

Bowen Street

COMMUNITY CENTRE CAMBERWELL

Annual General Meeting 2023

Tuesday 21st November 2023, 7:30pm

Assoc. Inc. A 13959 V ABN: 88 219 582 364

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BSCC Annual General Meeting – Agenda 2023

Tuesday 21st November 2023, 7:30pm

Held virtually, by Zoom conference - please note that meeting will be recorded for Committee records only

Opening and Welcome by the President BSCC acknowledges the Wurundjeri people as the traditional owners of land.	Sunita Toraty
Present and Apologies	Sunita Toraty
Confirmation of Minutes of AGM held on 15 November, 2022	Sunita Toraty
Committee Reports All reports are as written in the Annual Report.	Sunita Toraty
Confirmation of the Financial Statements for the year ended 30 June 2023 and accompanying Review by Accru+ Harris Orchard	Sylvia Pump
Other Business	Sunita Toraty
Election of Committee of Management	Sunita Toraty
Acknowledgements	Mary Liston
Meeting Close	Sunita Toraty

Annual General Meeting – Minutes 2022

Tuesday 15th November 2022, 7:30pm

Held virtually, by Zoom conference. Meeting underway at 7:35pm.

Present

Alice Dunn	Fiona Brown	Mel
Alison Crawford	Francine Voon	Sonya
Antoinette Tabe	Hazel Lu	Sunita Toraty
Audette Domanski	Jacinta Warburton	Tania Quong
Carmel Mugavin	Jane Tisdall	Tracey Peduto
Caroline Harris	Jennifer Garrard	Yuko So-Stavretis
Diana Evans	Katelyn Stanyer	
Dianne	Mary Liston	

<p>Opening and Welcome by the President</p> <p>Sunita introduced herself as President for 2022. Welcome to the AGM!</p> <p>BSCC acknowledges the Wurundjeri people as the traditional owners of the land on which the Centre stands.</p> <p>The meeting will be recorded for verification of the minutes only.</p>	Sunita Toraty
<p>Apologies</p> <p>Apologies received from Jill Hitchcock at Alamein Neighbourhood House.</p>	Sunita Toraty
<p>Confirmation of Minutes of AGM held on 16 November, 2021</p> <p>The minutes, as in the AGM report, confirmed by Sunita; seconded by Alison.</p>	Sunita Toraty
<p>Committee Reports</p> <p>All reports are as published in the Annual Report.</p> <p>Sunita wishes to highlight the great work Mary has done dealing with ongoing difficulties this year. Congratulations to Mary for twenty years with Bowen Street! Thanks also to Jane for her five excellent years as Treasurer on the Committee of Management.</p>	Sunita Toraty
<p>Confirmation of the Financial Statements for the year ended 30 June 2022 and accompanying Review by Accru+ Harris Orchard</p> <p>Jane expressed her gratitude for the chance to contribute to BSCC and its community over a very eventful five years.</p>	Jane Tisdall

<p>Key points from the financials: this year saw a 13k deficit, primarily driven by getting back up to normal running, while getting the new building up and running. The outcomes have been great, and we are still financially very healthy.</p> <p>On behalf of the Committee, Jane extended gratitude to Mary for everything she's done for the Centre in her twenty years of management, ably supported by the management team.</p>	
<p>Other Business</p> <p>The floor was opened for any questions on the reports and financials. None were raised.</p>	Sunita Toraty
<p>Election of Committee of Management for 2023</p> <p><u>Nominations are:</u></p> <p>Sunita Toraty - President Francine Voon - Vice president Diana Evans - Secretary Alison Crawford - General committee member Alice Dunn - General committee member Jacinta Warburton - General committee member Jennifer Garrard - General committee member Tania Quong - General committee member</p> <p>All of the current Committee is continuing, except Jane Tisdall.</p> <p>We do not have a specialist Treasurer nomination, however if a suitable volunteer is not found before the commencement of work next year, we have members with experience to handle the role, supported by suitable expertise.</p> <p>As there is no competition for any positions, no vote is required, and the Committee is appointed as nominated.</p> <p>The final position on the Committee is <u>Association Secretary</u>. This role handles the management of association membership, and is appointed by the Committee. This is Mary's role on the Committee, and the Committee will appoint her to the position again.</p>	Sunita Toraty
<p>Acknowledgements</p> <p>Mary would like to thank everyone for their contributions. The CoM started very small in 2022, but has grown in numbers and strength as the year progressed, now in a strong position for 2023. Thanks so much to Jane for her expertise, and we wish her all the best with her next adventures in Geelong.</p>	Mary Liston

