

Women's Shed Coolum Beach Branch

Agenda: Management Committee Meeting



Attendees: Fiona Sykes
Monita Griffiths
Luanne Ingram
Jess Holdsworth
Nell Harvey
Cee Vanderaa

Meeting: 5:37pm, 12th August 2019

1. Welcome by President

FS opens meeting. With no previous AGM on record there are no previous AGM minutes to review. FS thanks past and present committee members and for all who have contributed their time to getting the CWS to where it currently is.

2. President's Report

FS continued from welcome note discussing continued interest and growth of CWS through events leading up to the Open Day where there became a true interest and need in providing more opportunities to women beyond the DIY that is associated with the Men's sheds.

Groups and workshops were developed to allow women to be connected and increase participation. Weekly social groups were established which are run autonomously and organically in their decision-making – if they have a teacher, or workshops, if they sell their product to make money for their group, or if they simply want to meet socially and chat with a cuppa.

Week-end workshops outside of the weekly groups have shown a lot of interest with sell-out workshops in basket-weaving, shibori fabric dyeing and various garden initiatives.

Health and wellness has become an important and essential part of the CWS and currently provide women with numerous yoga, meditation, dance, running and walking groups available weekly. CWS are helping support womens mental and physical health and in charging a minimal fee for classes it is affordable to most.

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CWS is now Centrelink accredited as a volunteer organisation so able to support women on the Sunshine Coast who need to do the 15 hours of required volunteer work, by giving them jobs.

The vision moving forward is to continue to grow the weekly use of the shed and to have women able to come and go freely to use the space for their creative and social needs.

CWS are also very grateful for the support of the community, local businesses, council, federal and state government for their monetary support.

FS thanks on behalf of the weekly groups the teachers who have given their time for free :

Andrew and Lauren Poor - DIY

Steve Kelly - DIY

Kristine Kelly - Macrame

Sasha - DIY

Lani Catherine - Running

Jo Coombe - Running

CWS are so grateful for their community spirit and generosity, you are definitely the pillars of our community, we thank you.

On a personal note from FS: I do not for one second regret the decision to explore the idea of a women's shed and to follow through with the beginning steps of making it a reality. It has been a huge learning curve, I now know what a not-for-profit is, what a grant is and how to write one and what the word acquittal means. I also know how to write a tender, who our politicians and councillors are, and the list goes on... All of this has been amazing, not to mention meeting the most generous beautiful women in my community! I now need to pass the baton on to the next president to take the Women's Shed to the next level, I am excited to work along side her and help where I can. Thanks to all who have helped me on this journey.

3. Treasurer's report and presentation of audited financial statement

Audited accounts received today which includes the Financial Report of the Women's Shed for 2019. The accounts were audited under the act and whilst only being active from the start of the year this is not enough to view the year in advance.

Main points to note for the period:

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Total income	\$20,898.18
Total expenses	\$13,366.88
Net profit	\$7,531.30

With the expenditure the monthly rental statement being shown on the report only includes 2 months rent at \$3,336.60.

Events have been successful and brought much needed finance however groups are running at a loss to supplement the weekly rent.

Various donations have provided substantial income for the CWS alongside a minor grant from the Council that went through Friends of Yaroomba.

Audited accountant nominated by FS and seconded by CV for next year as Surfside accountants.

Treasurer's Report Available as separate download.

4. Election of Office Bearers

Nominations opened to the floor. Questions were asked from the floor about a quorum being present for votes to be legitimate. With over 200 members and only a handful attending the AGM, the meeting was seen to not have the availability to change committee members.

Discussion ensued over job profiles and the posting of these to the web for advertising. LI to receive editing from Rita and update the website to show the jobs open for nominations and a further meeting would be held to take nominations and vote.

FS confirmed notice of 14 days for a special meeting and would ring OFT to discuss this additional meeting, management positions and how long we can run without these roles in place.

LI happy to assist in the Secretarial role, Kaia happy to join Secretarial team to assist but this would need to be addressed again in next meeting with nominations submitted. FS confirms an email to go out this week for nominations.

5. Calls to the floor of nominations

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Nominations postponed for 2 weeks for second meeting to call further interest.

6. General Business

Rental - Discussion of rental of CWS space with JH

JH had calculated the rental for the space with:

- classes paying \$5 (average at present 18-20 people per week). Classes have dropped but we are doing pretty well on this.
- The second part had come from Groups who have been using the shed paying the entrance fee.
- The third part to contribute had been from the Founding members who have either completed payments in full or made monthly payments. Jess had called everyone specifically from the outset but not all have now followed up and committed their payment so we are short on the funds for the rent of the shed.

There has been a drop in numbers in groups attendance through the winter months so money is being lost there, possibly due to payments using the online system or Square. JH calculated that with classes dropping we are only getting \$150 (30 people) a week. Workshops are where people are generating more interest and by contrast when workshops are held, the space is full. NH has worked hard on getting the workshops planned and running and the results are clear.

How do we make this work? Liz felt that looking at fundraisers should be something that we are committing towards the rental instead of just events. The last event at North Shore raised over \$4000. Further discussion around options on how we can rent out the upstairs space.

