



Notting Hill Neighbourhood House

**ANNUAL
GENERAL
MEETING
2017**



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Our House



Our Values

- Community Engagement
- Social Enterprise
- Lifelong Learning
- Sustainability

Our People

Staff:

Tracey Grigg
Sarah Munnings
Abby Levy
Binh Luong
Xiaoyan Chen

Deepa Hira
Priyanaka Khandelwal
George Tissainayagam
Ruvashnee Naidoo
Saritha Raireddy

Tutors:

Christine Matysik
Anna Duff
Georgia Bain
Joanne Devlin
Wei-ling Tan
Gayle Stone
Jan Cahill
Anya Mitchell
Rob Palmer

Board:

Joseph Natoli
Kim Nguyen
Lynn Elder
Denis Curtain
Anna Valcanis
Anthony Douglas

Assoc. Educators/Groups

Lalindra Delgoda
Amanda Wong

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 the Annual General meeting of the Notting Hill Neighbourhood House. It's a pleasure to see everyone and in particular the new members and partners of our house.

The past 12 months has brought many changes to our community. In 2016 we saw the fruition of Kath Taylor's vision of a substantially enhanced community centre with the capacity to provide many more programs and make our Neighbourhood House a thriving, sustainable operation. The completion of the two additional classrooms more than doubled our operational capacity. It is an outstanding resource and the community owes Kath a big vote of thanks for the vision and energy that saw its execution.

Kath decided to retire in early in 2016. Our coordinator from March 2016 to February 2017 was Daniel Kasnick.

Daniel arrived with an impressive international resume around community education and development. After Daniels appointment to the position of Coordinator the Board reviewed the strategic direction of the Neighbourhood House. The major points were:

- 1) Increasing the use of the expanded facilities
- 2) Developing partnerships with appropriate organisations to help provide quality community programs
- 3) Re-assessing the criteria for use of the Houses facilities to ensure a closer fit with our strategic vision.
- 4) Ensuring that sustainability was a key feature of our future programs and operations.

Daniel returned to the US on the completion of his wife's Community Education and our community welcomed Tracey Grigg as our new Coordinator.

Tracey has an extensive and highly successful career in developing community art programs. The COM believed these skills would be an excellent fit for managing the range of current and future programs and partnerships the house was developing.

During 2017 Tracey has built up her knowledge of the diverse components in the Neighbourhood House community. These include the contacts in local council, the various groups that run programs through the house, the staff and volunteers that help keep things running and the governance procedures that are part and parcel of Neighbourhood houses. On top of that Tracey has had to solve what seems to be a myriad hiccups ranging from phone, power, internet, photocopiers and assorted other gremlins. Congratulations Tracey on your perseverance and success in mastering these issues. It has been a tough gig.

Tracey's report will offer more detail of our achievements in 2017. However, I wish to recognize Tracey's careful process of ensuring the viability of classes, of sourcing and encouraging new programs and activities, strengthening our administrative processes and building the partnerships with the Telugu Language and Culture Foundation and other community groups.

In 2018 Notting Hill Neighbourhood House we will continue the directions outlined in our strategic plan. In particular we will:

- 1) Continue to develop our strong partnerships. We will develop joint programs and activities that engage the community and increase the community use of our house.
- 2) Continue to strengthen and extend the links with the different cultural groups in the Notting Hill community.
- 3) Extend the range of sustainability activities to help residents live in a healthier, more connected and sustainable community.
- 4) Ensure the house is an inviting and inclusive community that wants people to keep coming back!

2017 will see a changeover of members on the COM. We have had an exceptionally hardworking and effective COM and I offer my appreciation for the commitment of all members to attending meetings and their constructive approach to our tasks.

Kim Nguyen is standing down as Treasurer because of work and family commitments after a number of years of excellent support. Thank you Kim for all your efforts in ensuring our financial records is well maintained. Much appreciated.

Anna Valcanis is also moving on. Again Anna's work commitments in 2018 will be taking priority. It was a pleasure working with you over the past 12 months. Your insights and analysis have been invaluable.

Finally, a very big thank-you to our continuing COM members- Kim Nguyen, Lynn Elder, Anthony Douglas and Denis Curtain. It has been a big year and your contributions have been invaluable. Thank you again. We look forward to welcoming new members to our committee at this AGM.

Thank you and welcome Tracey

Joseph Natoli

Treasurer's Report

Treasurer's Report

NHCA incurred an operating deficit of \$1671 in 2017 as opposed to a surplus of \$551 in 2016.

NHCA's Statement of Financial Performance shows total income of \$122397 for year 2017, a slight decline of 2% as compared to year 2016. Revenue from State Government Grants (Health Department) rose by 5%. Grant from Monash council remained the same. There were less fundraising activities in 2017, Class Fees shows a decline of 33%, but Hall hire income shows a growth of 40%.

