

ANNUAL REPORT

20
24



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Committee of Management

Chairperson

Sharon Smith

Vice Chairperson

Francesca Dudley

Treasurer

John De Steiger

Secretary

Meredith Leg

General Members

Johanne Walker

Cathryn Ferencz

Maria Summut

Mae Smith Ely

Wayne Stevens



We acknowledge the traditional owners of the land, the Wadawurrung on which we meet, walk, work and live on and pay our respect to Elders past, present and emerging and the care they give to country.



Chairperson's Report

As chair of Queenscliffe and Districts Neighbourhood House Committee of Management. I present my report for 2024.

I would formally like to acknowledge the Committee of Management for 2024

Vice Chair- Francesca Dudley

Secretary- Merrideth Legg

Treasurer- John De Steiger

General members-Johanne Walker, Catherine Ferez, Maria Summut, Mae Smith Ely, Wayne Stevens. Your ongoing willingness to generously share your time and knowledge to support the continuing growth and reputation of QNH is valued and appreciated.

Governance

As a committee this year we have focused on developing the Strategic Plan to provide a foundation to support the growth and long-term success of Queenscliff Neighborhood House.

Purpose

Queenscliffe and District Neighbourhood House Incorporated, is a public institution that has the charitable purpose of advancing social and public welfare by;

- Advancing mental health initiatives and preventing social isolation.
- Provide a physical location that supports individuals to undertake activities, participate in interest groups, and work on projects, in the company of others.

Vision

To be an innovative Neighbourhood House responsive to our communities' needs.

Mission

To provide a range of services based on our community needs and demands.

Values

- *Community* - unity, involvement, support, interaction and education
- *Diversity* - programs and services, participants, volunteers, and stakeholders
- *Inclusivity* - QNH is a safe and welcoming space for everyone

- *Accountability* - CoM and staff of QNH accept the responsibility of running a fair, equitable and compliant organisation that endures all that the future brings
- *Environmentally responsible* - we actively seek ways to protect and celebrate our local natural resources and on a broader global scale.

We have defined our Strategic Priorities in the areas of:

Governance, Operational Management, Relationships, Infrastructure and Culture.

Sponsors and Supporters

We want to acknowledge and thank our sponsors and supporters for their support.

- The Department of Families, Fairness, and Housing is our primary funding body.
- The Borough of Queenscliffe is our landlord and their continued support through community grant opportunities has been pivotal in facilitating new social outreach programs and growth opportunities.
- To the Borough of Queenscliffe councillors, that have visited, participated, and shown their support in recognising the value QNH adds to our growing community.
- Fran Baird – Epic Management. Our much-valued accountant for her reporting and taking the time to answer our many questions.

Thank You

On behalf of the committee, I would like to sincerely thank the volunteers for their commitment to QNH - from the office team, general maintenance, gardening, facilitating workshops and interest groups thank you.

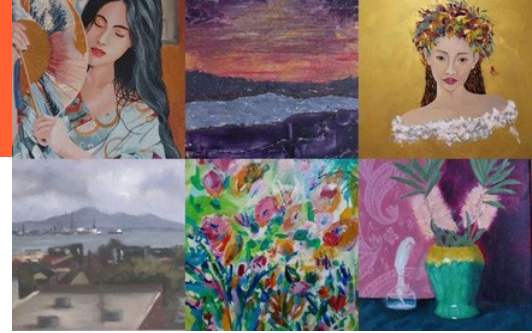
We would like to congratulate Elisa our superstar manager, on what has been a successful year of growth and stability, which is a reflection of Elisa's commitment, dedication, time, and energy.

Finally, I would like to say a special thank you to our retiring member Wayne Stephens who has supported QNH in so many ways for well over 10 years, Wayne has been a respected and valued member of the CoM as a calm and knowledgeable voice of reason, Wayne we would like to present to you a lifetime membership and a small gift of our appreciation.