<p>Thanks to the educators for fantastic work through a challenging year, with more ongoing illness interruption and many resourcing challenges. Thanks and farewell to Carla Sharp and Audette Domanski. Thanks also to the tutors, and to the office support staff, who have had a very busy and challenging year.</p> <p>BSCC benefits overall from the assistance of over two dozen volunteers, from handyman tasks to childcare assistance, and we are very grateful for their contributions and efforts.</p> <p>Mary gave a brief summary of the Centre’s current work in new programs, room hire, and playgroups resuming.</p> <p>Thanks to everyone for tackling a year that turned out to be far more challenging than expected.</p> <p>Thanks also to the City of Boroondara, Department of Education and Training and the Department of Families, Fairness and Housing, for all their support and assistance throughout the year.</p> <p>Thanks from Sunita—and the CoM—to Mary and everyone at the Centre. We’re looking forward to providing even more support in 2023.</p> <p>One last note from Fiona Brown of Boroondara Council: Looking forward to the opening of the new building! It’s a good time to expand into a larger space. (Opening will be on the 24th November from 10am.)</p>	
<p>Meeting Close at 7:51.</p>	<p>Sunita Toraty</p>

President's Letter

I am pleased to be delivering the 2023 President's report for the Bowen Street Community Centre. It has been a year of stability and normalcy with all activities returning to pre-covid operations. It has been pleasing to see the Centre in full swing this year with childcare, playgroup and classes. Childcare continues to be a success and we are pleased to be at capacity with a waiting list for 2024; this result is a testament to the staff and educators at Bowen Street. Playgroups and classes are an area we continue to monitor and adapt to the needs of the community. Community feedback collected from our annual survey will drive required changes to ensure we continue to provide relevant and engaging services to our community.

There has been much focus in 2023 on physical improvements at the centre. These have included updates to the playground space, a lovely new front garden for the Toorak building, interior improvements to the Toorak building which have enhanced the usability of available space considerably. Mary has done a great job of leading all planned and unplanned works, liaising with Council as needed to make these improvements possible.

Governance has been another area of focus for the Centre and Committee of Management in 2023. Over the course of the year we have completed a risk assessment for the Centre, undertaken a review of the majority of policies and provided feedback on the Neighbourhood Framework. We will continue to strengthen this in 2024 by completing the Cyber Risk assessment for the centre in 2024.

Throughout the year, the Centre has managed closely to the business plan and the budget.

I want to thank the Committee of Management for their work and am pleased that most members are staying but would like to thank departing members Alice Dunn and Treasurer Sylvia Pump for their contribution in 2023 and wish them the best!

I want to thank the Council for all their work to support the Centre.

My report would not be complete without a thanks to Mary, our Centre Manager who has, as always, been a driver of the agenda for the Centre and a wealth of knowledge in supporting the Committee of Management.

Congratulations to everyone at Bowen Street Community Centre for another successful year!

Yours sincerely,
Sunita Toraty

Manager's Letter

This is to be my twenty-first AGM at Bowen Street and my twentieth Manager's letter and report.

This year Bowen Street Community Centre celebrates 41 years of providing community connection programs to the City of Boroondara.

2023 saw the completion of the back playground space and the completion of a beautiful new garden in front of the Toorak building. Diane Beddison from Beddison Garden Designs generously donated her time and the CAD drawings for design and plant selection. The City of Boroondara completed the project.

We were hoping to have a community opening but could not due to major structural issues in the garage adjacent to the Toorak building, requiring demolition. The nearby wall is also unstable, so a planned mural (painted by a community artist) has been put on hold. We will hope to have a mural and garden opening celebration.

City of Boroondara also installed a door between our multipurpose room and the art studio in the Toorak building, providing an opportunity for the programming of classes, workshops or groups running concurrently. This has opened opportunities to expand our programs.

We deeply appreciate our childcare educators and volunteers, who work together as a great team and provide a wonderful program of high-quality childcare to local families. We welcomed Sara Pinto, Cora Wen, and Ally Yong to our educator team, and farewelled Audette Domaski and Yuko So-Stavretus. Carla Sharp resigned as a permanent educator but remained on as a casual educator.

Playgroups have resumed with parents from Bowen Street, Glen Iris, Camberwell, and East Hawthorn. The return to groups remains slow with new groups often not continuing past 10 weeks, as many primary carers return to the workforce.

