



**BRENTWOOD
PARK** NEIGHBOURHOOD
HOUSE

Annual Report

January to December 2018

as presented at the

Annual General Meeting

on

Monday 18th March 2019

Brentwood Park Neighbourhood House
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Brentwood Park Neighbourhood House
Annual General Meeting
Monday 18th March 2019

Agenda

1. **Welcome and opening remarks** Chairperson
 - 1.1 **Attendance** As per attendance book
 - 1.2 **Call for Apologies** Secretary
2. **Minutes of previous Annual General Meeting March 22nd 2018**
Adoption to accept minutes as read
3. **President's Report**
Adoption of President's Report
4. **Manager's Report**
Adoption of Manager's Report
5. **Treasurer's Report**
Adoption of the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - 5.1 Adoption of the Annual Financial Statements of the Association for the last financial year, 01/01/2018 to 31/12/2018, submitted by the Committee in accordance with Part 7 of the Act.
 - 5.2 Appointment of Auditor
6. Election of Executive Officers and Ordinary Committee Members
7. Incoming President addresses meeting
8. General Business
9. Acknowledgments
10. Close

Please join us for light refreshments at the conclusion of the meeting

Brentwood Park Neighbourhood House

2017 Annual General Meeting

Minutes

Thursday 22nd March 2018

1. Welcome

The meeting was opened at 11:35 by acting president Jacqui Wade. All present were welcomed and a special welcome to Emma Cash.

2. Attendance & Apologies

In attendance: Jacqueline Wade, Samar Mougharbel, Maddison Worland, Sasha West, Bob Westrip, Emma Cash City of Casey, Brian Regan, David Carpenter, Lauren Scrivener, Linga Vargas, Ann Pathmasiri, Suzi Read, Sue Williams.

Apologies: Elaine Turner

3. Confirmation of the previous AGM Minutes, 23rd of March 2017

Minutes of last AGM had been distributed with the Agenda and taken as read.

Proposed: Val Porter

Seconded: Bob Westrip

4. Presentation of Annual Report and Audited Accounts for the year ended 31st December 2017

- **President's Report, Jacqueline Wade, Acting President**

The report was read out by the President and included in the Annual Report.

- **Manager's Report, Samar Mougharbel**

Samar read her report and was included in the Annual Report. Samar noted special thanks to staff and volunteers, as well as mentioning that the annual community dinner that will no longer be running and instead is being replaced by the current art project. Also mentioned the multicultural lunch during the *Annual Ageing Positively Festival* in October that is running for the second year and Boomerang Bags project, the DJ's market, Monash Health partnership projects, the 10,000 Steps and the Health Champion, also the bicycle program starting in April. Recap on playgroup doing very well. Update on staff, two positions became one that was taken over by Sasha West. Special thanks to all members of the Committee and a special thanks to Val Porter.

Recognition of the community groups, funding bodies, partners and supporters across all of the segments of the wider BPNH community.

- **Treasurer's Report, Bob Westrip**

The Financial Report for the Year Ending 2017 (attached) was distributed to all present. Bob read his report.

- **To receive and consider the Annual Financial Statement, for the last preceding financial year conducted by the appointed independent accountant.**

Moved: Bob Westrip

Seconded: Val Porter

5. Acceptance of all reports

Moved: Brian Regan

Seconded: David Carpenter

6. Election of Office Bearers

- **President:** Jacqueline Wade
- **Vice President:** David Carpenter
- **Secretary:** Vacant
- **Treasurer:** Robert de Benzon-Westrip (Bob)
- **Committee Members:** Sue Williams, Julie Benson, Suzie Read

Appointment of Auditor 2018: Insight Accounting.

Proposed: Bob Westrip

Seconded: Jacqui Wade

7. General Business: NIL

8. Acknowledgments:

List of all acknowledgement to volunteers was distributed to all present. Special acknowledgement given to Bob Carpenter. Special mention to playgroup volunteers presented by Lyn to Sue Williams, Ann Pathmasari and Sasha West. Special thanks to Jacqui Wade and Val Porter for contributions to centre. Special announcement and thanks awarded to Lyn Vargas, Sasha West, and Ann Pathmasiri. A plaque was presented to Val Porter in recognition to her 10 years' service on the BPNH committee and as a volunteer. Jacqui also made special thanks to Samar.

