
Minutes

Date: Monday 19 June 2023

Time: 1pm – 3pm

Venue: Living & Learning Nillumbik – Panton Hill Neighbourhood House
Community Room, 18 Bishops Road, Panton Hill 3759

Chair: Deborah Donehue

Minute taker: Hilary Duns-McKay, Communications and Engagement Officer

Committee Members: Cr Frances Eyre, Deborah Donehue, Sabi Bueler, Lynne Ellis

Other: Cobie Vermeulen, Natalie Bucknell, Erin Elderhurst, Corrienne Nicholls,
Leanne Wilson, Hilary Duns-McKay

Order of business

- 1. Welcome**
Welcome to everyone.
- 2. Acknowledgement of Country**
Delivered by Deborah Donehue.
- 3. Apologies**
Bambi McLean, Deanna Finn, Frank Filardo, Cr Richard Stockman, Sarah Doherty
Vanessa Veldman, Kellie Grocock.
- 4. Conflict of Interest and Informal Meeting of Councillors Record** - None noted
- 5. Minutes of previous meeting**
Minutes of previous meeting were unanimously accepted: Moved - Deborah,
seconded - Cr Frances Eyre.
- 6. Outstanding Action Items**
Deborah Donehue noted that securing an Auslan interpreter for a tutoring role
remains an outstanding matter.
- 7. Hearing Augmentation System trial**
Trial microphone and receiver system set up (led by Leanne Wilson and technician
from Word of Mouth); quality and useability to be assessed through meeting.

8. Neighbourhood House update

a. Feedback from Neighbourhood House Week

Natalie Bucknell, Erin Elderhurst, and Cobie Vermeulen provided an overview of the success of Neighbourhood House Week activities including free and low cost events to engage new participants and Panton Hill event attended by the Mayor.

b. Feedback from National Volunteer Week

Erin Elderhurst reported up to 25 people attended the Volunteer Lunch at Eltham Neighbourhood House. Low attendance of L&LN volunteers at Council-wide volunteer week dinner was noted; feedback from L&LN volunteers to be sought.

c. Feedback from Neighbourhood House Vic conference

Natalie Bucknell, Erin Elderhurst, Hilary Duns-McKay and Cobie Vermeulen confirmed the value of attending the Neighbourhood House Victoria Conference for both networking opportunities and building sector knowledge.

d. Neighbourhood House updates

Natalie Bucknell, Erin Elderhurst and Cobie Vermeulen provided an update on new programs, tutors and updates to house furnishings and equipment.

Hosting community lunches was discussed; suggestions included partnering with CWA or Eltham College.

PowerPoint presentation provided.

9. Learn Local update

Cobie Vermeulen provided an overview of current Learn Local programs and events including:

- Decision to rest Daily Grind course and replace with alternative offering
- A new potential partner being sought for Introduction to Horticulture All Abilities course following completion of ongoing partnership with St John of God
- Creative Industries showcase coming up in July.

PowerPoint presentation provided.

10. Communications and Marketing update

Hilary Duns-McKay provided an overview of current internal and external communication actions together with next steps; discussion included social media and best ways to capitalise on committee members' support. Powerpoint provided.

11. Upcoming Events

- a.) International Day of Friendship (Sunday 30 July 2023)
- b.) diversARTy submissions open (Friday 18 August 2023 TBC)
- c.) Adult Learners Week (1 – 8 September 2023)

12. Business and Customer Support overview

Leanne Wilson shared key team responsibilities including facilities management, room hire and all customer service requirements. L&LN's role supporting community to access Victorian Government Power Saving Bonus was confirmed; need for additional signage and messaging to community noted.

13. Review: L&LN Neighbourhood House Advisory Committee Terms of Reference

Cobie Vermeulen provided updated L&LN Neighbourhood House Advisory Committee Terms of Reference and requested feedback (to be provided via email).

Key changes include:

- Learn Local incorporated into Neighbourhood House offer
- Chairperson to be a community member rather than Councillor
- Name change from Living & Learning Nillumbik Neighbourhood House Advisory Committee to Living & Learning Nillumbik Advisory Committee.

Next steps:

- Cobie Vermeulen to present changes at Councillor briefing, then
- Present to Council for endorsement.

14. Community Value Report

Cobie Vermeulen provided a summary of results from the recent Neighbourhood House Victoria survey. PowerPoint presentation provided.

Opportunity was identified to both report and communicate more comprehensively on value delivered and to support other Council teams in their program delivery.

15. Future 2023 meetings

Later start time of 2pm proposed for consideration.

16. Other business

- a.) Deborah Donehue shared that in her role as a member of the Victorian Chamber of Commerce she suggested young people seeking work experience placements be connected with Learn Local pre-employment programs; she will report back progress next meeting.
- b.) Discussion and feedback provided from users regarding Hearing Augmentation System trial.

17. Attachments

The following was attached with the Agenda:

- a. L&LN Neighbourhood House Advisory Committee Terms of Reference.

18. Finished 2:45pm.