

## **Portarlington Neighbourhood House**

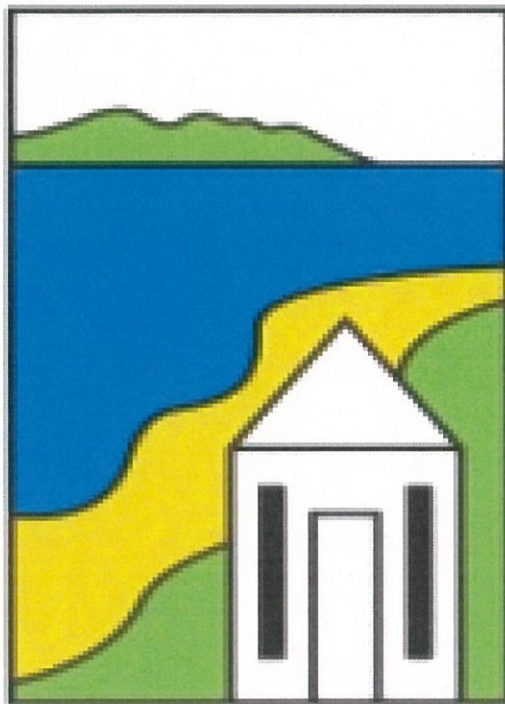
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# Annual Report

# 2017

# PORTARLINGTON NEIGHBOURHOOD HOUSE INC.

## ANNUAL GENERAL MEETING

Saturday, 30 September, 9.00am.  
Portarlington Neighbourhood House  
28 Brown Street. Portarlington

### AGENDA

1. Welcome
2. Attendance
3. Apologies
  
4. Approval of Minutes of the previous AGM (01/10/16)
  
5. Business arising from the Minutes
  
6. President's Report
  
7. Treasurer's Report
  
8. No. of ordinary members of committee to be elected for next year.
  
- 9 Appointment of Auditor for 2017/18 (If Applicable)

### ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS:

President

Vice President

Secretary (Public Officer)

Treasurer

Assistant Treasurer

Committee Members

Other Business –

Close of Meeting

**PORTARLINGTON NEIGHBOURHOOD HOUSE INC**

**MINUTES OF ANNUAL GENERAL MEETING**

Date: Saturday Octobr 1, 2016

Venue: Portarlington Neighbourhood House  
28 Brown Street Portarlington, Vic 3223

Chairperson: Sue Wilson

Minute Taker: Sue Wilson/Pam Hateley

The meeting opened at 9.00 AM. Sue Wilson welcomed those present.

**Present:**

Sue Wilson, Gemma Tobschall, Pam Hateley, Jude Oakley, Marg Jucker, Lorraine Stokes, Alan Edlin, Jenny Macaulay, Fred Wachtel, Ruth Wachtel, Carole Reeds, Robyn Hope, Laurice Nader

**Apologies:** Marie Kelly

All present received a copy of the previous AGM Minutes and current President's and Treasurer's Reports.

**Motion:** *That the Minutes of the 2015 AGM be received.*

**Moved:** Marg Jucker **Seconded:** Alan Edlin **Carried**

**Business arising from the Minutes:**

None

**President's Report:**

Presented and read by Sue Wilson.

**Motion:** *That the President's report be received.*

**Moved:** Robyn Hope **Seconded:** Jenny Macaulay **Carried**

**Treasurer's Report:**

Presented and read by Jude Oakley

**Motion:** *That the Treasurer's Report be received.*

**Moved:** Jude Oakley **Seconded:** Lorraine Stokes **Carried**

**Auditor for 2016/2017 (If applicable):**

Contact will be made with the Barwon Network of Neighbourhood Houses regarding a suitable Auditor.

**ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS:**

Sue Wilson thanked the outgoing Committee then appointed Ruth Wachtel to take the Chair to announce the following Office Bearers and Committee Members. No election was required as there were no nominations over and above the Committee's capacity. The resolution had been carried unanimously to appoint all nominees for the ordinary Members of the Committee which was 8 in total (this included the position of Assistant Treasurer).

A motion was put forward the Committee of Management remains at 12 Members.

**Moved: Robyn Hope Seconded: Gemma Tobschall Carried**

|  |                 |                      |                      |
|--|-----------------|----------------------|----------------------|
| <b>President:</b>  | Sue Wilson      | Nom: Lorraine Stokes | Sec: Robyn Hope      |
| <b>Vice-President:</b>                                     | Lorraine Stokes | Nom: Robyn Hope      | Sec: Jenny Macaulay  |
| <b>Secretary/Public Officer</b>                            | Pam Hateley     | Nom: Sue Wilson      | Sec: Gemma Tobschall |
| <b>Treasurer:</b>  | Fred Wachtel    | Nom: Jude Oakley     | Sec: Sue Wilson      |
| <b>*Assistant Treasurer<br/>* (non Executive position)</b> | Marg Jucker     | Nom: Lorraine Stokes | Sec: Jenny Macaulay  |
| <b>Committee: (7)</b>                                      | Jenny Macaulay  | Nom: Robyn Hope      | Sec: Lorraine Stokes |
|  | Alan Edlin      | Nom: Sue Wilson      | Sec: Diane Bath      |
|  | Robyn Hope      | Nom: Jenny Macaulay  | Sec: Lorraine Stokes |
|  | Jude Oakley     | Nom: Fred Wachtel    | Sec: Sue Wilson      |
|  | Gemma Tobschall | Nom: Pam Hateley     | Sec: Sue Wilson      |
|  | Carole Reeds    | Nom: Robyn Hope      | Sec: Lorraine Stokes |
|  | Marie Kelly     | Nom; Robyn Hope      | Sec: Lorraine Stokes |

Sue Wilson resumed the Chair and welcomed the new Committee Members of the Portarlington Neighbourhood House and thanked Ruth Wachtel for her assistance.