9. Date of next General Annual Meeting, Thursday 28th of March 2019

10. Meeting closed at 12:10pm

Samar then invited all present to enjoy the light refreshments with special mention to the caterer.

President's Annual Report for 2018

It has been a challenging year for the Committee with the focus on reviewing and developing our Policies & Procedures, O.H&S & how we function as a Committee of Governance at Brentwood Park Neighbourhood House.

Our committee, though on the small side, has worked very hard during the past year and have achieved a great deal. One would hope that more people come onto the committee in 2019 so that we can develop further and deliver good governance.

We are fortunate to have a very knowledgeable and committed Manager in Samar Mougharbel. You will note from the Manager's report, the many diverse and wonderful achievements the House had, & am sure will continue to have, in 2019. These have been successful due to Samar's leadership and the commitment of our staff.

Samar is very ably supported by our staff in Sasha West, Lyn Vargas, Ann Pathmasiri and Stef Neo who demonstrate a never ending supply of enthusiasm and teamwork. There is always a warm & friendly welcome when one walks into the House.

We have a lot of dedicated volunteers who also assist the House in so many ways. So on behalf of the Committee, Members & users of the House, we say a big thank you to them all.

We have remained in a very secure & viable financial position as you will see from the Treasurer's Report. This is due to increases in income from hall hire and sound financial management.

We have had success with many Grant applications notably for the rejuvenation of our Community Garden. This enabled the children from our Playgroups, a local child care centre along with Outlook and some of our senior members, to experience, plant and learn about food & gardening. We greatly appreciate the support we received from Bunnings and the City of Casey Officers who came out to help & work with the groups.

If you take a tour around the House, you will not only be able to see the beautiful art murals but also our community garden and the absolutely wonderful area the playgroup have.

I encourage all members of the community and agencies to take this opportunity to join the committee or even become a volunteer, as without them we could not continue to be the successful Neighbourhood House that we are.

I wish to sincerely thank the committee for their hard work and friendship during the year along with the staff for their support this year as President. I wish the incoming committee all the very best for the coming year.

Jacqueline Wade

President

18th March 2019

Manager's Annual Report for 2018

2018 has been a busy year at Brentwood Park Neighbourhood House (BPNH). In finishing my 5th year, I'm very proud to say that 2018 was a very successful year again.

I am pleased to present to you our detailed report for the period of January to December 2018.

Despite being very busy with two major projects this year, I was able to take some personal leave in mid-winter to visit my family overseas.

I'm extremely grateful for the staff for stepping up and covering me. Big thanks to Sasha West and Lyn Vargas who shared the time and effort for three weeks to keep the House running smoothly.

Again this year our House has been busy 7 days a week. The House was fully booked for the evenings and on weekends for different activities and support groups, which has increased our income significantly.

Due to the extra income and to very accurate budgeting we were able to purchase a new set of chairs to replace the old chairs. We are still working to improve other areas of the House.

The City of Casey also helped us in replacing the carpet in the hallways and the offices and to install a garden shed under the Minor Capital Works Program.

We have worked more collaboratively with our local services such as Goodstart Child Care Centre, Monash Health, Hampton Park Community Centre and the Community Solution Team on different projects and activities.

This document provides a snapshot of programs and projects delivered by BPNH in 2018 that supported our community in all aspect.

Projects and Activities

All projects and activities focused on involving the community and valuing diversity and differences at all levels.

Community Building Path, Art and Diversity Mural

Two community arts pieces adorned the walls of BPNH around August, the result of a community arts and diversity project that has brought together a wide range of community groups.

Micah Caverly, who is a local crafter, was contracted to oversee the project. The project brought together members of our diverse community and engaged them through the act of making. Together they conceived a project comprising of a huge woven wall hanging, and an embroidered banner. These works represented the many colours and personalities of the individuals who come, to make the piece a manifestation of BPNH's inclusive values.

An open invitation to several free weaving workshops revealed an encouraging enthusiasm for this project by our weaving volunteers. These workshops evolved into regular weaving working bees and satellite events, including at the Berwick Night Market. All of these art pieces then joined together and turned into a community Mural for all to view at our House. To complement this expression of the House's values, an embroidery group who regularly meet at BPNH rose to the challenge of designing and constructing a banner, contributing their deep expertise in textile design, quilting, and embroidery.



