supported by volunteers of the Centre.



**Centre Groups July 2019 – June 2020**

ACTIVITY	DAYS AND TIMES
<p><b>BusyBees (Tuesdays) &amp; Toddler Town Playgroup (Fridays)</b> An ideal setting for children to learn through play. Parents and carers play and interact with their child. Birth - 5yrs.</p>	<p>Tuesdays 9.30am – 11.30am Fridays 9.30am - 11am (unfortunately Friday session hasn't resumed since we reopened in July after COVID19 due to lack of people attending.</p>
<p><b>Cooking Courses</b> Hands on cooking experiences creating delicious and traditional dishes from around the world for Adults Funded by the Department of Industry &amp; Skills (ACE) Kids Cooking course – School Holiday Event</p>	<p>Street Food for Kids – Term 1 Summer Sensations &amp; Food Fusion (adults) – Term 1</p>
<p><b>'Days for Girls'</b> Sewing Bee project making personal hygiene kits for young girls in Papua New Guinea, South Sudan, Democratic Republic of Congo and Cambodia.</p>	<p>February - Term 1 10am- 2pm</p>
<p><b>Easy Moves</b> Gentle exercises to improve mobility, strength, flexibility and balance. Suitable for all ages and abilities.</p>	<p>Mondays 2.30pm – 3.30pm (until March 2020) and Thursdays 1.30pm- 2.30pm. June onwards Tuesdays 9am – 10am and Thursdays 1.30pm – 2.30pm</p>
<p><b>English Language &amp; Literacy Support (ACE)</b> Provides support with fundamental English Language skills, English conversation and preparation for study/employment. Funded by the Dept Industry &amp; Skills.</p>	<p>Wednesdays 10am-12noon &amp; 12.30pm-2.30pm (afternoon session finished in June 2020 after we reopened after Covid19</p>
<p><b>Hobby Electronics (changed name to Hobby Group)</b> For those who have an interest in electronics and other hobby projects.</p>	<p>Tuesdays 1pm-3pm</p>
<p><b>Justice of the Peace</b> No appointment required.</p>	<p>Tuesdays 9am-12pm</p>
<p><b>Kaleidoscope.</b> Colour, complete mazes or complete dot to dots. Have a chat have a cuppa.</p>	<p>Mondays 10.30am – 12noon</p>
<p><b>Kids (now called Creative Crew) &amp; Teen Art (now called E.T.A. Extraordinary Teen Art)</b> Kids and Teens learn to improve their drawing and painting skills and practice with new mediums e.g. charcoal, paintings. Ages 7-11 years, 12+ years</p>	<p>Thursdays 4-5.30pm &amp; 5.45-7.15pm</p>

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<b>Centre Groups continued</b>	
<b>ACTIVITY</b>	<b>DAYS AND TIMES</b>
<p><b>Meet &amp; Eat</b> A two-course meal lovingly prepared by volunteers and enjoyed in a relaxed environment.</p>	<p>Wednesdays (last session December 2019) 12noon - 1pm</p>
<p><b>Men's Group</b> Come along and join this fun group for a social afternoon.</p>	<p>Thursdays 1.30pm-3.30pm</p>
<p><b>MS Group</b> An exercise group for people with Multiple Sclerosis. A great way for people to connect with and support each other - and also carers, family and friends.</p>	<p>Tuesdays 10.30am-11.30am</p>
<p><b>Reynella Creative Writers Group</b> Ideas to improve your written language skills, poetry, short stories, create magazine and improve grammar.</p>	<p>1st &amp; 3<sup>rd</sup> Friday in the month 1pm-3pm (last session in November 2019)</p>
<p><b>Seniors Group</b> A friendly group providing activities such as - guest speakers, lunches, regular bus trips and outings.</p>	<p>2<sup>nd</sup> Friday each month 1.30pm – 3.30pm</p>
<p><b>Share a Craft</b> This friendly evening group share their skills in quilting, embroidery, sewing, patchwork, beading, knitting, card making and crochet plus much more.</p>	<p>Wednesdays 7.30pm-10pm</p>
<p><b>Singing for Fun</b> A social singing group 'Singing for Fun'. Welcomes people of all ages.</p>	<p>Tuesdays 12.30pm-3pm</p>
<p><b>Take Control</b> This course focuses on increasing skills for any future employment opportunities and contributes to Certificate 1 in Access to Vocational Pathways. Funded by the Department of Industry and Skills.</p>	<p>Term Time: Thursdays 9.30am-3pm</p>
<p><b>Tax Help</b> For low income earners.</p>	<p>Wednesdays &amp; Fridays July – Oct</p>
<p><b>Tech Help</b> individual appointments for help to get answers when using your devices i.e. iPad, tablet or facebook questions and more.</p>	<p>Tuesdays 12.30pm – 3.30pm</p>
<p><b>T.R.U.C.K.it</b> Computer Course - FREE course. For beginners to find out how to use their desktop PC, laptops, tablets or smart phones</p>	<p>Tuesdays 9.30am – 12pm</p>