Manager's Report

Presented by: Elisa Allen



Introduction

It's been a busy and rewarding year at Queenscliffe Neighbourhood House as we continue to build a stronger, connected, and engaged community through diverse programs, workshops, and social opportunities.

Programs and Participation

This year, we've seen consistent growth across our programs, with art and craft classes filling up quickly.

We expanded our well-being classes to include Chair Pilates, Chair Yoga, and Meditation, which have all been well-attended by those seeking to improve their physical and mental health.

We also hosted various workshops, including Memoir/Life Writing, fibre art (linked to the Forage Foliage Fibre exhibition), Winter Knitting Socks, Paint Your Pet Portraits, Pots and Paintbrushes, and Painting Flowers in Watercolour. These workshops offered creative opportunities without long-term commitment.

In late Term Two and Term Three, participation dipped as many travelled for winter, and the rising cost of living affected class affordability. To address this, we introduced shorter three-week classes at reduced rates.

The Sea of Ukes held winter sessions, along with Ukestra and beginner ukulele classes to keep participants engaged.

Chatty Café

The Chatty Café, initiated with a grant from the Borough of Queenscliffe, saw a drop in numbers over winter. However, it continued to serve as a vital community connection point, helping participants stay socially engaged.

We were pleased to host Allison Marchant at the Chatty Café, where she made a generous donation to support our initiatives.

Special Projects and Highlights

Our School Holiday Programs were lively, featuring the NGV Kids on Tour Underwater Drawing Club, Pom Pom Making, Yoga Games with Dianne Riley from Lotus Studio, a Kids' Collage Workshop, and recycled art workshops aligned with the Artfully Repurpose exhibition.

We also collaborated with Craig Smith for a Drawing a Story workshop tied to the Illuminating the Word exhibition and the Queenscliff Literary Festival.

Digital Literacy sessions, led by Lyle Grinter, continued to empower older residents to use technology confidently.

We received several grants, including a \$2,000 Corangamite Volunteer Grant from Libby Coker MP, which supported our volunteer initiatives.

The Queenscliff Point Lonsdale Community Enterprise grant provided financial access to some students, funded well-being meditation classes, supplied wool for our Monday craft group, and supported our social outreach programs.

We'd also like to extend a special thank you to Corinne Barker from the Borough of Queenscliffe, who facilitated the installation of our new carpets and vinyl flooring. Corinne has been incredibly responsive and helpful with all maintenance needs, and we truly appreciate her support.

The Street Library, created by Neil Clowes from the Men's Shed, is a charming addition to our community and a mini version of QNH itself.

Acknowledgements

I want to express my deepest gratitude to my office volunteers Helen, Maria, and Gill, who truly hold the office together with their dedication and support. Their commitment keeps everything running smoothly, and I appreciate them so much.

I'd also like to extend my thanks to the Committee of Management (CoM) for their dedication and support throughout the year. Your guidance and efforts have been vital to our success.

Heartfelt thanks to all our volunteers, participants, partners, and the local council for making our work possible and impactful.

Closing

Queenscliffe Neighbourhood House remains committed to being a hub for learning, creativity, and community connection. Thank you, and I look forward to what the next year will bring.



QNH Groups

Mixed Craft Group – Monica Heathcote

Monday Mixed Craft Group has a very active membership of 12 people. They beaver away on a Monday making articles for many charities and groups. Below is a list of groups that have benefited from this wonderful group:

Special Care Nursery Geelong – singles, jackets and caps
Homeless – scarves, beanies, fingerless mittens for the winter
Flying Doctors Service Charleville – trauma teddies
Geelong Mums – blankets, jumpers, cardigans and beanies
Penguins Cowes – little jackets were made for the penguins
House Exhibition “Artfully Repurposed” June-August – Teddy Bears picnic
Andrew Love Centre – have recently started making knee rugs, beanies and fingerless mittens after a request from Andrew Love Centre

Thanks to a grant from **Queenscliff Point Lonsdale Community Enterprise**, we were able to purchase supplies of wool.