Weaving volunteers are Casey residents from Australia, Chile, China, India, Japan, Korea, Lebanon, Sri Lanka, and the United Kingdom to name a few. Their shared love of creating this piece has surpassed language barriers, and community members have found in this group, a safe place to tell stories about themselves and their cultures, and friendships have blossomed. The 200 circular weavings are formed using compact discs, repurposed into weaving looms. The discs – now an abundant waste product in the age of digital streaming – were destined for landfill.

This project was fully funded by the Victorian Multicultural Commission (VMC) - Community Support Fund, the City of Casey Community – Community Grants Program and BPNH.

Grow What You Eat, Eat What You Grow, Community Garden Project

We received funding from the City of Casey to revive the already established community garden and to strengthen and enhance that garden. The purpose of this project is to enable the local community to connect with each other and to develop new skills. The project was developed by interested participants, including community members, within our House and some others from our local community especially our playgroup families and Outlook as they play an integral part in this project. Participants were able to increase their gardening skills through attending educational sessions delivered by experts in this field. We aim to finish this project by term 2, 2019.

Some of the workshops that we delivered in 2018 and going to continue in 2019 focused on planting, composting and managing a range of native plants, herbs, teas and vegies.

The five existing garden beds were divided between the following groups:

- BPNH playgroups
- Outlook
- Goodstart Child Care Centre
- Everyday English group

And still to come

- OM:NI Men's Discussion Group

Some of the plants that we are already growing include:

1. Sensory garden: lavender, aniseed
2. Tea garden: camomile, peppermint, lemon verbena
3. Bush tucker plants
4. Berries and fruits
5. Green vegetables

Casey Bicycle Users Group (CBUGS)

This project was developed by BPNH in cooperation with Selandra Community Hub and Monash Health aiming to deliver awareness on various safety and health levels specifically for adults or older adults to gain confidence and skills on the roads and linking from roads to bike trails across the Casey municipality. Participants had the chance to learn and/or relearn bicycle basics, without the high dropout rate experienced by many social riders safely and confidently. The CBUG's project started officially in April and continued every first Saturday from our venue and every 3rd Saturday from Selandra. Rides are run by trained volunteers to safely support participation.

Boomerang bags

Another successful partnership in conjunction with the City of Casey, the Boomerang Bags is a community driven initiative tackling plastic pollution at the grassroots level.

The Boomerang Bags project aims to work towards shifting societies throw away mentality to a more sustainable revolution of re-use — one community, needle and thread at a time.

Dedicated community volunteers get together every Thursday to make re-useable ‘Boomerang Bags’ using recycled materials as a means to replace plastic bags. The House is providing the space and the sewing machines and the Council is responsible to manage all the volunteers and the marketing.

In 2018 the group celebrated the making of 1,000 bags at our house.

We like to thank the community for their generosity in donating the material and a special thanks to Jennifer Lewis for initiating this project.

Friendship Club & Every Day English Class

The Friendship Club is still providing an opportunity to all participants to meet friends from diverse backgrounds and to improve their learning by sharing their skills in gardening, cooking, sewing, and arts and from time to time they go out on special outings to discover new adventures.

A partnership with the Hampton Park Community House was formalised to deliver two hours of the everyday English conversational sessions every Tuesday. The group is growing and a sense of belonging is starting to become evident.

Annual Ageing Positively in Casey Festival

This year BPNH offered our seniors FREE activities during the festival to encourage seniors to learn a new skill.

Four sessions offered by the House to:

- Learn how to sew your own Boomerang Bag
- Learn a new craft on how to do weaving
- Learn how to do proper composting to enrich your garden beds.
- Participate in a Gentle Yoga Exercise session to help in physical activities.

Refreshments and morning tea were provided.

Playgroup

Our Playgroups were as popular as ever in 2018 with full registration, running with 70 Families registered with 90 children. We said goodbye to families at the end of the year whose children were starting kinder or school. We also welcomed lots of new families into our playgroups.

Currently with 5 groups meeting per week. We are very lucky to have Lyn our Playgroup Coordinator who gives a huge amount of her own time to making the Playgroups interesting and fun. As usual every year Lyn also worked hard to raise funds for the playgroup room, the sausage sizzle raised \$2768.85 and the raffle tickets raised \$567.10.