The grandparents' playgroup continues to flourish and this year community artist and grandmother Jennifer Garrard spent many weeks with the group painting a grandparents' mural for the refurbished backyard space. Every child contributed with the painting, including where they would like to appear on the painting and what they would be wearing. Even Irish Grandpa Nigel makes an appearance as a leprechaun. Enjoy the result on the cover of this report!

Once again, I wish to thank the wonderful office team—Beth Ellis, Zsuzsanna Kollar, Carmel Mugavin, and Dianne Webster—for their continued support. The reception is the first connection for centre users and new community members and each of you offers a warm welcome and helpful assistance to everyone who walks through our doors. I hope you are

all proud of what you do and how vital your work is in keeping the local Bowen Street Community relevant, connected, and a welcoming place to attend.

A big thank you to the Committee of Management for their contribution during the year. A special acknowledgement to departing members Alice Dunn and Sylvia Pump.

For the other committee members, it's wonderful that you are all staying on for another term providing our organisation with some stability and succession. Your support has once again been invaluable throughout the year. To the new Committee members—welcome!

We look forward to your new ideas and we will work together to support your local community and make BSCC a great place in 2024.

Yours sincerely,
Mary Liston

Manager's Report

Playgroups

- Weekly Camberwell Multiple Births' Association playgroup
- Monthly Camberwell Multiple Births' Association for under-ones
- Grandparents' playgroup has continued to grow
- Pop up playgroups
- Mandarin playgroup
- French playgroups
- Engagement with new mothers' groups from Bowen Street, Glen Iris and Hawthorn South MCHC
- Eight existing groups
- Looking forward to 2024 will the establishment of a rainbow playgroup for the LGBTIQ families in Boroondara

Department of Education and Training

Continue to offer support on industry regulation, learning frameworks resources and training for early childhood.

Childcare

- All parents have signed on to direct debit and is going well
- New procedure compliance manual for the childcare service at Bowen Street
- Childcare policies have been reviewed and ratified
- We are full with families on a daily wait list
- All childcare policies uploaded onto our website

BSCC continues to provide sessional childcare for up to 90 children a week, with 90 families accessing our services over the year. The ages of children range from 6 months to 5 years.

Our childcare educators include:

- Melissa Burrowes
- Sonia Goodrick
- Anne Kearney
- Ally Young
- Sara Pinto
- Cora Wen
- Tracey Peduto
- Hazel Lu
- Carla Sharp
- Caroline Harris
- Anita Simmons
- Ally Mcdonald

Childcare volunteers:

- Madeline Wu
- Olivia Zhang
- Joy Hua
- Sara pinto
- Emma Sigley
- Gessica Bergman
- Nadia Scrose
- Jennifer Morgan
- Alicia West
- Anita Anderson

Our educators and volunteers continue to provide the highest quality of care and interesting programs for the children using childcare at Bowen Street Community Centre.

City of Boroondara

We continue to sit under Community Planning and Development.

This year saw the launch of the Neighbourhood House Framework, developed in consultation with the Boroondara neighbourhood houses. It builds on our existing relationship and is predicated on a mutual obligation to work in partnership to deliver community programs and services that are responsive, inclusive and facilitate social connections and belonging.

Developed under the Boroondara Community Plan 2021-2031, the Framework outlines Council's commitment to a strategic and coordinated approach to supporting and promoting neighbourhood houses as key hubs for community learning, community participation, development, and capacity building. A key element of the Framework is the Action Plan, to help neighbourhood houses support the objectives in the BCP.

We would like to thank:

- Fiona Brown (Manager of Community Planning and Development);
- Katelyn Stanyer (Community development officer);
- Councillor Victor Franco for his support for Bowen Street Community Centre.

Associations Incorporation Reform Regulations 2023

In November 2023, the proposed regulations will replace the Associations Incorporation Reform Regulations 2012. The proposed regulations make several regulatory scheme changes, including:

- alternative tiers and revenue thresholds for financial reporting
- an increased value for voluntary cancellation of an incorporation association
- updated model rules, allowing flexible technology use to improve administration
- new disciplinary appeal processes, ensuring higher dispute resolution standards.

Review of the 2016 collective workplace agreement for Neighbourhood Houses Victoria

The following principles have been adopted by Jobs Australia after consultation with members for negotiations for a new multi-employer agreement for Neighbourhood Houses in Victoria 2023.