There were major changes in NHCA operations in year 2017. In terms of Facility rental, we no longer provide venues to rent for birthday, family functions but for educational programs and community-based activities. In addition, we contributed to the education of Community Development students by being their primary supervisor. University Student Placement income of \$12500 is related to our support and guidance for student placement in semester 2, 2016.

Regarding Operating Expenses, total payments for staff and contractors increased 9% from \$85686 to \$93689. This is due to an increase in level of hourly rates, and additional payments for management staff during handover period and student placement period. Also, the bookkeeper worked as a contractor not as an employee like previous years.

NHCA's Financial Position shows Retained Earnings of \$8736. Total Equity is \$31258, which is a slight decline of 5 % as opposed to year 2016.

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.

Treasurer
Kim Nguyen

Notting Hill Community Association Inc

Statement Of Financial Performance For Year Ended 30th June 2017

	Year Ended 30th June 2017		Year Ended 30th June 2016	
<u>Income</u>				
Class Fees		15,724.80		23,418.00
Grants				
State Govt NHCP	57,206.33		54,496.42	
City of Monash	9,300.00		9,300.00	
Other	5,000.00	71,506.33	7,814.00	71,610.42
Facility Rental				
Hall Hire	20,149.02			
Community Meetings			594.00	
Educational			5,147.50	
Playgroup			360.00	
Family Functions		20,149.02	8,318.50	14,420.00
Bank Interest		365.53		684.74
University Student Placement		12,500.00		
Misc Income		1,373.05		
Fundraising Events & Donations		778.60		14,305.31
Total Income		122,397.33		124,438.47
<u>Expenses</u>				
Staff & Contractors				
Administration	66,874.14		68,806.82	
Tutors	7,455.18		4,947.50	
Contractors	13,318.53		7,882.83	
Cleaners	6,040.70	93,688.55	4,049.31	85,686.46
Salary Related Expenses				
Leave Accruals	1,935.14		138.69	
Superannuation	6,101.05		12,572.75	
Workers Compensation	729.93	8,766.12	731.09	13,442.53
Telephone		1,525.47		1,539.28
Computer Costs				
Internet	789.66		549.45	
Software	499.00	1,288.66		549.45
Utilities				
Gas	1,173.81		1,287.74	
Electricity	2,064.32	3,238.13	2,521.65	3,809.39
Bank Charges		820.83		863.13
Conference Fees		790.00		947.60
Contents Insurance		537.42		471.73
Cleaning Consumables		217.95		204.51
Depreciation & Amortisation		4,884.00		3,861.32
Event Expenditure		2,523.12		3,680.36
Equipment Expenditure		835.00		1,706.60
Grant Expenditure		2,060.00		3,553.00
Printing		415.00		310.60
Registration Fees				
ANHLC			275.00	
Jobs Australia	365.00		345.00	
Other	50.00	415.00	328.40	948.40
Repairs & Maintenance		362.24		499.01
Stationery & Office Supplies		778.83		682.16
Other Minor Items		922.90		1,132.14
Total Expenses		124,068.22		123,887.67
<u>Operating Surplus (Deficit)</u>		(1,670.89)		550.80

Notting Hill Community Association Inc
Statement Of Financial Position
For Year Ended 30th June 2017

	Year Ended 30th June 2017		Year Ended 30th June 2016	
Assets				
<u>Current Assets</u>				
Cash At Bank				
ANZ Term Deposit	34,082.32		34,779.96	
Bendigo Bank Term Deposit	5,430.95		5,301.78	
NHNNH Cheque Account	9,377.22		2,452.88	
NHCA Cheque Account	4,783.79		4,783.79	
Petty Cash Imprest	100.00		100.00	
Trade Debtors	988.00			
Total Current Assets		54,762.28		47,418.41
<u>Fixed Assets</u>				
Furniture & Fittings	8,272.00		8,272.00	
Less Depreciation	-5,908.57	2,363.43	-3,545.13	4,726.87
Kitchen Equipment	4,689.25		4,689.25	
Less Depreciation	-3,204.52	1,484.73	-1,719.80	2,969.45
Office Equipment	2,917.95		1,500.00	
Less Depreciation	-1,313.62	1,604.33	-277.78	1,222.22
Total Fixed Assets		5,452.49		8,918.54
Total Assets		60,214.77		56,336.95
Liabilities				
<u>Current Liabilities</u>				
Creditors		7,687		1,388.50
Credit card		1,482.03		
Accrued Payroll Liabilities		1,776.88		1,652.15
Employee Entitlements				
Provision for Annual Leave		1,935.14		138.69
Provision for Long Service Leave		6,066.00		6,066.00
Hall Hire Bond Payments		620.00		1,520.00
Income in Advance		3,875.00		3,423.00
Insurance on Hall Hire		15.00		3,720.00
Total Current Liabilities		23,457.05		17,908.34
<u>Long Term Liabilities</u>				
Computer Replacement Provision		5,500.00		5,500.00
Total Long Term Liabilities		5,500.00		5,500.00
Total Liabilities		28,957.05		23,408.34
Net Assets		31,257.72		32,928.61
Equity				
Equity At Commencement		22,521.85		22,521.85
Retained Earnings				
Opening Balance	10,406.76		9,855.96	
Operating Surplus	-1,670.89		550.80	
Closing Balance		8,735.87		10,406.76
Total Equity		31,257.72		32,928.61

Notting Hill Community Association Inc.