The end of the year celebration was a great success, again with Father Christmas distributing presents to all the children. The children enjoyed the reptile’s farm, a fairy floss machine and a sausage sizzle lunch was provided to parents and children. It was great morning with roughly 50 families and more than 60 children in attendance.

New initiatives

Pick My Project, Casey Community Gardens & Community Centre Food Share

Brentwood Park Neighbourhood House in partnership with Berwick Neighbourhood Centre, Endeavour Hills Neighbourhood Centre, Hallam Community Centre, and Oakgrove Community Centre have been notified that our project idea, Casey Community Gardens & Community Centre Food Share, has been successful and will now progress to the funding stage of Pick My Project.

This Community Gardens idea centres on the establishment of five community gardens at each Community Centre. The Community Gardens will; Enhance pathways and transitions into formal education, work, retirement and volunteering. The project aim is to bring people together and sow the seed of friendship and understanding. The centres will run social and education programs around gardening, cooking, health and nutrition, and other activities that will benefit the local community members.

The Venue

The House has been very busy 7 days a week. The number of groups using the Centre has reached its capacity. All evening sessions have been fully booked

Please refer to the groups' list at the end of the Annual Report.

2018 once again saw new groups come, some groups move on, for lots of different reasons.

We acknowledge the long standing members of the centre including Berwick Bridge Club, Casey Cardinia Life Activities Club, SASH, Weight Watchers etc.. We signed a new contract with the Berwick Bridge Club this year and look forward to working with them long into the future.

Our exercise program continues to be popular, we offer a Gentle Yoga twice a week. Our sewing group on a Monday is enjoyed by a loyal group of ladies who are always willing to help out the community with their sewing projects a big thanks for their help in designing and constructing our banner.

We continue to support disability with Outlook still using the Centre for their Lifestyle program.

We are still working to make improvements to the Centre, along with the new chairs, new carpets and garden shed. The Main Hall and the hallways were also painted over the Christmas holidays.

We are very fortunate to have Sasha West as the Programs Coordinator & Marketing who has been diligently and efficiently undertaking all of the requirements that her role entails and working hard to ensure a happy and welcoming environment in the centre.

Committee of Governance

We are lucky to have the support of a highly skilled and committed Committee of Governance to whom I would like to say a huge thank you for their support and guidance. The committee have worked hard with their ongoing commitment to the House to review the House's Policies and Procedures Manual and the improvement of the Governance Manual. A special thanks to Jacqui Wade for leading the team

In order to determine where BPNH wants to go and how we will get there we have commenced the Strategic Plan. This process will give BPNH a sense of direction and opportunity whilst raising the awareness and profile of the centre and support of the community.

Staff and Volunteers

The whole team is still working very hard to achieve the best service ever to the whole community. The Staff and the Committee of Governance are appreciating a very good relationship and they support each other when necessary.

The volunteer program is going well, we are continuing our efforts to reach out and listen to a wide variety of local people, connect them with each other and endeavour to support them to enhance their personal wellbeing, extend their skills and attain their own goals.

Acknowledgment

I would like to acknowledge the Committee of Governance for their time, support and guidance in 2018, it is a pleasure to work with them knowing that I have their ongoing support.

I also want to thank the wonderful team of staff, volunteers and tutors for their continued focus in providing our programs, activities and support services to the people who live in our community.

I also would like to recognise the continued support and encouragement of the community groups, funding bodies, partners and supporters across all of the segments of the wider BPNH community.

A very special acknowledgement to the wonderful support that we always receive from Wendy Hiam (Senior Networker) and Catherine Darcy (Networker) Community House Network Southern Region.

Also special thanks go to all the volunteers, Wood workers/Berwick, Judith Graley's office, BUNNINGS Fountain Gate warehouse, Zagames Berwick, Ambrosia, Gethsemane Church, Pool Shop and the Playgroup parents for their generous donations towards our sausage sizzle cost and Raffle prices.

Finally, a big THANK YOU to all who contributed to making the house a successful place. We hope to continue the good work together

Looking forward to another successful year in 2019.