1. The new agreement must be affordable and sustainable to all Neighbourhood Houses in Victoria. The wage increases arising from this agreement must be fully funded by the Victorian Government. Wages increases must not be at the expense of Neighbourhood Houses in Victoria by:
 - a. cutting services, or programs to the community
 - b. reducing days or hours of operation, for services or programs to the community
 - c. reduction in days and/or hours of paid work for employees
 - d. redundancies of employees
 - e. requirement to increase revenue through increased fees and/or charges for services or programs to the community.
 - f. Jobs Australia call upon the Victorian Government to fully fund all wages and costs that arise from this new agreement by increasing funding through indexation.
2. The new agreement must address the difficulty in interpreting and applying clauses in found previous agreements by simplifying and clarifying problematic clauses by using clear and plain language that is easier to interpret and apply.
3. The new agreement must address clauses that cause an unfunded liability and cost burden, e.g., accident make-up pay (39 weeks), Paid Parental Leave, additional Personal Leave above the award or NES, additional Long Service Leave, etc.
4. The new agreement must not include new clauses that add or cause additional an unfunded liability and cost burden to Neighbourhood Houses.
5. The new agreement must reflect the National Employment Standards (NES) and the underpinning Award terms and conditions.

Department of Families, Fairness and Housing

Bowen Street Community Centre will receive an additional 5.35% increase on their current funding agreement. Importantly, funding agreements will be indexed annually using an agreed formula of 80% of Fair Work Commission National Wage Case increase plus 20% CPI. This means future indexation will be tied to cost increases, a much more sustainable arrangement. This also included ongoing funding for 4 years.

Mary Liston — Manager

Classes Report

Bowen Street continued to provide classes that cover varied interests, in order to engage different ages and demographics in the community. The new building has been used to full capacity, leaving only Thursday morning open for special events and new workshops.

We have had mixed results with new classes and workshops.

- Health and Fitness: Yoga
- Art: How to draw what you see
- Music: Drum circle
- Children: Robotics, Mandarin classes, School readiness program
- Languages: Italian—all levels; conversational French, Italian and Spanish; English as a second language. Classes were conducted both online and face to face
- Textiles: Beginners/Intermediate
- Workshops: Designing your garden, card making, alcohol inks
- Technology: one-on-one support for iPad, iPhone, Mac and computer; computer coding and robotics
- Support groups: Camcare, Camba, Chinese warblers singing group, Country Women's Association, Folk dancing
- Cooking: Dumplings, South American cooking, Christmas cooking
- General interest: Pathway to employment
- Special events: Harmony Day and Children's Week celebrations

Tutors

I would like to thank our hardworking group of tutors, some of whom have been with us for a number of years. The feedback received from students indicates that our tutors are appreciated for the high level of quality teaching they provide.

- Italian – Martine Bourbon
- Cooking – Miki Pan
- Cooking – Shella Naghavi
- Cooking – Anu Daya
- Yoga – Shivani Sharma
- Sewing – Barbara Niglio

I would especially like to acknowledge our volunteer tutors that give Bowen Street Community Centre the opportunity to run low-cost classes:

- Stephen Paul (One on one computer)
- Gay Clarke (Art)
- Tracy Glasser (Italian)
- Sally Sutherland (French)

Mary Liston — Acting Class Coordinator

Childcare Report

Bowen Street Community Centre's child care program has once again experienced a year of great success. The program remains in high demand, with all sessions fully booked and waitlists in place. The team has worked diligently to maintain a safe and nurturing environment for the children in our care.

This year, we bid farewell to Audette, our dedicated childcare coordinator, who stayed on this year to update childcare policies and assist with compliance updates. Additionally, we extend our best wishes to Yuko, who has transitioned to a role in a kindergarten setting. Their presence will be greatly missed by educators, staff, and families.

In the interest of safety and fostering a sense of security, we have continued collecting children at the front door, with new parents having the option to drop off inside until they feel comfortable. Afternoon pickups are conducted inside the rooms. This approach aims to maintain open lines of communication and connection between parents and staff.

We have had an upgrade to our 5hr room yard – thank you to the council for providing this. We have a riverbed and a new bridge for our pirate ship!

This year, three students joined us for training, and we have subsequently hired them for casual positions as relief staff members. Remarkably, we have not required the services of agency staff throughout the year.

We are pleased to welcome Anne and Hazel as permanent staff members for the 3-hour room. Both previously served as relief educators and have proven to be valuable additions to our team. We have had several volunteers this year, 3 of which are now or planning to study Early Childhood Education.

