

Notting Hill Neighbourhood House

ANNUAL GENERAL MEETING

14th Sept, 2018



37 Westerfield Drive,
Notting Hill, 3168

03 9561-0114
nhoffice@nottinghillnh.org.au
<https://nottinghillnh.org.au>
www.facebook.com/nottinghillnh

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Our House



Notting Hill Neighbourhood House

The Home of Social Inclusion and Lifelong Learning

Notting Hill Neighbourhood House is an inclusive space which supports social enterprise, developing lifelong learning and community capacity.



Our Values

- ◆ Community Engagement
- ◆ Social Enterprise
- ◆ Lifelong Learning
- ◆ Sustainability



Our People

MEET OUR COMMITTEE OF MANAGEMENT



JOSEPH NATOLI
CHAIRPERSON

Joe has enjoyed an extensive teaching career across the Primary, Secondary and Tertiary sectors. This career included developing and delivering environmental programs to over 70 schools across Melbourne as Director of Schools for a Sustainable Future. Joe has always enjoyed being part of community development programs including co-operative farming ventures, sporting clubs, environment groups and now the Notting Hill Community.



LYNN ELDER
SECRETARY

Lynn has served in this role for the last two years. She lived in the City of Monash for over 30 years and worked in the community sector for over seven years with Anglicare Victoria. Lynn was a previous coordinator at Dixon House in Clayton and is passionate about community development. She is only four units away from obtaining a BA with a double major in Community Development and Sustainability Development.



KANISHKA GOEL
TREASURER

Kanishka is a CPA qualified accountant, and has a Master's degree in Commerce from Deakin University. He is an accomplished finance professional with over 15 years of experience in Finance and Accounting. He has worked for leading Australian companies and has experience in various industries (Telco, Biopharma, Retail, Manufacturing, and Banking), to name a few. When not working, Kanishka likes to spend time with his family, going on walks (especially in Dandenong Ranges), bike riding, playing cricket, doing yoga and meditation, and reading books.



ANTHONY DOUGLAS
COMMITTEE OF MANAGEMENT MEMBER

Anthony Douglas is an engineer, working as a Project Engineer for a renewable energy project development company. He is a Chemical Engineering and Commerce graduate of Monash University and has lived in the City of Monash since 2003.

Anthony has been serving on the NHHH Committee of Management since late 2016

Our People

MEET OUR COMMITTEE OF MANAGEMENT



HYMA VULPALA

COMMITTEE OF MANAGEMENT MEMBER

Hyma Vulpala is a proud Indian Australian. She began her career as an IT professional and has worked in Public, Private and NFP sectors Internationally. Additionally, Hyma is the Founder President of Telugu Language and Culture Foundation of Australia - TLCFA (NFP) which promotes social cohesion and cross-cultural promotion, including women's empowerment. Hyma is proud to be part of NHH board.



DENIS CURTAIN

COMMITTEE OF MANAGEMENT MEMBER

Denis has worked within numerous sectors; hospitality, property management and now is an independent Uber driver. Living within our local area, he is a strong community member and has spent much of his time working upon various community Boards, and enjoys contributing to the ongoing movement of Notting Hill Neighbourhood House.



TAMRA KEATING

COMMITTEE OF MANAGEMENT MEMBER

Tamra Keating is the Director of Marketing and Advancement at International House, the University of Melbourne. She loves to travel and enjoys good wine and food with her friends and family. She joined the Board of the Notting Hill Neighbourhood House to help build a stronger community within the region she has lived in for over 40 years. Tamra enjoys living in Monash and wants to give back to her district.

ISHA SHARMA

COMMITTEE OF MANAGEMENT MEMBER

Isha is a recent member to Notting Hill Neighbourhood House's Committee of Management. Living within the area, Isha is keen to be involved and spend time working to increase community's capacity to ensure it remains a vibrant and engaged.

Our People

MEET OUR STAFF

Our staff, volunteers, committee of management, supporters and community are the backbone of our organisation. We would like to thank you all. Every one of you have been and remain essential to the continuance of Notting Hill Neighbourhood House's extraordinary programs and success.

