

# Bennettswood Neighbourhood House

Inc. No. A00028651L ABN27675966331



## 2018 Annual Report

Presented at the  
Annual General Meeting on  
Monday 22nd October 2018



## About Bennettswood Neighbourhood House

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### Our Mission Statement

Bennettswood Neighbourhood House aims to be a friendly and welcoming place, offering informal learning and social activities for all the community.

### Our Vision

Our vision is of a just and empowered local community in which people are provided with opportunities for participation, social interaction and informal learning, in a supportive and friendly environment.

### Our Volunteers

We acknowledge and thank our volunteers in 2017/2018. Thank you for your valuable contributions in the office and reception, around the House and garden, representing the House at community festivals and events and on the Committee of Management.

George Ansell  
Neredah Burns  
Steve Edward  
Julie Garner  
Rowena Garrett  
Jenny Liddle  
Margaret Matthews  
Shirley Orchiston  
Christine Ramsay  
Miah Sekker  
Shirley Short

Lyn Ansell  
Ron Carroll  
Thomas Fagernes  
Paul Garner  
Barbara Holah  
MaryAnne Mahoney  
Enio Orlandi  
Alan Price  
Livia Rushworth  
Ella Sekker  
Tai-Jane Smith

Daryl Beach  
Michael Crichton  
Brian Foley  
Abbey Garrett  
Fred Hillas  
Ray Matthews  
Hilda O'Connor  
Vicki Price  
Chloe Sekker  
Maggie Shipley  
Margaret Weir

### Our Funding

Bennettswood Neighbourhood House gratefully acknowledges financial support from:

**Government of Victoria Department of Health and Human Services -**

**Neighbourhood Houses Coordination Program**

**City of Whitehorse Community Partnership Funding**



## Committee of Management 2017/2018

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### Executive



Michael Crichton  
**President**



Ron Carroll  
**Vice President**



Vicki Price  
**Treasurer**



MaryAnne Mahoney  
**Secretary**

### Ordinary Committee Members



Ray Matthews



Margaret Crichton



Thomas Fagernes



Bryan W. Foley



Neredah Burns



Julie Melia (Ex-officio)

## Minutes of Annual General Meeting on 16<sup>th</sup> October, 2017

at 1.15pm

Bennettswood Neighbourhood House

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### Attendance:

Julie Melia (Manager), Graham Watt (MP), Tom Fagernes (COM), Michael Crichton (President), MaryAnne Mahoney (Secretary), Vicki Price (Treasurer), Ron Carroll (Vice-President), Barbara Holah, Brian W. Foley (COM), Ray Matthews (COM), Margaret Matthews, Margaret Crichton (COM), Merial Clark (NIECH), Julie Lyons (COW), Rowena Garrett, Vendulka Sekker, Christine Ramsay, Enio Orlandi, Hilda O'Connor, Neredah Burns

### Apologies:

Dilnaz Billimoria, Anne Kean (Mitcham CC), Sharon Smart (VSCH), Cr Sharon Ellis, Steve Nolan, Pam Mills, Alan Price, Tai-Jane Hu Smith, Andrew Davenport, Jenny Liddle

### Confirmation of previous minutes:

The minutes of the 2016 Annual General Meeting were printed and distributed to those present and accordingly, a motion for their acceptance was moved.

Moved: Rowena Garrett  
Seconded: Ray Matthews

### Annual Reports:

#### President:

Adoption of report presented:

Moved: Michael Crichton  
Seconded: Brian W Foley

#### Treasurer:

Adoption of report presented:

Moved: Rowena Garrett  
Seconded: Ron Carroll

Noted that there is an error in the surplus - should be corrected to \$6,101. Thank you Merial Clark.

#### Manager:

Adoption of report presented:

Moved: Julie Melia  
Seconded: Vicki Price

## **Minutes of Annual General Meeting on 16<sup>th</sup> October, 2017 at 1.15pm**

Bennettswood Neighbourhood House

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### **Acceptance of audited Financial Statement**

Moved: Margaret Crichton  
Seconded: Ray Matthews

### **Auditor:**

The independent Auditor, J Stephen Nolan, has carried out the audit of the accounts and his report is attached.

It was moved that he continue to be the auditor of the Bennettswood Neighbourhood House for 2017/2018.

Moved: Brian W Foley  
Seconded: MaryAnne Mahoney

### **Election of office bearers for 2017/2018:**

President: Michael Crichton  
Vice President: Ron Carroll  
Treasurer: Vicki Price  
Secretary: MaryAnne Mahoney

### **Ordinary Committee Members:**

Margaret Crichton  
Thomas Fagernes  
Brian W. Foley  
Ray Matthews

Ex-Officio:  
Julie Melia

The nominations for each position were presented and as there were no further nominations, all were duly elected.