James Hill Ensemble – Paul Clydesdale

Our numbers have stayed stable this year, with those attending on Mondays, enjoying time developing their abilities and expanding their repertoires. The main aim of the group is to turn up and play music as a group. At the end of the year some of the group will be playing with the Sea of Ukes in a Christmas concert at the Uniting Church.

Bookmaking & Stitchers – Suze de Papa

STITCHERS GROUP

This Patchwork and Quilters Stitchery group usually sews handmade quilts by hand or by sewing machine. We are an interest group so we don't have classes or tutors. However, we welcome anyone who is interested, and we help and encourage anyone who is a total beginner. Some of us are traditional quilters while others enjoy abstract quilts or textile art. Whatever we do, we have fun.



HANDMADE BOOKS

In Handmade Books we create different styles of books. The finished creation can then be used for story writing, drawing, cartoons, poems, and journals, they then become works of art.

Handmade Books is an interest group. We don't have tutors, but we encourage each other to share information on the various techniques used when creating the different styles of handmade books. We are a very small group, and we welcome anyone to join, from beginners to the highly skilled. We have fun.

Seaside Scribes – Denis Walters

This group was formed several years ago with the intention of having their writing published. They have achieved exactly what the establishing group had in mind –with an anthology of the groups work being published and several members having individual books published and in the pipeline.

We have also attracted some new members this year.

Mahjong - Gail Stoeker

The Mahjong group met most weeks during the term, with weekly numbers fluctuating. We all love meeting in the friendly environment at the House and Elisa is always accommodating and friendly.

Boomerang Bags – Jane Rodwell

The Boomerang Bag group has had a busy year with a regular group of 6-8 people coming to Queenscliff Neighbourhood House (QNH) each Friday morning.

We have made 2,700 bags (donated to the community), worked on a project for the Queenscliffe Historical Society, received a grant from the Borough of Queenscliffe (see photo), several members put items in the “Artfully Repurposed” exhibition held at the House. Coordinator Jane Rodwell, received a nomination for Borough of Queenscliffe Citizen of the Year, in part for her contribution to Boomerang Bags.



House Gallery – Jocelyn Adams

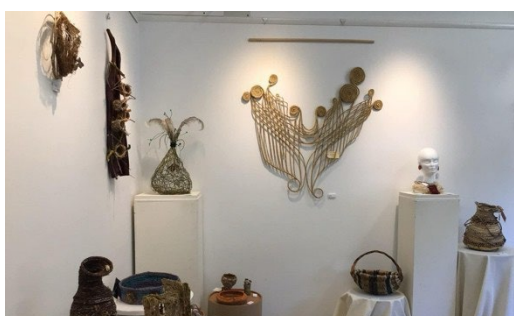
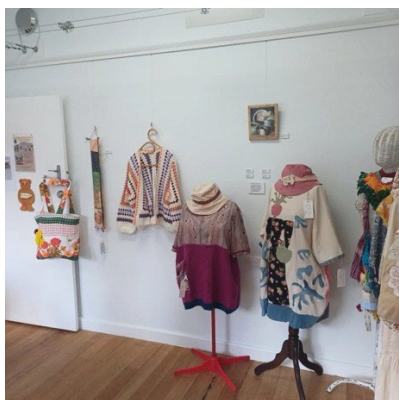
The House Gallery works to encourage new and emerging artists to exhibit and sell their work and to encourage creativity within the Queenscliffe Neighbourhood House (QNH) community and across Queenscliffe and district regions. This year the Committee has sought to explore partnerships with likeminded organisations and groups that expand the reach of the House Gallery and shine a light on the Queenscliffe Neighbourhood House.



