



# 2022 - 2023 Annual General Meeting

Tuesday 17th October 2023





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# Moe Neighbourhood House Overview

## **OUR VISION**

Moe Neighbourhood House aims to provide support, respect, and a place of belonging through community participation.

## **OUR MISSION STATEMENT**

Helping the community to build confidence and extend themselves, bringing people together for mutual benefit through the use of skills building and community support.

## **OUR HISTORY**

Moe Neighbourhood House (MNH) was established in 1983 and became an incorporated association in January 1986. MNH is managed by a volunteer Committee of Management, comprising volunteers and house participants, who have the best interests of the Neighbourhood House and the local community at heart. MNH was originally located over two locations Kingsford St and Service Rd South in Moe.

In 2006 Department of Families Fairness and Housing purchased two portable buildings from the 2006 Commonwealth Games Athletes Village (used by the athletes from Uganda) in Melbourne and had them transported to vacant land that they own in James Street Moe. The Department purposely built a new home for Moe Neighbourhood House which opened in January 2007. For many years Moe Neighbourhood House ran a childcare service, however due to changing community needs, at the end of August 2021 our childcare service ceased operation.

Moe Neighbourhood House works within a community development framework and within a membership-based governance model. This builds social connections and networks based on trust, respect, and reciprocal interaction - known as social capital.



## 2022 - 2023 Committee of Management

<b><u>NAME</u></b>	<b><u>POSITION</u></b>
Sue Biddiss	President
Margaret Maxwell	Secretary
Ann Robinson	Treasurer
Erynne Baynes	Floor Member
Valerie Edgar	Floor Member
Susan Welsh	Floor Member <i>(12/10/2022 – 24/03/2023)</i>
Jermey Banham	Floor Member <i>(12/10/2022 – 30/06/2023)</i>

# Moe Neighbourhood House 2022-2023 Annual General Meeting Agenda

**Date:** Tuesday 17<sup>th</sup> October 2023

**Time:** 11:30am

**Location:** Moe Neighbourhood House

**Chair** Sue Biddiss

#	Item
1	<b>Open meeting:</b> Acknowledgment of country
2	<b>Welcome:</b> President's welcome and apologies
3	<b>Guest Speaker – John from Paid Forward Moe</b>
4	<b>Confirmation of 2021-2022 AGM minutes:</b> <b>Moved:</b> <b>Second:</b>
5	<b><u>Presentation of Annual Reports:</u></b> <b>President's Report-</b> Sue Biddiss  <b>Manager's Report –</b> Abbe Moriarty  <b>Treasurer's Report / Auditor's Report:</b> Ann Robinson  <b>Moved:</b> <b>Second:</b>
6	<b>Election of 2023/2024 Committee of Management:</b> Positions open: <ul style="list-style-type: none"> <li>- President</li> <li>- Vice President (Optional)</li> <li>- Treasurer</li> <li>- Assistant Treasurer (Optional)</li> <li>- Secretary</li> <li>- Minute Secretary (Optional)</li> <li>- Up to 2 Ordinary Committee Member (Flood Members)</li> </ul>
7	<b>General Business:</b> <ul style="list-style-type: none"> <li>- Membership fees set for 2022-2023</li> <li>- Selection of auditor for 2022-2023 <ul style="list-style-type: none"> <li>o Completed in 2022/2023 by Tower Business &amp; Taxation Services</li> </ul> </li> </ul>
8	<b>Close Meeting</b> Meeting closed at:

# Minutes from previous Annual General Meeting 2021-2022

**Date:** Wednesday 12<sup>th</sup> October 2022  
**Time:** 7:08pm to 8.14pm  
**Location:** Moe Neighbourhood House  
**Chair** Susan Welsh

#	Item
1	<b>Welcome:</b> Welcome everyone. Welcome to the country read by Susan Welsh.
2	<b>Attendance:</b> Susan Welsh (President), Erynne Baynes (Secretary), Valerie Edgar (Treasurer), Margaret Maxwell, Ann Robinson, Tabitha Seccombe, Anna Stojkovic, Wendy Hope, Abbe Moriarty (Manager), Teresa Pugliese, Sue Biddiss
3	<b>Apologies:</b> Jeremey Banham
4	<b>Guest Speaker:</b> Teresa Pugliese gave a in depth overview of her role at Latrobe City and what is currently on for our community. In summary this included: <ul style="list-style-type: none"> <li>- Active and Living Communities team (aka community development)</li> <li>- Municipal Public health and wellbeing plan – key mention and ref in grant app</li> </ul> Aging well Latrobe
5	<b>Confirmation of previous AGM minutes from 2021-2022:</b>  <b>Moved:</b> Ann Robinson <b>Second:</b> Margaret Maxwell
6	<b>Presentation of Annual Reports:</b> <b>President’s Report-</b> Susan Welsh – Requested to be read individually by Susan  <b>Manager’s Report</b> – Abbe Moriarty – Read by Abbe  <b>Treasurer’s Report including Financial Report:</b> Valerie Edgar – Read by Valerie  <b>Moved:</b> Erynne Baynes <b>Second:</b> Margaret Maxwell
7	<b>Committee 2022-2023</b>

Tabitha Seccombe announced the committee positions vacant, and announced the nominations received for the 2022/2023 Committee of Management. The new committee of management are as follows:

<b>President</b>	Sue Biddiss
<b>Secretary</b>	Margaret Maxwell
<b>Treasurer</b>	<i>Position vacant</i>
<b>Floor member</b>	Erynne Baynes
<b>Floor member</b>	Valerie Edgar
<b>Floor member</b>	Jeremey Banham
<b>Floor member</b>	Ann Robinson

No floor/table nominations were added.  
All nominations were accepted unopposed.