Attendance Concerns

JH feels that we should be getting more serious about how this space will work as a group and how committed we are in doing this. At a minimum we need 10 groups x 8 people however meditation has stopped, some yoga teachers have moved on with personal commitments taking them elsewhere. There is a need to get the energy and excitement back into the space with the workshops, and groups should happen naturally from that.

A comment from the floor mentions groups could be suffering as people like to know what they are making time for - macrame started with a plant holder class. People are now dropping in for a class that they think they will finish with something product to their time.

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Classes and Workshops update:

NH discusses slump over last couple of months so not seen us getting the numbers required to pay rent. NH coordinating a system using a short form for facilitators for getting new classes and groups booked in. NH reviews for facilitator for good fit without management approval. We now have roster and an ugly google calendar but for the moment it works. Bookings background work between Nell and Kaia was explained where they work with a facilitator for everything to get approved and moved through quickly to have the classes working. New classes recently and coming up include:

Pilates

2 x new yoga classes

Hip hop

Walking group

Art - classes hoping to start soon.

These processes are happening and the roster is in place so the structure is now there and working. For the 80 times that people walk through the door we have our rent.

If we have things on that people want to come to then we can guarantee attendance. It's not all doom and gloom because there is stuff coming through and in the pipeline that is exciting. Part of the process is ensuring we have the volunteers to be there to ensure that these programs work. Nell is very optimistic about the workshops as this is where it will start to flourish and positive this will knock on to upcoming groups and if we can replicate this across our other groups and programmes, this could start building well. Groups like cooking would remain as a class as it doesn't work well as a group.

FS reiterated that all positions need to be filled to really make this work and getting the volunteers to commit to the roles had been difficult. The recent round of attempts brought through a null result so it is difficult to see how we are to address new management members. The most passionate people supporting the CWS could actually be in the room now.

The money is in the workshops - CWS need to get these going once a month for continued interest. Difficulties have come up in ensuring commitment to the workshop classes and payment. A recent basketweaving workshop the facilitator expected 14 to attend but only 7 turned up so this needs to be addressed in how people need to pay upfront to be committed

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to the class. If they choose not to attend then we have still received payment for our facilitators.

Alternative Location

CV has been working with someone who could give us a workshop for free. Frank (owns warehouse just up the road and is a lawyer) has 3 other warehouses in this area that could assist in relieving us of the rental burden that we have. If we didn't have to commit the \$400 a month it would free us up so much to allow the CWS to evolve in our workshops and classes being provided to the women of the Sunshine Coast. Discussion over free or payment of nominal fee of \$50 to ensure that we can have this space agreed. CV asked to pursue this with Frank and discuss this further with our current landlord to see where can leave our current contract.

7. **Confirm date of next meeting: 5:30pm, 2nd September 2019 - AGM Vote**

Meeting closed at 7pm.

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Attendees: Nell Harvey
Cee Vanderaa
Danie Lomas
Monita Griffiths
Jan McClymont
Fiona Sykes
Catherine Meara
Simone Michelle
Jane Darling
Kaia Prosser
Liz Jamieson

Apologies: Cathy Duncan

Meeting: 5:30pm, 2nd September 2019 - AGM Additional Voting Meeting

Lease and rental

Further discussion continued over lease and rental to update from previous meeting. It had been decided to contact the current landlord with the intent to leave the premises in October when current funds available would be complete. Landlord has requested CWS to locate a new tenant. If we are successful in leasing we should check for return of body corporate fees as overpayment.

Direction for CWS

NH confirms interest in taking on role of president.

NH discussed the CWS going back a step and getting processes in place and the fundamentals together - will keep working on bookings etc to keep it together and encourage continued participation. Confirmed that should the CWS end up with a situation with the finances depleted the CWS will cease trading as the CWS will be financially liable. NH hopes that this won't be the case and that going forward we work together and give ourselves more space to achieve a positive outcome so that we can avoid insolvency and our liability to it. The strategy is to farm out little jobs to assist those who are working the

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harder volunteer workloads. Areas still need to be addressed in the full sense of the shed with health and safety with members as a priority.

Memberships

Five memberships were sold this week so people are still joining and interested however we need to be realistic about these outcomes.

Venue

The current space whilst brilliant for some activities and groups is lacking for DIY and pottery as they need more of an open area due to dust. These aspects are being highlighted in the consideration of a new premises.

8. Calls to the floor of nominations

President - Liz nominates Nell Harvey, no other nominations from the floor or from our social media campaign - Cee Vanderaa seconded. Affirmed Nell Harvey as President.

VP - Someone has considered this but would like to do it once we do not have the lease. No other nominations from the floor or from our social media campaign. Cee Vanderaa to step down with no replacement.

Secretary - Nell Harvey nominates Luanne Ingram. No nominations from the floor or from our social media campaign - Monita Griffiths seconded. Luanne Ingram to continue as Secretary.

Treasurer - Nell Harvey nominates Monita. No nominations from the floor or from our social media campaign - Luanne Ingram seconded. Monita Griffiths to continue as Secretary.

With LI about to head on vacation for 3 weeks it was agreed that any decision requiring quorum would be actioned via email.

NH discusses income projections and rental requirements, advertisements for lease which need to be drafted to attach to our social media.

FS to have name removed from the Bank and NH to sign documents to address this changeover with Both MG and LI signature.

LI to update committee OFT papers to reflect new committee.

9. Meeting closed at 6:18pm