The House Gallery Committee consists of six dedicated volunteers who are all passionate about art in all its forms, but in particular supporting emerging artists and offering affordable art to the wider Bellarine. Committee Members volunteer their time to organise and support artists to exhibit their work, some for the first time. Two of our Committee Members have volunteered this year to assist in organizing and promoting the Bellarine Arts Trail (BAT). Their involvement has resulted in gaining local sponsorship for the BAT, (Borough of Queenscliffe and Queenscliffe Community Market), whilst strengthening connections with Barwon Heads Arts Council and over 90 participating artists across the region. Queenscliffe and Pt Lonsdale have 14 venues on the BAT Trail, including the House Gallery. Strengthening these ties has proved useful in proposing new and exciting workshops to the QNH activities calendar.

In 2023-24 the House Gallery presented 10 exhibitions with Artfully Repurposed being a highlight. It was a huge success in terms of building relationships between QNH interest groups, highlighting creative endeavours within the QNH community and establishing new connections across the Bellarine. Not to mention promoting recycling, reusing, repurposing and recreating to create art that filled the Gallery. All proceeds were donated to the QNH.

This year 90% of the exhibiting artists were first time QNH exhibitors. Forage, Foliage and Fibre - Geelong Fibre Artists and Through Our Eyes: Photography Exhibition were both new artist groups to our calendar. Other exhibitions enabled QNH tutors and art workshop participants to showcase and celebrate their achievements together. The House Gallery exhibition schedule is already almost booked out for 2024-25 and the Committee looks forward to another exciting year ahead.



Tides of Welcome - Christine Weston

First of all I would like to introduce myself, I am Christine Weston and I have stepped into the role of Chair for Tides of Welcome, following the resignation of Paul Jones at the end of August. I am still very much learning the ropes.

Positive Highlights for 2023-2024

The major highlight for Tides of Welcome over the past year was our 20th Anniversary. This was celebrated by a special performance at Uniting Church Queenscliff in September 2023 and culminated in the Queenscliff Music Festival (QMF) performance in November 2023. The 20th Anniversary concert was wonderful, with Sarah Carroll and Wayne Jury joining us on the bill. It was a Very special performance, with Charles Gallacher, the Uniting Church minister introducing the choir. Charles and Kerrie were special friends of the choir, they left the church in October.

For the QMF, we really enjoyed our rehearsal sessions with the past choir directors and Wayne Jury (our current director). It was wonderful to perform for dedicated family, friends, past choir members and followers. Sarah Carroll, Rose Bygrave and Andrea Robertson all led us with a selection of previous songs. Unfortunately, Tiffany Eckhardt was unable to join us as she was ill at the last minute.

Tides of Welcome was recently thrilled to be once again involved with another QNH group – Shedding the Blues. A “Tune-Up Day” was arranged through Shedding the Blues in October 2023 and again in September 2024. We performed a short set of new songs under Wayne Jury’s direction each time.

Challenge/Learnings for 2023-2024

Our largest challenge for the year was maintaining members’ commitment, I believe. The choir number was opened up to 35 members, which allowed the people on the waiting list to join the choir. However, we had several people attend the free trial period without committing to join the choir. We have also had some members resign.

We had a publicity table at a Shedding the Blues event and hope to grow the waiting list again.

In September we sent the choir members a survey regarding their thoughts, which will inform future song choices and direction.

Looking forward to 2024-2025

On Friday 11 October, we had the great pleasure of performing at UnitingQueenscliff, sharing the bill with Rose Bygrave and our Director Wayne Jury.

We are looking forward to our regular performance at the Queenscliff Music Festival in November, with a more relaxed performance than last year!

Wayne Jury has flourished as our director over the past year and we are looking forward to the coming year.



Mens Shed – John de Steiger

The carpentry group have been busy with repairs and restoration of furniture items, building a street library, maintenance on the Queenscliff Neighbourhood House (QNH), gardening and grass cutting, cupboards and shelves for the Queenscliff Historical Museum and more recently building display cases for the Shedding the Blues group, picture framing for the Gallery, and creating clapsticks for the Wadderarung.

