

# Duntroon Community Centre



## April Committee Meeting 2024

When 08-04-2024 at 19:30

Location: Duntroon Community Centre, 1 Sapper CI, Campbell ACT 2612, Australia

Chairperson Isaac Williams

Minute taker Heidi Leonard

Present Coordinator Duntroon Community Centre , Heidi Leonard , Robin Murphy , Carmel Sutherland , Isaac Williams

Apologies Shannon Hackett , Angela Rawlins

## Minutes

### 1. **Acceptance of Past Minutes**

Accepted by Robin

Seconded by Lauren

#### **Decision**

Accepted

### 2. **Welcome Carmel**

Carmel is commencing as Centre Assistant

Pending signing of contract by DCC President - to be attended tonight by A/President Lauren Fitch

### **3. Coordinator's Report**

CCS Update URGENT to be escalated.

Members Update

Room Hire Update

Reptile Day

First Aid Kits done

Safety Standards ongoing

Toilets

Redbacks

Laundry - Washing machine to be purchased - Lauren approved to seek quotes

Bathroom - need to install adult sink

Relocation of door to be URGENTLY ACTIONED by Evan

Casual Care regular bookings - all good

Capital Crafters - things are going well

Playgroup - all going well

C3C Tech Company (Stewart) to contribute financially to DCC - keen to organise for them to sponsor Playgroup.

Kat suggest to ask C3C to sponsor Playgroup - Motioned by Heidi Seconded by Lauren

Lauren motioned to approach signwriters to sponsor signs and flags.

Carmel suggested we could use FSFP funding for advertising.

Kat has provided copy of budget and note that \$942.74 remaining for advertising - plan to advertise on facebook during holidays and commencement of Term 2.

Kat has identified furniture that PlaySchool staff would like to purchase - to be discussed further via email.

Reptile Day

Mother's Day

Mums & Bubs

Children's Week upcoming in May

Discussion regarding PlaySchool Budget - merchandise, clothing, cupboards, etc.

CSCP - Grant Application Due and considerations for same.

### **3.1. PlaySchool Report**

Child Care Subsidy is critically important to escalate and pursue.

Issac Williams to HOTO CCS application to Heidi Leonard, Lauren Fitch and Evan Stott  
CCS to be owned by PlaySchool Director - Jill Oborn + DCC Committee Member TBC  
13, 16, 13 Enrolments.

Enquiries of niche families for additional needs families.

Priorities:

-Sink

-Door

-Laundry

CCS is extremely disruptive to families and causing great distress.

Pool fence to be installed: Moved by Lauren Seconded by Robin

Cubby House to be moved: Moved by Heidi Seconded by Lauren.

Consultation with Playschool and Casual Care.

### **3.2. Playschool Director to attend Committee Meetings once/term?**

Jill Oborn to be invited one committee meeting/term.

Robin proposed Jill to attend committee meeting in June.

To be paid 2 hours for preparation, attending etc.

#### **Decision**

Approved

## **4. President's Report**

MAJ Isaac Williams has resigned from his role of DCC President effective May 2024.

### **4.1. Urgent Update on CCS**

As Above.

### **4.2. Relocation of PlaySchool Door and Additional Jobs**

Ongoing.

## **5. Treasurer's Report**

N/A

### **5.1. Spending Approvals**

Heidi moved motion to purchase furniture as requested by Playschool - seconded by Robin

Heidi moved motion to investigate or quote options for new Teacher's corner cabinetry - seconded by Lauren

Evan to escalate door and sink

Lauren moved motion to purchase washing machine - seconded by ?

Motion to purchase computer and desk for Carmel - motioned by Lauren - seconded by Robin

#### **Decision**

Approved

### **6. Subcommittee Ideas Moving Forward**

Heidi to propose sub-committee plan via email.

### **7. Other Business**

Floriade - Heidi to complete application to Community Bulbs.

Bunnings or Green Shed

re: Wheelbarrows etc.

Gratitude certificates for Volunteers - Easter Event, PlaySchool Families.

Welcome Baby gift for Emily & family.

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*End of minutes.*

*Summary of matters arising are tabled on the following page.*

# Minutes of April Committee Meeting 2024 on 08-04-2024

## Summary of Matters Arising

### Decisions

Item	Decision
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1.	Accepted
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3.2	Approved
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5.1	Approved
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