Staff:

Tracey Grigg
Naomi Lim
Abby Levy
Binh Luong
Xiaoyan Chen
George Tissainayagam
Ruvashnee Naidoo
Joanna Yin

Tutors:

Joanne Devlin
Wei-ling Tan
Jan Cahill
Kylie Patterson
Joanna Yin
Anya Mitchell
Rob Palmer

Assoc. Educators/Groups

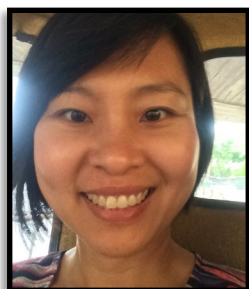
Lalindra Delgoda
Janie Ubel
Amanda Wong
Sandra Gotto



Tracey



Binh



Naomi



George



Joanna



Ruvashnee

Telugu Language and Culture Foundation of Aust.
2514 Muthuhara Melbourne Children's Society
Mahamevnawa Buddhist Meditation Centre

Chairperson's Report

Good afternoon and welcome to Notting Neighbourhood House AGM 2018. It's always a pleasure to see our neighbours, partners and community collaborators at our AGM. Neighbourhood Houses are always about the people and recognising this support is a core function of our AGM.

Our major events have been great opportunities to create a community atmosphere in the House and bring families together. The Christmas celebration, Halloween party and our Open Day were a great success. Tracey our coordinator has written an excellent report of some of the highlights of our house in the past 12 months.

Overall, however, 2018 has been a challenging year. Notting Hill is rapidly changing with an influx of young families from diverse communities replacing many older residents as they pass on or move away. As a result our challenge is to:

- Develop the strategies and programs that will meet the needs of our incoming residents and

- Continue to evolve programs that encourage our existing residents to be part of our House

In fact the change in demographics has already started to be reflected in the House with some of the most popular activities being play group activities for younger children.

An important part of this process has been a collaboration with Monash Council Place Officer Colin Bostock to be part of public meetings to identify what projects the community would like to see and how the Council and our House can be part of the solution.

One of outcomes has been strong community support for a proposal to upgrade the children's playground next to the house. As a result the House has put forward a concept in the State Government Pick My Project competition to create a community BBQ /Picnic area. The plan also includes a border of fruit trees and a raised garden bed for herbs and seasonal vegetables.

We believe this project will offer an excellent place for community groups, family groups and friends to just be together. In addition the gardening elements are part of our overall strategic plan to encourage a more sustainable lifestyle in the community. We hope this can form part of ongoing classes or activity groups.

Another community-inspired initiative in progress is the creation of a street library which will be located outside the front door of the house. Street libraries offer everyone the opportunity to take and give books freely. We will incorporate children's books in the library as well as material from a range of cultural groups. Again this venture offers extra opportunities for people to interact with each other and our Neighbourhood House. Many thanks to Margaret and Robin Blair who have been exceptionally supportive of this initiative and Monash Council who have also supported it through the community grants program.

Thanks and acknowledgements

Throughout the year many volunteers have assisted with activities, administration and events. A Coordinator can only do so much. In truth the success of the House lies in the hands of the community that supports it. Thank you for your support.

Thanks also to the tutors who run the classes and activities throughout the year. It is their skill and enthusiasm that inspires people to come, stay and help create the buzz around the house.

Thanks also to our community partners : The Telugu Foundation, the 2514 Muthuhara Melbourne Children's society and Mahamevnawa Buddhist Meditation who all offer excellent cultural programs and are important elements in the success of the House.

A very big thank you is due to our COM members, Lynn Elder, Tamra Keating, Anthony Douglas, Denis Curtain, Hyma Vulpala, Isha Sharma and our new Treasurer Kanishka Goel. It has been a busy year and your contributions have been invaluable. We look forward to welcoming new members to our committee at this AGM

Finally I would like to say a special "thank you" to Lynn Elder who is standing down as Secretary of the COM. Her family's move to Mansfield in 2017 and the commitments that have come with the transition have made her continued involvement with NHNH "one bridge too far". Lynn's experience in the Neighbourhood House sector was much appreciated by the COM. Her passion for seeing Neighbourhood Houses as "the heart of the community" has been inspiring. Thank you again and all the best in your new ventures.