### **Presentation of Volunteer Appreciation Certificates**

### **Announcement of 2017 Life Membership/s**

MaryAnne Mahoney

**Meeting closed: 2.10pm**

## President's Report

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It's me again reporting that the House is humming along nicely. We are surrounded by BAMS and BUGSS as these groups continue to grow and expand. Well done Margaret Crichton and thanks for her leadership and enthusiasm. The monthly evening music session BAMS (Bennettswood Acoustic Music Session) is going well and BUGSS (Bennettswood Ukulele Group Sing-along & String-along) has participated in several festivals and events (listed below) including our own Victorian Seniors Festival Come 'n Try Ukulele sessions which were a great success.

- BUGSS performance at Victorian Seniors Festival - Celebration Day at Deakin Edge Stage, Federation Square (October)
- Spring Festival - Moovin' & Groovin' stage (October)
- Samarinda Aged Services (May)

Our Manager, Julie Melia, celebrated four years here in May 2018 and continued to manage the smooth running of daily operations and support the committee in their governance role. Rowena Garrett is doing a great job in the finance role and continues to successfully study for a Certificate IV in Bookkeeping qualification. It would be remiss of me if I did not mention MaryAnne Mahoney's continued support and guidance ensuring a smooth transition into the position of Finance / Administration Officer for Rowena. Vendulka Sekker, our Administration Assistant, is proving to be a valuable asset to the team and capably assists in sharing the administration and reception role.

On the publicity front, we have had an article titled *Forum focuses on abuse in the Monash Leader* publicising our community lunch for Elder Abuse Awareness Day. We have also been featured on community radio station 3WBC 94.1FM. Julie has been having a regular chat about what's happening at Bennettswood on Ken Lyons' radio show *Anything Goes* and BUGSS was promoted and even had some airplay on *Mostly Folk Fun & Friends*.

I would like to welcome Neredah Burns who has stepped up to become a valued member of the Committee of Management and acknowledge the efforts of committee member, Thomas Fagernes, who provides invaluable assistance in the IT area at the House.

I also need to acknowledge the retirement of Ray Matthews from the Committee of Management. He has chosen to step down after many years of outstanding service in a variety of roles on the committee. Ray is one of the early committee members without whom we would not be the House we are now.

Thanks to the staff, committee members, volunteers and tutors for their continued support. The search never stops for new committee members and other volunteers.

Michael Crichton

## Finance Officer's Report

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Yet another financial year has come and gone way too quickly. This financial year we have made a surplus of \$11,459. We received \$29,392 from the City of Whitehorse and \$60,391 from DHHS for our recurring grants. We are very grateful for these recurrent grants which enable our House to continue to operate.

Income from tutorial fees has increased by \$124. Ukulele (Beginners and Intermediate classes) and Sing & String-along (ukulele and singing) remain very successful. Income from Drawing & Painting, Computer Lessons, Asian Cooking, Strength Training classes also remain successful. BAMS (Bennettswood Acoustic Music Session) is proving successful too. There have been a couple of classes (Gentle Exercise, Tai Chi and Sewing) where our income has decreased and group numbers are down in some long-term activities.

We have secured many new venue hirers, giving us an increase of over \$3,500. This is due to an increase in birthday parties, Lighthouse Chapel (Mustard Seed), Tatkaar Dancing (Bollywood) and Aerobatics Global (robotic workshops for children).

Interest received increased by \$129.

Employment expenses have increased due to the annual Minimum Wage Review decision and the Equal Remuneration Order made by the Fair Work Commission. The increases will be applied gradually to social and community services industry workers and the ERO increases will apply in full by 2020.

Electricity and gas costs have slightly increased. Cleaning costs have slightly decreased. Repairs and maintenance expenses increased due to the dishwasher needing repairs and calling on an electrician to install powerpoints.

The largest asset purchased this financial year is ten new chairs for the front room.

The Financial Reports of Bennettswood Neighbourhood House for the year ending 30 June 2017 are attached.

The financial accounts have been audited by Stephen Nolan and the audit report is included.

Thank you to Maryanne Mahoney for her ongoing support, Julie Melia (Manager), Barbara Holah (MYOB volunteer), office volunteers (Christine, Jenny & Vicki) and the Committee of Management for all their work, help and support during the year.

Rowena Garrett  
Finance/Administration Officer

**INDEPENDENT AUDIT REPORT**  
**TO THE MEMBERS OF**  
**BENNETTSWOOD NEIGHBOURHOOD HOUSE INC**

We have audited the attached special purpose financial report comprising the Profit and Loss Statement and Balance Sheet of Bennettswood House Inc. for the year ended 30<sup>th</sup> June 2018. The Committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the Association Incorporation Act (Vic) and the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements under the Associations Incorporation Act (Vic). We disclaim of responsibility for any reliance on this report on this report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our Audit has been conducted in accordance with the Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the accounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accrual basis of accounting. The audit opinion expressed in this report has been formed on the above basis.