Both rooms continue to provide enriching learning experiences for the children, facilitated by a dedicated and cohesive team of educators. Additionally, our educators have undergone additional training in utilising the Playground app by Xplore, enhancing our ability to communicate effectively with families in our community.

We extend our heartfelt thanks to the educators, volunteers, and the office team for their unwavering dedication to the children and families of Bowen Street Community Centre. Your commitment has been instrumental in making this year a resounding success.

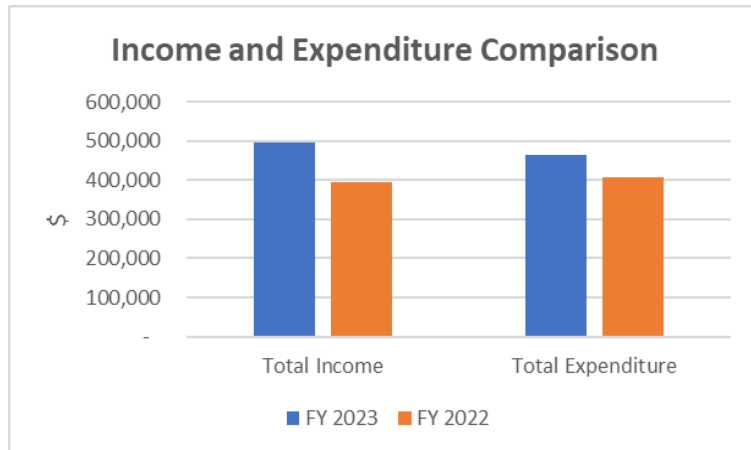
Melissa Burrowes — Childcare Coordinator

Treasurer’s Report & Financial Statements

The financial statements have been reviewed by Lionel Robert Arnold of J L Collyer & Partners, and in his opinion they present a true and fair view of the financial position of the Bowen Street Community Centre (BSCC) as at 30th June 2023, and of its performance for the year.

BSCC has recorded a surplus of \$30,460 for the year ended 30th June 2023 compared to a loss of \$12,945 from the previous year.

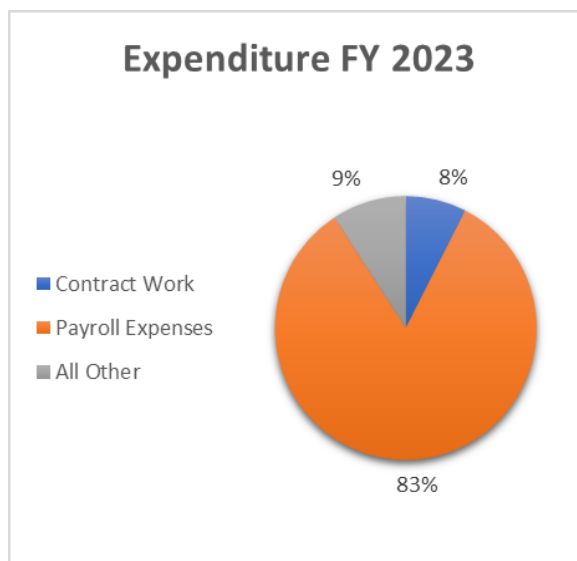
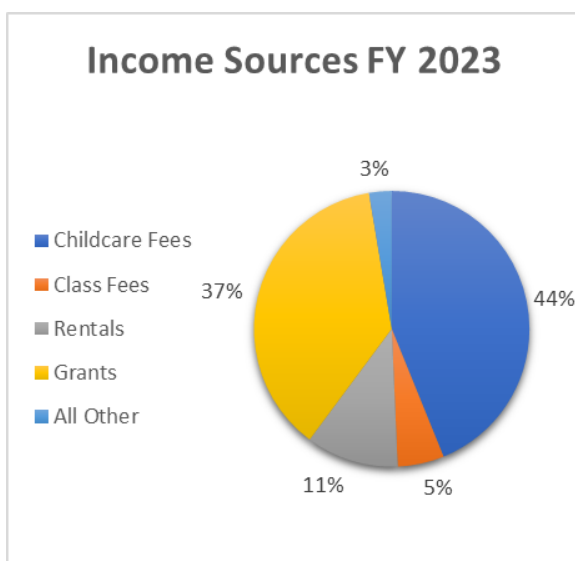
The total income was \$496,490 for the year, which was an increase of \$100,550 compared to the previous year. The total expenditure for the year was \$466,030, which was an increase of \$57,145 on the previous year.