The position of Treasurer will need to be decided in the first Committee of Management meeting.

Hand over to Sue Biddiss, new President of Moe Neighbourhood House Committee of Management 2022/2023

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**General Business:**

Sue Biddiss addressed the audience.

Membership fees for 2022/2023

- Currently \$5 single and \$10 family membership
- A proposal was put to the floor to increase membership fees. The below comments were made:
  - o Double the amount, it isn't asking anything unreasonable.
  - o Members get discounted classes, can join subcommittees, and can have a say/voting right.
  - o COM to define what classifies a 'family membership'.

**Sue Biddiss put forward the below motion –**

“to increase the single Moe Neighbourhood House annual membership fees from \$5 to \$10.”

**Moved:** Sue Biddiss

**Second:** Margaret Maxwell

Unanimously passed by those present.

**Sue Biddiss put forward a second motion –**

“to increase the family Moe Neighbourhood House annual membership fees from \$10 to \$15.”

**Moved:** Sue Biddiss

**Second:** Erynne Baynes

	<p>Unanimously passed by those present.</p> <p><u>Election of the 2022/2023 auditor</u> Tower Business and Taxation Services completed the 2021/2022 financial audit.</p> <p><b>Sue Biddiss put forward the below motion –</b></p> <p>“Tower Business and Taxation Services to be renewed for the next 2022/2023 financial year”</p> <p><b>Moved:</b> Sue Biddiss <b>Second:</b> Margaret Maxwell</p> <p>Unanimously passed by those present.</p>
9	<p>Sue Biddiss thanked everyone for attending and closed the meeting.</p> <p><b>Meeting closed at: 8:14pm</b></p>



# President's Report 2022 -2023 AGM

We have had a big progressive year:

- Various ways of fundraising.
- Class changes.
- Students doing their placements.

Assisting in the office and working on various subjects. E.g.: redesigning and producing a booklet on the House's Emergency Evacuation plan.

This being part of Occupational Health and Safety/ Risk Assessment as an overall element for the House to Review, Revise, and Renew to improve the O.H & S of the House.

This area is bigger than Ben Hur and has many categories and needs to be reviewed on a regular basis whether it be inside or outside the building.

Committee of Governance members have attended various meetings, workshops or training, so too, have the office staff. These workshops or classes are for us to upgrade our knowledge or learn new skills to allow the staff and volunteers to be well informed to give our House the best possible leadership.


The Committee have unfortunately lost 2 members and we wished them well for the future endeavours.

As President, I thank all my committee members in stepping up, whether attending an event to represent our House or assisting our Manager Abbe and in other areas which is part of our review process.

Thank you to Abbe for all her over and above work that she does for our Moe Neighbourhood House, also thank you to our Office staff and volunteers for their dedication to assist Abbe in her position.

I declare all positions vacate.

Sincerely,

A handwritten signature in black ink that reads 'S. Biddiss'.

Suzanne Biddiss  
President, Moe Neighbourhood House.

# Manager's Report 2022 -2023 AGM

Hello everyone,

This has been my first full year at the Moe Neighbourhood House and I would like to thank everyone who has supported me so far on this journey. This year we really focused on building relationships with other stakeholders within the community, this includes community members, community groups, and other organisations, as well as behind the seen updates. We saw this as important as we want to build our presence within the community and increase our community engagement.

This financial year (2021-2022) we have had 5,065 visitors come to the Neighbourhood House - please note that this is a conservative number as people don't always sign in upon entering the house. This was roughly 1,000 more visitors than the previous year. It is great to see an increase in the number of community members accessing the House. As I said last year and will continue to say, we hope to see this number continue to grow!

We had a few large events this year. In October 2022 we held our first Quilt Hanging. This was an incredible day with more than 155 Quilts hung, the House was a beautiful display of colour and patterns. This event was to showcase the incredible talents that our quilting students have and to demonstrate the detail and effort that goes into patchwork. At the start of December, we had a community open day for International Day of People with a Disability (IDPwD). This open day acknowledged the contributions and achievements of people with a disability and celebrated our community's inclusiveness. It was a fantastic day with lots of yummy food, fun games and Santa even made an appearance. We had over 70 people attended. In May 2023, we ran another great Market Day for Mother's Day. On the day, it turned out to be terrible weather, however we still had a great number of stalls and community members come through. Even with the bad weather we still managed to raise around \$1,000 which is fantastic! Thank you to everyone who helped with all these fantastic events and made them a success.