Samar Mougharbel
BPNH Manager

Treasurer's Report for The Year Ended 31 December 2018

It is my pleasure to present the 2018 Treasurer's Report to the Brentwood Park Neighbourhood House Inc.

Please refer to the external Auditor's Report, Statement of Financial Position, Statement of Financial Performance, Cash Flow Statement and accompanying notes for details of the results for the year.

The year's successful operations for 2018 result in a Net Surplus of \$54,155, compared with \$66,703 for the previous year.

Total Income for 2018 is 9.2% higher than the previous year, mainly as the result of increases in income from hall hire and grants from City of Casey and Department of Health and Human Services, partly offset by the reduction in Party Hire income, which is the result of your committees' conscious decision to restrict potential problems relating to such transactions.

Total Expenses for 2018 are 19.6% higher than the previous year, mainly because of increases in costs of Wages and Salaries, Cleaning, Community Project expenditure and bad debts written off.

Operations for the year result in an increase in bank balances and investment deposit at year-end amounting to \$64,811 compared with \$78,103 for the prior year.

My thanks go to Ann Pathmasari for her continuing excellent bookkeeping and administrative work throughout the year, as well as to Insight Accounting Pty Ltd Pakenham for carrying out the audit of our financial activities.

Robert Westrip

Treasurer

Appendix

Committee of Governance 2018

Jacqueline Wade	President
David Carpenter	Vice President
Robert Westrip	Treasurer
Susan Serey	Secretary

Ordinary Committee Members

Sue Sykes-Williams
Suzi Read

Staff 2018

Samar Mougharbel	Manager
Sasha West	Activities & Marketing Coordinator
Linga Vargas (Lyn)	Playgroup Coordinator
Ann Pathmasiri	Bookkeeper

Tutors

Wei-Ling Tan	Yoga Instructor
Micah Caverly	Artist and Project Coordinator

Contractors

Indika Athukorala	IT Support, Enlite Solutions
Michael Robinson CPA	Independent Auditor, Insight Accounting Pty

Cleaning

Kamila & Rinoza Siriniwasa	Client First Commercial Cleaning
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Catering

Chahera Nahas	C. Catering
Finger Food Catering	

Volunteers 2018

Admin Support

Hayati Ab-Wahab, Stephanie Neo

Light Maintenance

David Carpenter

Playgroup

Father Christmas

Glenn Reincastle

Fundraising & Sausage Sizzle

Ana Cabrera

Carlos Santini

Christian Castro

Lisbette Moraga

Nichole Hayes

Nidia Richardson

Nithiya Pathmasiri

Sasha West

End of the year party

Sue Williams and Family

Community Garden

Dorothy Kay, David Carpenter, Jacqui Wade, Charith Dahanayake

Events & Activities

Li Xinhua, Kerri Nolte, Stephanie Neo, Boomerang Bags sewing bee team and the Weaving participants

Student Placement

- Maddison Worland, Diploma of Community Services, Dandenong Chisholm 200 hours, term 1 & 2.
- Charith Dahanayake, Master of International Community Development, Victoria University, Melbourne, 350 hours, from mid-term 3 till end of term 1, 2019.

BPNH MEMBERS LIST 2018

Children's Activities

- ❖ BPNH Playgroup
- ❖ Dance Project
- ❖ Little Champs Sports Club
- ❖ Megan Dance Studio
- ❖ School Holiday Activities

Creative Groups

- ❖ Australian Sewing Guild
- ❖ Boomerang Bags Sewing Bee
- ❖ Embroidery Friendship Sewing Group

Education

- ❖ Friendship Club
- ❖ Nurosteps
- ❖ Partners In Training
- ❖ Sri Lankan Theatre Group
- ❖ Utaa Wayu Refityvale Kids Cultural & Language Training Program
- ❖ Young See Foo Tutoring

Faith Groups

- ❖ Ahmadiyya Muslim Association
- ❖ Gethsemane Church
- ❖ Islamic Education and Awareness of Casey Association, IEACA Inc
- ❖ Miracle Center Pentecostal Assembly
- ❖ Samoan Christian Church of God
- ❖ Samoan Church.