The bike group has expanded in numbers and output. For the last 12 months some \$20,000 has been donated to 13 local groups, 120/140 bikes have been donated to Bikes for Humanity to go to Africa, together with a donation of \$5,500 to purchase containers. 20/25 kids' bikes have been given to the Uniting Church and a number of bikes have been donated to disadvantaged families.

The Discussion group has also expanded and has been meeting regularly to cover a wide variety of topics.

A number of our members have experienced various ailments, care and attention has been a priority for us ranging from get well cards to hospital or care home visits and transport to the Shed meetings.

Digit Support – Lyle Grinter

Over the past twelve months our resident Digital Mentor, Lyle Grinter has moved on from helping people with COVID Certificates and Power Savings Bonus to helping with more general computer, mobile phone and tablet issues.

Lyle has provided a total of 100 hours of assistance to 24 people with issues as listed below.

- Computer updates,
- Updating apps,
- Checking spam folders,
- Simplify computer and phone interfaces for ease of access,
- Freeing up space and updating to windows 11,
- Recovering email accounts,
- Clean up notifications on iphone,
- Unsubscribing from unwanted email lists,
- Optimising for improved performance,
- How to install apps and hide unused apps,
- How to set up security pins, fingerprint id and turn off notifications,
- Filing systems,
- Showing websites and apps on Home Page,
- How to use screen mirroring,
- Transferring data to new phone.
- Assisting QNH with the development of Excel spreadsheets, and
- Currently assisting the House Gallery with the Dropbox training.



QNH FY REPORTS

Queenscliff and District Neighbourhood House Inc
ABN 65 700 715 581
For the year ended 30 June 2024

Prepared by Fran Briard

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Profit and Loss

Queenscliff and District Neighbourhood House Inc

For the year ended 30 June 2024

Accrual Basis

	2024	2023
Income		
Government Operating Grants		
5000 - DFFH Recurrent Grant	96,889	93,718
Total Government Operating Grants	96,889	93,718
Course & Workshop Income		
5100 - Course Fees	47,140	50,613
5105 - Life Drawing Workshop	2,558	2,232
5110 - Course Fees Holiday Program	3,311	2,998
Total Course & Workshop Income	53,009	55,843
Choir Income		
5200 - Choir Fees	13,087	9,299
5205 - Choir Performance Fees	2,350	500
5210 - Choir Events	-	100
Total Choir Income	15,437	9,899
Shedding the Blues Income		
5400 - StB Membership Levy	2,500	1,525
5405 - StB RSL Door Donations	1,817	7,176
5406 - StB Other Donations	2,297	-
5407 - StB QMF Volunteer Effort Donation	6,660	-
5410 - StB Royal Music Lounge Ticket Sales	2,232	2,719
5411 - StB Bright Side of Life Ticket Sales	500	-
5412 - StB Special Events Ticket Sales	2,018	-
5415 - StB Circa Ticket Sales	214	745
5420 - StB Merch Sales	424	-
5425 - StB Other Income	1,512	-
5430 - StB OG Rotary Market Performance Donation	439	-
5431 - StB Community Clubs Performance Donation	1,435	-
Total Shedding the Blues Income	22,047	12,165
Gallery Income		
5700 - Gallery Exhibition Fees	2,599	2,665
Total Gallery Income	2,599	2,665
Boomerang Bags Income		
5750 - Boomerang Bags Income	12	25
Total Boomerang Bags Income	12	25
Other Fundraising Income		
5510 - Donations	325	58
Total Other Fundraising Income	325	58
House Services Income		

	2024	2023
5600 - Amenities Income	7,842	8,762
5605 - Hiring of room income	3,415	1,185
5625 - Admin Fees for Grant / Group Mngt	522	1,565
5630 - PSB Income	140	90
Total House Services Income	11,920	11,602
Investment Income		
5800 - Interest Income	2,239	682
Total Investment Income	2,239	682
Total Income	204,477	186,656