Joseph Natoli

‘THANK YOU LYNN’

What made Lynn Elder tick.

Lynn has always been involved in her local community during her 30 years living in nearby East Oakleigh with a deep passion for the well-being of individuals and families. Lynn's foray into the not-for-profit sector began by accident when she was working for Anglicare Victoria in Clayton in an administrative role which morphed into an acting Neighbourhood House Coordinator in 2010 at Dixon House in the City of Monash. This led to more than three years running a very busy, multi-cultural community hub that was much loved by a diverse range of people. Volunteers formed the backbone of this organisation and Lynn moved into a new role within Anglicare as Volunteer Manager of several emergency relief sites including Clayton and the Western suburbs until 2016.

Lynn has seen first-hand the needs of many in our community.

These are people who struggle with a broad range of issues ranging from financial disadvantage, family violence, housing and food insecurity. Many are refugees trying to settle in a new country after escaping traumatic conditions in their homeland.

For these people the opportunity to access the various activities that a neighbourhood house has to offer is invaluable. This can range from English as a second language, homework clubs, material aid, women's groups, computer classes and social activities.

Lynn came on board the COM at Notting Hill Neighbourhood House over two years ago at the request of the then sector networker Merial who recognised her skills from her coordinator days. She is excited about the potential that this house has and hopes it continues to grow and become an important community hub in Notting Hill.

Treasurer's Report

NHCA incurred an operating surplus of \$1,188.00 in 2017-18 (FY18) compare to deficit of \$1,670.00 in 2016-17 (FY17).

Total income for the Financial Year is \$119,427.00. Income for FY18 was primarily driven by:

Grants: \$73,191 (State Gov NHCP \$60,391 Monash Operational \$9,300, and other grants \$3,500)

Hall Hire: \$16,767 (income generated by leasing NHNH hall to various groups and individuals)

Class Fees: \$10,292 (income generated through various activities, and classes run by NHNH)

University Student Placement; \$7,500 (related to support and guidance for student placement)

Income for FY18 is down by \$2,970 compare to FY17, driven by lower class fees (\$5,432), lower University Student Placement (\$5,000), lower Hall Hire fees (\$3,383), offset by high other income (\$8,721), higher grants (\$1,685), and higher fundraising (\$1,347)

Operating Expenses are down (by \$12,518) lower contractors and depreciation.

Payroll expenses are up (by \$6,812) due to biannual pay review of NHNH staff, Superannuation dues from previous year (due to legislation changes) and Work Cover Premium dues from previous to keep the cover in line with the wages.

NHNH Cash at Bank for FY18 was \$38,688 (down by \$15,527 compare to FY17). Key drivers for lower Cash at Bank position are:

Lower Income by \$2,970

Higher Payroll expenses by \$6,812

Long Service Leave payout \$6,066

NHCA's Financial Position shows slightly higher Total Equity for FY18 of \$32,466 (up by \$1,188 compare to FY17).

The Committee would like to thank all NHCA stakeholders for their contributions and commitments to the organisation. With the strong support of Management Board, staff and volunteers as well as community members, NHCA seeks to continue offering excellent services and develop program initiatives to constantly deliver value back to the community.

TO: The Board of Management, Notting Hill Neighbourhood House 37 Westerfield Drive, Notting Hill, Vic 3168

FROM: Garry Andrews - Auditor

SUBJECT: Auditor's Report for the year ended 30th June 2018

DATE: 5 September, 2018

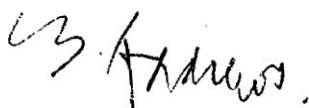
I have carried out an audit of the accounting records and financial accounts of Notting Hill Neighbourhood House for the year ended 30th June, 2018.

In my opinion the financial accounts, including notes, provide a true and fair view of monies received and expended during the year and of the state of affairs of the Notting Hill Neighbourhood House at the year-end being 30th June, 2018, further.

During the course of the audit I have not become aware of;

- (A) any matter in connection with the audit requiring further explanation within the financial accounts to enable a proper understanding of the accounts
- (B) any matter of material significance
- (C) any information or explanation that has not been made available to me

The bookkeeper, Naomi, and the manager, Tracey, have provided all that I have required and this has been to my satisfaction, reconciliations for all balance sheet accounts have been reviewed, profit for the year was \$ 1188.29.