This year we have built up our Community Lunch program, averaging 25 people per week. My most enjoyable day for the lunches was our Christmas in July lunch which had 60 people attend. Thanks to Wendy for always making the house look incredible with her decorating. We have had guest speakers attend the lunches and a significant update for our lunch's this year was partnering with Yooralla Drouin Community Hub to volunteer in our kitchen each week! Thank you to everyone who puts in and helps run this program!

We had a few new things at MNH this year which have been very successful:

- Established a new Gippsland Adult Autism Group which has really taken off. On average we have 10 people attend fortnightly.
- Since August 2022 Tabitha's closet has been coming to MNH once a month to help people in our community to access good quality second hand and new clothing for all age groups and genders.

- Launched our new website which looks a lot fresher and modern. We have seen higher amounts of referrals from people who have found out about us from here. As well as receiving expressions of interest directly from our website.
- Knit & Sew 2 Give group started in Term 1 2023 and has been a fantastic venture. It has raised an incredible amount for the house. Knit & Sew 2 Give is a group of people that enjoy getting together to sew, knit or make other craft items for the purpose of fundraising for MNH and donating items to other not for profit organisations.
- All Star Group started in 2023 which is participants from Daily Living Disability Services coming in for fun activities on Mondays.

We have seen an extremely high increase in the demand for food relief support over the past 12 months. Just within the first 6 months of 2023 we saw a 25% increase in people accessing our food hampers compared to 2022. This number sadly continues to grow and MNH will continue to increase how we are supporting those who need it. This includes our involvement in Food For All Latrobe Valley. Food For All Latrobe Valley aims to increase awareness and participation in a range of local food related activities and improve food access and availability for those living in Latrobe Valley.

This financial year we had a real focus on improving and managing our budget and adjusting where necessary to ensure the sustainability of MNH. Receiving our financial report for this year was a positive experience because all our hard work had paid off. Another achievement for this year was upgrading our computer room with all new computers and new software.

I don't think I will ever get used to how diverse and immense the responsibility is of being the Manager of a Neighbourhood House. All I know is that I could not do it without the incredible team of people surrounding me. So, thank you to each and every one of you, Staff, Volunteers, Committee and Community Members, who make MNH the welcoming, enriching and supportive place it is.

Thank you,



Abbe Moriarty

Manager, Moe Neighbourhood House



## Treasurer's Report 2022 -2023 AGM

Welcome all to the Annual General Meeting of the Moe Neighbourhood House,

This year has flown by and been very busy for all involved with the house. I would like to say thank you to all, especially, and mainly to Abbe and Tabitha for their help. They have really put in the hard yards in getting the house back on track with the financials. What most people don't see is how all the changes to wages, costs and general running of the house affect the cost to our participants. We have just recently had to increase the program costs. We know this will be hard for some, but we encourage you to support the house and all the good that is done.

To all our fundraising bodies thank you for your support and the support of the staff that answer the many questions we have put to them over the past year. To all participants we hope you have had a great learning experience and that you will think of the house when you need more training.

One last thank you goes to all the volunteers for their ongoing dedication to the house, we rely on you and the great jobs you do.

I am thankful that I have had the opportunity to be a part of this great crew and the house and to have been honorary treasurer for the year with help from Abbe and Tabitha.

Here's to the coming year and to the continual growth of the house.

Thank-you,

Ann Robinson  
Treasurer, Moe Neighbourhood House

# Acknowledgements

To our Volunteers, Staff, Participants, Student Placements, and all those who pass through our doors, you are the reason we are here! THANK YOU!

## Staff

- Abbe Moriarty (Manager)
- Luke Wakefield
- Erynne Baynes
- Samantha Kruc
- Chris Hooper
- Tabitha Seccombe (Administration Officer)
- Esther Kennedy
- Angela Grant
- Susan Welsh

## Volunteers

- Wendy Hope
- Gabrielle Riches
- Ben Duffy
- Victor Bennett
- Lisa Tisdell
- Casey Sumner
- Matia
- Sharon Bullard
- Phil Cunningham
- Susan Welsh
- Valerie Edgar
- Glen Symes
- Amy Warman
- Ellie Moriarty
- Kathryn Tubecki
- Olivia Mitchell
- Rob Piplow
- Gardening group

## Committee of Management

- Margaret Maxwell
- Sue Biddiss
- Susan Welsh
- Jermei Banhm
- Erynne Baynes
- Val Edgar
- Anne Robinson

## Supporters and Services:

- Department of Families fairness and Housing
- Department of Education and Training / Adult Community Further Education
- Neighbourhood Houses Gippsland (NHG)
- Neighbourhood Houses Victoria
- Tabitha's Closet
- Reclink Australia
- TAFE Gippsland
- Job's Victoria
- Life Skills Victoria
- Max Employment
- Latrobe City
- Wellways
- Moe Yoga with Caroline
- Skills and Jobs Centre
- Partners in Training
- LV Quilters
- ATO
- Baptist Church – Moe
- Woolworths Moe
- IGA Moe
- Latrobe Community Health Services
- All incredible local businesses that donated to fundraising raffles

*Apologies to anyone who we may have missed. You are all important to our Organisation and we thank you!*