Cost of Sales

Course & Workshop Expenses

6100 - Tutor Salaries	27,090	27,098
6105 - Tutor Superannuation	2,111	987
6110 - Tutor Fees - Contractors GST Free	6,122	11,422
6115 - Tutor Fees - Contractors	877	61
6120 - Course Material Costs	974	117
6125 - Life Model Fees	1,900	1,720
6130 - Zoom Fees	134	514
Total Course & Workshop Expenses	39,209	41,919

Choir Expenses

6200 - Choir Director Fees	5,238	5,118
6205 - Choir Director Superannuation	576	537
6215 - Choir Expenses	2,411	2,819
Total Choir Expenses	8,225	8,474

Shedding the Blues Expenses

6400 - Shedding the Blues Expense	-	6,039
6405 - StB Equipment Purchases	3,927	-
6410 - StB Hall Hire - RSL	1,960	-
6411 - StB Hall Hire - Community Hall	450	-
6420 - StB Special Event Costs	1,176	-
6421 - StB Tune Up Expo Costs	2,344	-
6422 - StB Positive Aging Event Costs	1,226	-
6423 - StB Bright Side of Life WorkShop	2,222	-
6425 - StB Event Catering Costs	267	-
6426 - StB Event Promotional Activities	41	-
6440 - StB Grant Administration Costs	200	-
6450 - StB Stationary	131	-
6455 - StB Subscriptions	324	-
6460 - StB Misc Costs	1,231	-
Total Shedding the Blues Expenses	15,498	6,039

Gallery Expenses

	2024	2023
6700 - Gallery Maintenance & Expenses	1,197	1,265
Total Gallery Expenses	1,197	1,265
Total Cost of Sales	64,128	57,698
Gross Profit	140,349	128,958
Operating Expenses		
Administrative Employment Costs		
7000 - Admin Salaries	73,219	62,325
7001 - Admin Superannuation	9,195	8,275
7002 - Admin Contractor	-	24,944
7005 - Bookkeeping Fees	5,975	6,218
7015 - Volunteer Costs	545	528
7025 - Gifts	690	497
7030 - Annual Leave Expense	2,274	(1,016)
7045 - Portable Long Service Leave (PLSA)	1,729	1,482
Total Administrative Employment Costs	93,627	103,253
Marketing		
7100 - Advertising	700	184
7105 - Digital media	-	156
Total Marketing	700	340
Utilities & Communications		
7200 - Telephone & Internet	1,327	1,262
7205 - Utilities - Elec	306	1,219
Total Utilities & Communications	1,633	2,481
Office & General Administration		
7300 - Kitchen Amenities	1,698	1,476
7305 - Stationery & Copying Costs	1,178	1,209
7310 - Subscriptions and Memberships	4,216	2,235
7315 - Meeting Expenses	904	1,244
7325 - Consultancy Fees	-	1,500
7330 - Rent of Neighbourhood House	114	114
Total Office & General Administration	8,110	7,778
Compliance & Risk Management		
7400 - Insurance	1,431	1,255
7405 - Workcover Insurance	1,380	1,177
7410 - Health & Safety Expenses	695	164
Total Compliance & Risk Management	3,506	2,596
Financial Expenses		
7500 - Bank fees & charges	118	120
7505 - Merchant Fees	363	365
7506 - Square Fees(new)	488	575