**AUDIT OPINION**

Our audit has been limited to checking the attached statements for accuracy and ensuring payments have appropriate supporting documentation. It is impracticable to verify the receipts due to their nature.

In our opinion, except, for the issue noted above, the financial report presents a true and fair view of the Bennettswood Neighbourhood House Inc. financial position as at 30 June 2018 and its performance for the year ended on that date.

SBA Blackburn Vermont



J Stephen Nolan

Principal

12th October 2018



## Manager's Report

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It is with pleasure that I present the fourth Manager's report in as many busy, changing and rewarding years. Our small team of staff, tutors and volunteers has continued to ensure that the House fulfils its primary objective to be a welcoming, friendly place where the community can access a range of enjoyable and affordable activities. We have continued to deliver from our strengths; offering a program of activities in health & wellbeing, arts & crafts, community music and basic technology on an affordable user-pays basis with most activities consistently well attended. We have also welcomed a diversity of community groups who use the House as a venue to deliver their own programs such as Aerobatics Global (robotics - children & youth), Campbell Page (Employability Skills course for disadvantaged job seekers), Indian Dancing (Bollywood & Classical) and Women Starting Over (survivors of domestic abuse).

We were delighted to receive news at the end of financial year from the Minister for Families and Children, Jenny Mikakos MP, that our application to boost coordination hours was successful (25 hours per week to apply from 1st July 2018). Thanks to Neighbourhood Houses Victoria for initiating and coordinating the budget campaign and Member for Burwood, Graham Watt MP for his support of the postcard campaign and support of our House. The City of Whitehorse Community Grants Partnership Funding has remained unchanged from the previous year while the Council reviews the Community Grants Program. I wish to thank City of Whitehorse, Social Planning Officer Julie Lyons and the COW Facilities Maintenance and Capital Works teams who have supported us and facilitated significant improvements to our House, especially replacement of the old brick fence with an attractive picket fence. Council also provided a little Street Library which was painted by BUGSS participant Julie Garner. Thanks to Julie for her joyful and whimsical artwork that so aptly reflects the character of our House. The Street Library will be launched at this AGM and registered on <https://streetlibrary.org.au/>

Staff have built on their skills through professional development with all completed or updated their Level 2 First Aid/ CPR accreditation. Rowena Garrett has continued studying towards a Certificate IV in Bookkeeping and I attended the Neighbourhood Houses Victoria conference and VMIA Risk in Practice and Collaboration workshops. MaryAnne Mahoney's mentoring of Rowena has greatly helped Rowena's smooth transition into the finance role and committee's offer to partially reimburse Rowena for tutorial fees has been greatly appreciated. Vendulka Sekker was confirmed as permanent Administration Assistant in July and is a valuable team member and provides a welcoming face at reception alongside Rowie. The Administration Assistant position is to be expanded due to the success of the Neighbourhood Houses Victoria 2018 Budget campaign in 2018.

Contributions of volunteers who give of their time to help with a range of tasks are greatly appreciated which we reciprocate with work skills training and experience for job search (when appropriate). New volunteer Vicki Peters is settling in well and gaining work experience and thanks to Énio Orlandi who keeps the garden well-kempt and weedless, Christine Ramsay who updates the database, Barbara Holah who inputs receipts into MYOB, Jenny Liddle who helps in the office and Tom Fagernes for sharing his IT expertises. Thanks

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also to Michael Crichton who represented our network of Whitehorse Community Houses at the Forest Hill Chase 'Connect the Community' event as his alter-ego Michael the Balloonologist and to Margaret Crichton for facilitating some fantastic BUGSS outreach performances. Committee members are all volunteers and their commitment to regular meetings and other tasks is greatly appreciated. Special appreciation goes to Ray Matthews, who is retiring at this AGM after serving on committee for twenty years. Ray served as Secretary for twelve years, President for three years and five years as an ordinary member. Thanks also to Margaret (Mrs Matthews) who has been alongside Ray over their many years of involvement with the House.

Individual neighbourhood houses operate within a network of local and statewide neighbourhood houses. I would like to thank the network of Whitehorse Community Houses and the wider networks - Network of Inner East Community Houses (NIECH) and Neighbourhood Houses Victoria (NHV) for the support and advocacy work they do on behalf of the sector. Thanks to Merial Clark for all the work she has done in our local NIECH network and welcome to the new networker Nikki Maddern. Neighbourhood Houses are a focal point for community activities and the inclusive approach of community development is at the centre of good practice. Community development sets out a process of identifying and determining programs and services in response to community needs and connects people by doing things with, rather than for the community. This approach will be at the core of our planning into the future with participants, volunteers and committee members helping to inform the future directions of the House by representing the community.

The 2018 Life Membership is awarded to Michael Crichton.

Julie Melia  
Manager