The increase in income was mainly due to higher Childcare fees and an increase in Rental income, as well as an increase in Grants and Class fees.

The main increase in expenditure compared to the previous financial year was in Wages (including WorkCover), this increase was offset in part by lower costs in Advertising and Promotion, Equipment and Materials, and Telephone expenses.

The main income sources for BSCC in the year ended 30th June 2023 were Childcare fees and Grants. The largest expense was Payroll, which includes Wages and WorkCover expenses.



BSCC's total assets increased by \$39,951 in this financial year along with an increase of \$9,491 in total liabilities.

BSCC's financial position is sound, with an equity of \$257,378 at 30th June 2023.

Sylvia Pump — Treasurer

Human Resources Report

Staff have been consistent this year with the following changes:

New staff

- Educators – Sara Pinto and Cora Yue
- Marketing and Website coordinator – John Wilkins
- New tutors – Shella Naghavi and Miki Pan

Resignation

Whilst there has been one resignation of Audette Domanski, who has dedicated many years to the Centre, we have been fortunate in having our existing educator Mellissa Burrows replacing her as the Childcare Coordinator.

Other information

Bowen Street Community Centre has supported 6 students this year studying early childhood education.

Staff records are in the process of being converted to a digital format.

An audit of staff files has been conducted to ensure that:

- All staff have completed mandatory requirements such as CPR, Emergency Life Support, First Aid, Mandatory Reporting and COVID. (Those due to attend these this year were prompted, and education provided, as necessary.)
- All police checks and Working with Children checks were current.
- Medical information, Vision and Mission statement, Staff Handbook, Code of Conduct, and Child Safety information was signed and filed.

It is intended that this audit will be conducted at the beginning of each year to ensure documented evidence is accessible in the staff member's file or in the Centre's IT system.

Performance Appraisals

These conversations have not commenced due to delay in surveying Centre users.

Staff are encouraged to have open communication with each other and the Manager. If required a member of the Board can assist with difficult conversations or individual appraisals.

We wish to thank all staff for their commitment and dedication to the Centre and the children they work with. Thank you to Mary Liston, Centre Manager for her creative ideas and endless enthusiasm and for this year reaching her 21st year at Bowen Street Community Centre.

Jennifer Garrard — Committee of Management Staff Liaison

Community Outreach

We continue to work in the Neighbourhood House Victoria “Safe Seats, Safe Kids” program to provide free car restraint fitting and safety checks once a fortnight in the carpark.

We again partnered with Jobs Victoria, helping people get on the right path to employment by connecting them to services that can assist in finding a job. The Jobs Victoria advocate attends on the first Tuesday of each month.

We have had a 40-year relationship with the Camberwell Multiple Birth Association and continue to manage the twin breastfeeding pillow loan service from Bowen Street.

In May and September, we participated with the Nappy Collective, to collect donated unused nappies for families in need or crisis. This drive runs for two weeks, twice a year.

In June we partnered with a psychology student and offered 6 free art therapy workshops.

In our foyer, we have mini bins to collect for various charities, collected once filled:

- Fred Hollows Foundation, recycling reading glasses;
- Scope (supporting people with physical, intellectual and multiple disabilities to achieve their goals in life), recycling mobile phones;
- Planet Ark, recycling printer cartridges, free and accredited environmentally friendly; and
- Australian Breastfeeding Association, collecting used postage stamps.

Other community programs include:

- library
- supporting secondary school students in community placements
- supporting early childhood educator students in our childcare programs

Acknowledgements

We thank the following people who have enthusiastically contributed to Bowen Street Community Centre throughout the year:

Volunteer tutors

- Tracy Glasser — Italian
- Sally Sutherland — French
- Stephen Paul — Computer
- Gay Clarke — Art

Childcare volunteers

- Madeline Wu
- Olivia Zhang
- Joy Hua
- Sara Pinto
- Emma Sigley
- Gessica Bergman
- Nadia Scrose
- Jennifer Morgan
- Alicia West
- Anita Anderson
- Cora Wen

Centre volunteers

- John Womersley — Handyman
- Paul Mooney — Garden Maintenance
- Dianne Bedderson — Landscape design
- Melissa Burrowes — Facebook
- Jan Kusiak — Photographer
- Meredith Hudson — Administration assistance

Funding

BSCC acknowledges the assistance of the Victorian Government and City of Boroondara for continued support and funding.