	2024	2023
7510 - Trybooking Fees	2,275	1,963
Total Financial Expenses	3,245	3,023
Property Maintenance		
7600 - Cleaner Wages	5,743	6,311
7605 - Cleaner Superannuation	277	452
7615 - Cleaning Expenses	188	31
7620 - Property Improvements	61	1,299
Total Property Maintenance	6,269	8,093
Asset Maintenance		
7705 - Furniture & Equipment Purchases	2,061	1,067
7715 - Depreciation	1,011	1,011
Total Asset Maintenance	3,073	2,079
Total Operating Expenses	120,162	129,642
Operating Profit	20,186	(684)
Other Income		
8100 - Grants (State) Non Recurring	1,000	800
8105 - Grants (Local BoQ) Non Recurring	5,954	13,700
8110 - Grants - Other	3,000	800
8104 - Grants (Local non BoQ) Non Recurring	5,000	564
8120 - Sponsorship	727	-
Total Other Income	15,681	15,864
Other Expenses		
9000 - Grant Expenditure	9,643	19,210
Total Other Expenses	9,643	19,210
Net Profit / Loss	26,225	(4,030)

Balance Sheet

Queenscliff and District Neighbourhood House Inc

As at 30 June 2024

Accrual Basis

30 JUNE 2024 30 JUNE 2023

Assets

Current Assets

Cash Accounts

1000 - QNH Operating Account	99,483	66,227
1010 - Petty Cash	617	800
1020 - Trybooking Clearing Account	5,860	9,022
Total Cash Accounts	105,959	76,049

Short Term Investments

1400 - Sandhurst Managed Fund	11,425	10,936
1401 - Term Deposit A General Reserve	39,182	37,883
1402 - Term Deposit B Staff Provisions	19,238	18,788
Total Short Term Investments	69,845	67,606

Debtors & Receivables

1800 - Accounts Receivable	-	73
Total Debtors & Receivables	-	73

Total Current Assets 175,804 143,728

Non-current Assets

2000 - Solar Panels at Cost	6,568	6,568
2001 - Less Accumulated Depreciation on Solar Panels	(6,568)	(6,568)
2005 - Office Equipment	5,303	5,168
2006 - Less Accumulated Depreciation on Office Expenses	(4,864)	(4,125)
2010 - Uke Group Equipment	2,727	2,727
2011 - Less Accumulated Depreciation on Uke Group Equipment	(956)	(683)
Total Non-current Assets	2,211	3,087

Total Assets 178,015 146,816

Liabilities

Current Liabilities

Creditors & Payables

3000 - Accounts Payable	1,531	218
3005 - QNH Credit Card	726	198
3020 - Income in Advance	3,152	3,442
Total Creditors & Payables	5,409	3,858

Superannuation Liabilities

3210 - Contractor Superannuation Payable	1	1
3200 - SGC Superannuation Payable	957	-
Total Superannuation Liabilities	957	1

BAS Liability

	30 JUNE 2024	30 JUNE 2023
3300 - GST	1,887	1,515
3310 - PAYG Withholdings Payable	7,644	6,530
Total BAS Liability	9,531	8,045
Payroll Liabilities		
3400 - Provision for Annual Leave	4,714	2,441
Total Payroll Liabilities	4,714	2,441
Other holding accounts		
3500 - Gallery Artist Fees to be Reimbursed	1,499	2,240
840H - Historical Adjustment	(265)	(265)
3021 - Accrued Expenses	-	643
3510 - Monday Craft Group - Premie Babies Raffle	18	18
SQ-600000 - Square Cash Clearing	(560)	(445)
Total Other holding accounts	692	2,191
3501 - Permanent Exhibition Artist Fees to be Reimbursed	207	-
Total Current Liabilities	21,510	16,536
Total Liabilities	21,510	16,536
Net Assets	156,505	130,280
Equity		
9998 - Retained Earnings	25,750	43,218
Current Year Earnings	26,225	(4,030)
9999 - Historical Balancing	69,285	69,285
9997 - Retained Earnings - Shedding the Blues	19,284	11,112
9995 - Retained Earnings - Choir	10,638	6,426
9996 - Retained Earnings - House Gallery	5,323	4,268
Total Equity	156,505	130,280