Garry Andrews

C P A, tax agent I Higham Street

Cheltenham Vic 3192

03 9584 9871 or 0409834618

NOTTING HILL NEIGHBOURHOOD HOUSE
STATEMENT OF FINANCIAL PERFORMANCE
YEAR ENDED 30TH JUNE, 2018

NHNH Profit & Loss					
July 2017 To June 2018					
	Year Ended 30th June, 2018			Year Ended 30th June, 2017	
Income					
Grants					
Grants - Monash Operational	\$9,300.00			\$9,300.00	
Grants - State Gov NHCP	\$60,391.34			\$57,206.33	
Grants - Other	\$3,500.00			\$5,000.00	
Total Grants		\$73,191.34			\$71,506.33
Class Fees		\$10,292.45			\$15,724.80
Donations		\$0.00			\$200.00
Fundraising		\$1,926.00			\$578.60
Bank Interest		\$206.22			\$365.53
Hall Hire		\$16,766.50			\$20,149.02
University Student Placement		\$7,500.00			\$12,500.00
Max Employment Agency		\$0.00			\$550.00
Misc Income		\$9,544.31			\$823.05
Total Income		\$119,426.82			\$122,397.33
Expenses					
General Expenses					
Bank Fees	\$487.98			\$820.83	
Class Supplies	\$14.78			\$0.00	
Cleaning Consumables	\$0.00			\$217.95	
Conference Fees	\$264.00			\$790.00	
Contents Insurance	\$583.79			\$537.42	
Contractors	\$4,352.88			\$13,318.53	
Electricity	\$1,158.70			\$2,064.32	
Gas	\$1,459.82			\$1,173.81	
Depreciation & Amortisation	\$2,200.00			\$4,884.00	
Event Expenditure	\$931.74			\$2,523.12	
Equipment Expenditure	\$0.00			\$835.00	
Grant Expenditure - NHNH	\$5,979.38			\$2,060.00	
Internet Expenses	\$823.88			\$789.66	
Leave Accruals	\$1,329.97			\$1,935.14	
Printing	\$260.00			\$415.00	
Total General Expenses		\$19,846.92			\$32,364.78
Registration Fees - Job		\$0.00			\$365.00
Registration Fees - Other		\$821.60			\$50.00
Repairs & Maintenance		\$0.00			\$362.24
Staff Recruiting Costs		\$259.50			\$0.00
Staff Training Expenses		\$158.00			\$0.00
Stationery & Office Supplies		\$772.13			\$777.83
Subscription MYOB		\$132.14			\$0.00
Telephone		\$1,281.95			\$1,525.47
Payroll Expenses					
Administration Wages	\$55,575.40			\$0.00	
Wages & Salaries Expenses	\$28,670.94			\$80,370.02	
Work Cover Premiums	\$1,361.00			\$729.93	
Superannuation Expenses	\$8,405.20			\$6,101.05	
Total Payroll Expenses		\$94,012.54			\$87,201.00
Registrations					
Other	\$729.35			\$0.00	
Total Registrations		\$729.35		\$0.00	\$0.00
Software		\$224.40			\$499.00
Other minor items		\$0.00			\$922.90
Total Expenses		\$118,238.53			\$124,068.22
Operating Profit		\$1,188.29			(\$1,670.89)
Total Other Income		\$0.00			\$0.00
Total Other Expenses		\$0.00			\$0.00
Net Profit/(Loss)		\$1,188.29			(\$1,670.89)