## Regular External Hirers July 2019 – June 2020

ACTIVITY	DAYS AND TIMES
<b>A.A. Alcoholics anonymous</b>	Tuesdays 7.30pm – 9pm Last session June 2020
<b>Bebe Ballet</b> Little ballerinas and dancers take their first steps into the world of dance – 18 months to 5 years.	Tuesdays 10.15am-11.30am Last session December 2019
<b>Belly Dance</b> A fitness program for women of all ages. This <i>ancient</i> art is taught with easy and fun step combinations.	Tuesdays 6-7pm Term 1 then Term 2 onwards 5 – 7.15pm
<b>Bridge Club</b> Bridge played Tuesday nights.	Tuesdays 7.30pm-10.30pm
<b>Choo La La</b> Burlesque dancing with a pinch of jazz and a dash of musical theatre	Thursdays 6.30pm-8.30pm
<b>Edge Church Playgroup</b> Tuesdays fortnightly for children from birth to preschool. Finished sessions in December 2019	Tuesdays 9.30am – 11am. Last session December 2019
<b>Ezy Dance</b> Learn to Foxtrot, Waltz, Tango, Salsa, Rumba, Rock 'n Roll.	Fridays 7.30pm-8.30pm
<b>Hatha Yoga</b> A path towards creating balance between the sun and moon energy within all of us.	Fridays 10am – 11am.
<b>Indoor Bowls</b> with Southern Hills Indoor Bowls Club. Social activities for over 50's. Keep fit and have fun.	Mon and Fri 9.30am-12.30pm
<b>Line Dancing</b> with Line Dancers of SA An excellent healthy form of physically and mentally stimulating low impact exercise.	Thursdays 10am-12noon
<b>Moving Meditation</b> Tai Chi and Qigong benefiting: reduce stress, improve balance, increase energy, posture and improved breathing.	Mondays 1-2.15pm
<b>Reynella Craft Group</b> Come along with your current craft project	Wednesdays 10am-12noon

Regular External Hirers continued	
ACTIVITIES	DAYS AND TIMES
<p><b>Stepz Dance Academy</b> Classes develop strong dance technique; promote fitness, co-ordination, self-confidence and good posture.</p>	<p>Mondays 4.30pm-7.45pm &amp; Wednesdays 4 – 7.30pm Ages 3-13years</p>
<p><b>The Vines Market</b> Held monthly: - Arts, BBQ, Crafts, Plants and Produce Stalls</p>	<p>Last Saturday each month 10am – 2pm</p>
<p><b>Zumba Gold and Zumba</b> Dance fitness classes that are fun, energetic, and make you feel amazing. Latin rhythms including Salsa and Merengue.</p>	<p>Tuesdays 6pm – 8pm</p>
<p><b>Wright Strength &amp; Fitness Group</b> Exercises using minimal equipment</p>	<p>Mondays &amp; Wednesdays 9.15am – 10am</p>