Notes to the Financial Statement
For Year Ended 30th June, 2017.

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Reform Act 2012. The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are prepared in accordance with the historical cost convention. Notting Hill Community Association Inc. is not a reporting entity.

1. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

2. Income Tax

Notting Hill Community Association Inc. is endorsed for exemption from Income Tax.

3. Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Long Service Leave is provided for all employees with five or more years' service, with those of more than six years' service classified as a Current Liability.

4. Events occurring after balance date.

Since the end of the financial year, the Committee is not aware of any matter or circumstance that may affect the operations of the Association.

There were no contingent liabilities as at 30th June 2017.

Coordinator's Report

In March 2017, I took over the reins of Notting Hill Neighbourhood House; it has been a whirlwind year. Fortunately for me, this has not been a solo journey but rather I would like to thank all the different people and organisations that have continued to support and keep us moving forward-

- NHNH Staff and Volunteers
- NHNH Tutors
- NHNH Associate Groups/Tenants
- NHNH Committee of Management
- NHNH 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.

2016-2017 Highlights:

Daniel – June to Feb, 2017

Although only here for a short amount of time, Daniel contributed in various ways, including renewed and strengthened friendships/stakeholder relationships, and new ideas/programs.

- *Monash University Student Placement Program* –5 Social work students working along-side NHNH and community to complete their placements.
- *Community Vertical Garden* – kept conversations current and spurred action.
- Worked with other organisations/groups to bring various programs –
 - Bollywood
 - Nest Oz Harvest Nutrition
 - Halloween Extravaganza
 - Numerous Friday Food Fun Events

These programs mirrored NHNH values and objectives to bring community together, share ideas, inspirations and to create an engaging, positive and fun atmosphere.

In March, Daniel returned home to take on new challenges and adventures.... we wish him well.

Tracey – March to June, 2017

So, I arrive amongst a flurry of Daniel preparing to return home and as always a hive of activity. NHNH has continued working with, engaging and serving community. As an operation, we have undergone major shifts from office procedures, updated social media (website) to almost an entire staff changeover. We continue setting strong foundations that support sustainable program development and engagement.

Regular Activities:

Weekly activities have continued-

- Yoga (x 2 Classes)
- Zumba
- Haveago' Fitness
- Sewing
- Ipad & Mobile Phone Classes
- Clever Sprouts (x 3 classes)
- Kids Art – Drawing, Sketching and Painting
- Funky Funhouse Playgroups
- Home Education
- Piano & Singing classes/lessons
- Telugu Language and Culture Foundation of Aust.
- 2514 Muthuhara Melbourne Children's Soc.

New Classes / Programs (sustainable) – although trying various new class ideas, the following continue

- Calligraphy
- Kids Gardening (involves current kids classes seeding and growing plants)
- Mahamevnawa Buddhist Meditation

2018 Additional Programs

Kids Computer Coding
Kids Culinary Club
Kids Yoga

Future Programs

Holistic Health Program
Specific Cultural/Arts Programs
Sustainable Gardening Program

Community Events:

2016-2017 saw the old favourite Community events continued such as

- Fun Food Fridays & Special Singular Events– continue to grow, and are changing to meet community need including expansion of foods to include vegetarian and halal foods.
- NEW: Movie Night - screening the 'Secret Life of Pets', community came, set-up their movie rugs, chatted, laughed and then settled in with popcorn to watch the movie together. Our opening night had a strong 40-50 people, and we hope to continue this in 2018.
- NEW: Community Vertical Garden up and running... providing both herbs to community, a better vista, and sustainably cools classroom. In more recent times, Bunnings has supplied additional herb plants, and we are the process of creating more outdoor sitting areas.

Stakeholder & Associates Engagement:

NHNN continues to proactively engage and strengthen both existing and new partnerships

- Dept. of Health and Human Services – continues to be a strong supporter of NHNN
- Monash City Council – although, a new department we are developing new relationships
- Monash University – we continue to strengthen our ties, and we re-engage program late 2018
- Oz Harvest – continue to support our events, and provide reuse foods
- Friends of the Children Foundation – continue to engage NHNN, support events and provide breads
- Bunnings – is a new re-partnering, working together to create more outdoor spaces/herb garden
- Local Artists Markets – continue to work with NHNN as both venue and supporter
- Our In-House groups continue to work, engage and be part of NHNN community; particularly in creating more event collaborations between NHNN and these various groups
- House Hire- continues to grow, based within diverse community organisations (Vic Roads, McKillop Family Services to local orgs) we are creating proactive relationships & continual engagement