NOTTING HILL NEIGHBOURHOOD HOUSE
STATEMENT OF FINANCIAL PERFORMANCE
YEAR ENDED 30TH JUNE, 2018

NHHH Balance Sheet				
June 2018				
	As at 30th June, 2018		As at 30th June, 2017	
Assets				
<u>Current Assets</u>				
Bank Accounts				
ANZ 81733	\$2,588.69		\$9,377.22	
ANZ Online Saver 7212	\$10,004.78		\$34,082.32	
ANZ term deposit	\$3.79		\$4,783.79	
Bendigo	\$25,549.71		\$5,430.95	
Petty Cash	\$100.00		\$100.00	
Total Bank Accounts		\$38,246.97		\$53,774.28
Other Current Assets				
Trade Debtors	\$1,440.50		\$988.00	
Total Other Current Assets		\$1,440.50		\$988.00
Total Current Assets		\$39,687.47		\$54,762.28
<u>Non-Current Assets</u>				
Office Equipment				
Office Equipment At Cost	\$2,917.95		\$2,917.95	
Accum. Depr. Office Equipment	(\$1,913.62)		(\$1,313.62)	
Total Office Equipment		\$1,004.33		\$1,604.33
Kitchens				
Kitchens At Cost	\$4,689.25		\$4,689.25	
Accum. Depr. Kitchens	(\$3,904.52)		(\$3,204.52)	
Total Kitchens		\$784.73		\$1,484.73
Furniture & Fittings				
Furniture & Fittings At Cost	\$8,272.00		\$8,272.00	
Accum. Depr. Furniture & Fitting	(\$6,808.57)		(\$5,908.57)	
Total Furniture & Fittings		\$1,463.43		\$2,363.43
Total Non-Current Assets		\$3,252.49		\$5,452.49
Total Assets		\$42,939.96		\$60,214.77
Liabilities				
<u>Current Liabilities</u>				
Tracey's credit card		\$381.25		\$1,482.03
PAYG Withholding Payable		\$3,328.00		\$7,687.00
Annual Leave		\$3,265.11		\$1,935.14
Long Service Leave		\$0.00		\$6,066.00
Insurance on Hall Hire		\$0.00		\$15.00
Hall Hire Bond Receipts		\$0.00		\$620.00
Income in advance		\$0.00		\$3,875.00
Computer Replacement Provision		\$0.00		\$5,500.00
Superannuation Payable		\$2,138.59		\$1,776.88
Hall Hire Bond Payment		\$1,381.00		\$0.00
Total Current Liabilities		\$10,493.95		\$28,957.05
Total Liabilities		\$10,493.95		\$28,957.05
Net Assets		\$32,446.01		\$31,257.72
Equity				
Retained Earnings		\$31,257.72		\$32,928.61
Current Year Earnings		\$1,188.29		(\$1,670.89)
Total Equity		\$32,446.01		\$31,257.72

Coordinator's Report

Well a year has passed and what a year it has been. There have been so many amazing events, special programs and lots of changes... an epic year to say the least. Fortunately for me, I have had a strong support network with amazing people and stakeholders assisting to keep Notting Hill Neighbourhood House relevant and making a positive impact. I would like to thank all of those concerned...

- Staff and Volunteers
- Tutors
- Associate Groups/Tenants
- Committee of Management
- Associates & Stakeholders including Dept. of Human and Health Services, Monash Council, NIECH, Monash University and all the other numerous supporters

And importantly the community, for coming into the House, sharing their stories, ideas, inspirations and in general supporting both NHNH and me.

2017-2018 Highlights:

In the past year, we have noticed how our local community is changing - not only demographics, but what it wants and sees as important in this day and age. Consequently, we have spent resources reviewing our methodology to ensure that we are relevant for future communities.. Essentially, we have looked at what we do, how we do it and importantly how can we do it better. This notion of continual improvement has resulted in not only a full upgrade to our existing in-house administration computer systems but also the altering of who, how and what of staff duties/expectations. While all our in-house and volunteer staff interact with community and undertake an array of duties, so too are they working on their own special interest projects. Additionally, we piloted the employment of a Community Engagement Officer, which has been highly successful. Consequently, this has resulted not only in a happier and more productive team, but it has broadened our ability to engage a greater spectrum of community. While we have retained a lot of our old favourites, we have also began initiating new events/special projects that mirror these changing needs.

