

**SURRY HILLS NEIGHBOURHOOD CENTRE**

**ANNUAL GENERAL MEETING 2008**

**SECRETARY'S REPORT FOR 2007/08**

- Since the last AGM in November 2007 there have been 11 monthly meetings of the Management Committee. No meeting was held in August 2008. The meetings were held on the second Monday of each month.
  
- The office bearers of the Committee comprised:
  - Chair: Linda Scott attended 8 of 11 meetings
  - Deputy Chair: Donna Woods attended 7 of 11 meetings
  - Treasurer: Sara Lubowitz attended 11 of 11 meetings
  - Secretary: Leanne Hillman attended 8 of 11 meetings
  
- Members of the committee were:
  - John Philips (until May 2008) attended 4 of 8 meetings
  - Mike Salon attended 8 of 11 meetings
  - Bob Starkenburg attended 8 of 11 meetings
  - Lauren Tarr attended 8 of 11 meetings
  
- Two special meetings were held during the year. A Planning Meeting, involving community representatives was held on 24 May 2008 to identify local needs and gaps in services to assist in prioritising the work of the Neighbourhood Centre. The special meeting held on 18 June 2008 was to discuss the salary of the Manager position.
  
- In addition to the Monthly Management Committee Meetings two time limited subcommittees were set up – one for planning the Surry Hills Festival and the second to undertake, with the Manager, annual staff reviews.
  
- A Code of Conduct for the Management Committee, developed by Mike Salon, was approved in May 2008.

*Leanne Hillman*  
Leanne Hillman

Secretary

14/10/08