General Activities

- ❖ City of Casey Immunisation Program
- ❖ Equip 4 Life
- ❖ Leukaemia Foundations
- ❖ Making Strides Market
- ❖ Outlook, Disability Service

Health, Fitness and Dance

- ❖ Anxiety Disorder Association of Victoria, Berwick Support Group
- ❖ Bee Active PT & Fitness
- ❖ Ekanta Yoga
- ❖ Expressional Dance
- ❖ Gentle Yoga Exercise
- ❖ Kevin Hawthorne Ninja School
- ❖ Kimekai Karate Berwick
- ❖ Sri Lankan Dance Academy of Victoria

Slimming Groups

- ❖ SASH
- ❖ Weight Watchers

Special Interests

- ❖ Berwick Bridge Club
- ❖ Casey Cardinia Life Activities Club
- ❖ Combined Probus Club of Narre Warren
- ❖ OM:NI Men's Discussion Group

Casual Groups

- ❖ Casey Community Solutions
- ❖ Diabetes Victoria
- ❖ Latrobe Community Health Service
- ❖ Making Magic Happen
- ❖ Perfecting Inner Balance
- ❖ Stamping with Tracy
- ❖ Women's Housing Ltd

BPNH Major Achievements

1993 - 2009

2009 - 2018

- 1993** **The beginning**, opened on 21st March 1993 under the management of Berwick Neighbourhood Centre.
- 2002** On 13th September 2002 an extension to the premises was opened from a joint funding agreement between the City of Casey and the Berwick Bridge Club.
- 2007** In January 2007 Brentwood Park Community Centre became a Neighbourhood House and secured Neighbourhood House funding from the Department of Planning and Community Development.
- 2008** A further extension to provide additional Neighbourhood House activities was opened on 23rd February 2008.
- 2009** **Incorporation**, In April 2009 Brentwood Park Neighbourhood House was set up as an incorporated association as set out in the Associations Incorporation Act 1981.
- 2010** On the 30th June 2009 Brentwood Park Neighbourhood House became its own entity and held its first AGM on the 3rd March 2010.
- 2011** Growth and consolidation.
- 2012** Growth and consolidation.
- 2013** Growth and consolidation for a new view for the future.
- 2014** Development of a new Strategic Plan 2014-2017.
Amalgamation of Brentwood Park Neighbourhood House & Oakgrove Community Centre
Held first Diversity event “Experience Casey” August 2014.
- 2015** The new structure model was effectively implemented between the BPNH & OCC.
- 2016** Introducing new Marketing Concepts, the establishment of a new website & the creation of a New Logo.
- 2017** Reached full Capacity on room hire and developing new activities to cater for the local community needs and interest.
- 2018** Community Projects:
- *“Community Building Path, Art and Diversity Mural” concluded in June 2018.*
 - *“Grow What you Eat, Eat What you Grow, Community Garden, started in July 2018.*
 - Successfully winning the Pick my Project voting for the Casey Community Gardens & Community Centre Food Share on behalf of five different Neighbourhood Centres.

Growth continues

Acknowledgements

The Brentwood Park Neighbourhood House (BPNH) acknowledge the support of the following organisations for their assistance and contribution in 2018

City of Casey

Department of Health & Human Services (DHHS)

Victorian Multicultural Commission, Multicultural Affairs and Social Cohesion Division



Neighbourhood Houses Victoria (NHV)

Community House Network, Southern Region (CHN)

Monash Health

Community Solution Team

Casey Cluster of Neighbourhood Houses & Learning Centres

- Balla Balla Community Centre
- Berwick Neighbourhood Centre
- Blind Bight Community Centre
- Cranbourne Community House
- Doveton Neighbourhood Learning Centre Inc
- Endeavour Hills Uniting Care Neighbourhood Centre
- Hallam Community Learning Centre
- Hampton Park Community House
- Merinda Park Learning and Community Centre
- Narre Community Learning Centre
- Oakgrove Community Centre



Other Partners and Supporters

Partnership Projects, Community Consultation, Networking, Training, Advertising and Publicity

Berwick Star Community Newspapers

Bunnings, Fountain Gate

Jobs Australia Community Sector Workplace Relations

Ourcommunity.com

Play Group Victoria



**THANK YOU FOR TAKING THE TIME TO READ OUR ANNUAL
REPORT.**

Hard copies of this Annual Report can be
obtained from the Main office:

Brentwood Park Neighbourhood House
21A Bemersyde Drive
Berwick Vic 3806

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