Regular Activities:

Weekly activities have continued

- | | |
|-------------------------------|--|
| - Yoga (x2 weekly) | - Funhouse Playgroup |
| - Zumba | - Clever Sprouts (x3 weekly) |
| - Beginners Computer Classes | - Sewing |
| - Ipad & Mobile Phone Classes | - Mahamevnawa Buddhist Meditation |
| - Calligraphy | - 2514 Muthuhara Melbourne Childrens Society |
| - Havago Fitness | - Telugu Language and Cultural Foundation of Aust. |

Coordinator's Report

Community Activities / Events:

2017-2018 witnessed community coming together for all kinds of different events, some traditional such as our Fun Food Fridays, but also some special cultural inspired....

Community Vertical Garden - continues to thrive, actually at times it appears to be jungle like. That all said, locals continue to gather bits and bobs for their garden, while others have planted a few new plants. Earlier in the year, we had our Clever Sprouts Children plant an array of flowering annuals, all looked beautiful and bloom.

Yoga Workshop and Talk - working with the Telugu Language and Culture Foundation of Australia, we presented Lenish John, renowned Indian yoga guru present a free yoga workshop, and Dr. Prerna Sharma to talk about Ayurvedic medicine practices and benefits. This program was one of intimacy and close connection, whereby people came together to engage in new ways of thinking and healthy practices.

Halloween - amongst approximately 100-150 scary little halloweenites, we serve spookalicious food such as spider pizza, toxic sludge (green mac n' cheese), witches stew, a curry caldron and other treats. Activities included ghost bowling, making spooky bookmarks, creating your own trick or treat bags, walking the web and others. It was a fabulous night, and we were all thoroughly scary.

Twilight Christmas Bazaar - culminated within a local Artist Market, Cultural Cuisine Xmas BBQ, Xmas Raffle, Book Store and Calligraphy stylized personal bookmarks, and various children's activities. Set in the warmth of late afternoon, locals came together to chat, buy a few last minute presents and share a meal. Lovely way to end 2017.

NHNN Open Day - was a time whereby locals came together, shared a chat over the BBQ, spoke with our staff about upcoming/future events and about our organisational direction. Kids were treated to fun activities such as drawing, face painting, a huge Jumping Castle and other treats. It was a fun day had by all.

NHNN new Fence - we would like to thank Monash Council for providing a newly created, and much more enticing fence with additional gates to NHNN. As all have noticed the fence is a lot shorter, providing greater visuals to NHNN and with the addition of the Samada street and the Westerfield Shop gate, easier access.

Community Library - although not up and running, we have begun measures to integrate a small community street library to NHNN. Instigated and now being planned by local community members, we are receiving lots of wonderful books which will be shared. Once installed, we will have numerous events to celebrate this fabulous addition.

NHNNH ACTIVITIES

Yoga & Ayurvedic Health

Joint Project with Telugu Language and Culture Foundation of Australia



Halloween

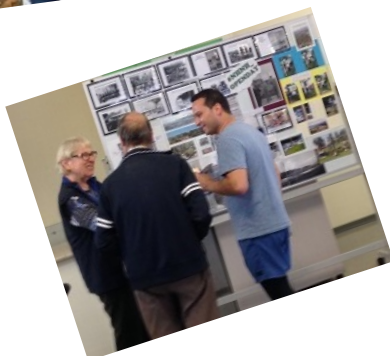


NHNNH ACTIVITIES

Twilight Xmas Bazaar



Open Day



Stakeholder & Associates Engagement:

NHNNH continues to proactively engage and strengthen both existing and new partnerships:

- Dept. of Health and Human Services are our major funding body and continues to be a strong supporter of NHNNH.
- NIECH (Network of Inner East Community Houses) continues to provide support and guidance.
- Monash City Council and staff provide support, guidance and invaluable community advice.
- Monash University continue to work with us through both student placements and special event assistance.
- Oz Harvest remains supporting our events and providing community with rescued surplus foods.
- Friends of the Children Foundation continue to engage NHNNH, support events and provide baked goods.
- Bunnings works with NHNNH to create greater outdoor spaces/herb garden.
- Our In-House community groups continue to work, engage and be part of NHNNH community; particularly within collaborative event creation and dissemination.
- As NHNNH's House Hire continues to grow we are creating positive and proactive relationships with diverse community organisations.

***We thank-you for coming today,
and for your continued support and engagement.***