**Other Business:**

General comment: President Sue Wilson thanked Ruth Wachtel and Jennifer Thomas-Ball for their invaluable contribution the Committee of Management and the Portarlinton Neighbourhood House.

Ruth Wachtel suggested a change of time for the AGM. Committee of Management will discuss the format of a morning tea and meeting on another day.

Future Committee of Management meetings to be held on the thirds Wednesday of the month at 3.30pm

Meeting closed at 9.25am.

**PORTARLINGTON NEIGHBOURHOOD HOUSE INC.  
COMMITTEE OF MANAGEMENT  
PRESIDENT'S REPORT  
October , 2017**

Another year has passed and once again we can celebrate in the knowledge that our Portarlington Neighbourhood House has continued to provide a wonderful contribution to our community and I feel privileged to be part of this great institution and present the 2017 President's Report.

Membership for the year remained in the mid 500's. Over one third of this number are new members who are also almost all new residents to the area. Our members are provided with over 60 hours of program per week presenting them with a very diverse and interesting range of classes ranging from exercise to the arts to dog training and mind games.

In addition to our weekly programming the City of Greater Geelong Community Development funding enabled us to present a Calendar of Events which brings to Portarlington entertainment and educational programs otherwise not available to our community and some of the events this calendar provided were -

The free children's holiday program presented some very entertaining movie shows with free popcorn and activities to follow, but the highlight of this free children's holiday program was undoubtedly "The Zoo Comes to You". This was an amazing show of Australian animals presented by a wonderful young man who totally entertained and informed his captivated audience (both young and old alike) with an interactive display of koalas, huge goannas and snakes, kookaburras, frogs, wallaby etc. To have the ability to provide local children with such a quality free activity is very rewarding. The children have also been entertained with magic shows, jumping castles and a disco.

The literary minded in our community were given the opportunity to meet and workshop with authors at our annual Mid-Winter words literary event and "The Portal", a quarterly publication of our neighbourhood house writers and poets wonderful prose is a new initiative made possible by the CoGG Community Development funding.

Those seeking local entertainment were highly entertained by the Navy Band Concert and a great time was had by all attending the "Dusty Show" performed by Wendy Stapleton. Again only made possible by the CoGG funding.

Under this funding we subsidised bus tours to the Archibald Prize exhibition, the Shrine of Remembrance, the Islamic Museum and the Briars historic home and gardens. We provide an outlet for local artisans and craft people with our Bellarine Makers Market and conducted the Bush Comes to Town painting workshop.

This funding enabled members of the neighbourhood house committee of management and office volunteers to participate in an educational and learning tour of other neighbourhood houses in our region. As none of those attending were familiar with the operations of other

neighbourhood houses this tour proved the saying "*if you have been to one neighbourhood house you have been to one neighbourhood house*". What a great contrast there is between house models and how they operate, but we all came away from this experience feeling how fortunate we are because we have the most important component to a great neighbourhood house and that is our members and community. Other neighbourhood houses do not operate on the total volunteer philosophy that our house is based on. This philosophy developed out of necessity because when we first opened in 2009 we had no funding and were totally reliant on community participation to volunteer in our office and to teach classes and courses by sharing their skills and interests. Most volunteers who stepped forward to assist had no experience in teaching or facilitating a class but believed in what we were trying to achieve in Portarlington and were happy to support us in our endeavours. From this volunteer based start a much envied and admired model of operating a neighbourhood house has evolved. This could not happen without a caring community who, 8 years on, continue to support us by volunteering, becoming members and attending our classes and activities.

Sponsorship, in the form of grants and donations, plays a vital part in enabling our house to operate and we are much appreciative of this support and thank and acknowledge –  
DHHS – for providing the funding to employ our coordinator.  
CoGG Community Development Fund – that enables us to present our Calendar of Events.  
Bendigo Bank – for a grant that purchased our large mobile partition.  
BCH – this grant purchased iPads, tablets and a storage safe.  
CoGG Council Community Grant – purchased a new sound system.  
CoGG Senior's Week Grant – funded an afternoon of entertainment with Maggie Smith.  
Portarlington Film Society – yearly donation.  
Bellarine Bayside – who in partnership with the neighbourhood house presented a trial nature cadets program for local school children. This was so successful that it is to be continued and extended.  
Bellarine Community Health – for the free use of their kitchen for our community cooking classes.  
The Portarlington Neighbourhood – provides free use of our facilities to other community groups as a token of our appreciation to the community.

The City of Greater Geelong, Department of Health and Human Services, the Barwon Network of Neighbourhood Houses and Learning Centres and the Hon. Lisa Neville have continued their invaluable support to our neighbourhood house and we sincerely thank you.

To our hardworking and much loved coordinator, Julie, our very committed and often much undervalued committee of management and our dedicated team of volunteers, I offer, on behalf of all members a huge gesture of thanks. Without your wonderful input there would not be a Portarlington Neighbourhood House. Once again thank you all.

*Sue Wilson*

President

Portarlington Neighbourhood House Committee of Management

## THE TREASURER'S REPORT

I hereby table the audited Financial Statement of Portarlington Neighbourhood House for the Financial Year 2016/2017.

The following is a brief outline of the contents – the full Financial Statement is available for perusal at the end of the meeting.

Our income for the past 12 months was \$141,281 which was up \$25,048 from last Financial Year, from that we deduct Cost of Sales of \$9986, leaving a total income balance of \$131,295.

Our expenditure for the last 12 months was \$106247 which was up \$4113 from last Financial Year, which leaves us with a surplus of \$25,048.

We have assets of \$156,701, liabilities of \$7,012 which leaves us with a Total Equity of \$149,688.