

## Site Managers Report 2018/19 financial year

It has been a busy yet very rewarding year here at Broome Lotteries House, I've had a bit more understanding of the running of the centre since last AGM. I believe the past financial year has had one of the most proactive committee's in the history of Lotteries House, which I am extremely grateful for and proud of. I do want to thank them all for all their input, support, knowledge and mostly their time in assisting Broome Lotteries House to be where it is today.

2018/19 was a year of background work, implementing new procedures in all areas of the centre. The committee and I worked hard on such things as:

- Simplifying and streamlining the way the venue is hired out
- Redoing our constitution
- Doing a centre budget
- Building the financials of the centre
- Simplifying the halls and making areas of the centre safer
- Catering options
- Tenancy at full capacity
- Community events such as Chilli festival, International Woman's Day, Harmony Day with the tenants,
- Increasing social media exposure

### Highs and Lows for 2018/19

Lotterywest grant for almost \$70,000 to do building works in both hire halls, remove rusted and dangerous cyclone shutters and improve IT.

Hall 1 had a kitchenette fitted out, dividing wall installed to tidy the table and chairs away functionally and separate storage facilities for regular venue hirers. We now have 5 storage spaces in Hall 1, all with their own key. New cabinet was built for the IT equipment which not only looks modern but is also a lot more practical, user friendly and neat.

Hall 2 had the roof dropped to improve the acoustics, a dividing wall again for neatness to store tables and chairs and a new cabinet built for IT equipment, this includes a sound bar and chrome casting attachments for both projectors. A new door with a wheelchair ramp was also installed to allow the maximum number of people to increase from 50 to 100.

You might notice the centre is looking a bit more open these days, this is because the rusty old cyclone shutters were removed and replaced with invisiguard mesh and new louvers.

We have separated the kitchen from Hall 1, this allows us to hire out the kitchen separately as a standalone venue hire or as an add on to either hire halls. The kitchen is licensed for low risk food.

The feedback from venue hirers has been positive, especially regarding the simplicity of the IT and openness of the halls and centre.

Office 15 had a little make over where windows were installed to brighten up the office.

Cold Blue Business Consulting was busy improving our computer system, delivering a new email address, taking over our website and updating it whenever needed. Laszlo (committee member) and Melinda have been a major backbone for me in helping to understand a lot of the technical and bookkeeping values of the centre. Majority of this was done on a voluntary basis.

We have finally signed and accepted the new head lease agreement with the Shire of Broome this financial year, this has been 7 years in the process so to say it's great to have it completed would be a slight understatement. Due to the new head lease, we could improve our leases and we did, we simplified venue hire and tenancy. We now have only 3 types of hire: occasional venue hire, regular venue hires and office tenancy. This process has made it a lot clearer to understand and fairer to all hirers. We had full occupancy for majority of 2018/19 financial year, however at the time of writing this report, we have office 7 available.

Kira (committee) and I worked hard on rewriting our constitution, we believe it is now a bit more user friendly and allows us to run programs which is something that will hopefully take off in 2019/20 financial year.

We celebrated international Woman's Day on March 8th with our Tai Chi leaders taking us through some relaxing Tai Chi movements as well as Sybille from Vital Village showing her DoTerra essential oils and how to use them to de-stress. Helping Minds came with a couple of their female carers and BLH organised the morning tea.

We lost a long-term venue hirer, the bridge club as our new charges were too high for their organisation.

Broome Lotteries House financials are looking a lot healthier this financial year, cash on hand starting at \$35,986.62 (2017/18) finishing on \$147,876.10 (2018/19) an increase of \$111,889.48 (even with the \$70,000 grant money taken out, it is still an increase of \$41,889.48.)

We increased our cleaner Eva's hours from 6 hours per week to 10, I believe this shows in the centre. Due to the new head lease, we are to maintain the gardens, we have Bo's Creative Ideaz and gardening coming in fortnightly along with Bay 2 Beach Garden bags who collect our green waste, we did have Kimberley Personnel in the beginning of the financial year however that fell through. Our new Maintenance contractor Ned is fantastic with all maintenance big or small.

The Broome Chilli Festival, although it fell into the 19/20 financial year, all the work leading up to the event was in 2018/19. The Broome Chilli Festival was a huge success, and again it would not have been possible without the amazing management committee, Especially Andi, the hottest chilli in town who did not stop all week helping organise the event, Laszlo and again Melinda for the website and running around on the day, Andrea for her sponsorship and stall which brought in \$450 in sales, Sonja for everything and also her sponsorship of the signage. The day saw over 300 people enjoy our venue; the place was packed! GWN was here filming, the event made it to their news, it gave Lotteries house the coverage we needed to get back up and running again. The demographics were a complete mixed bag which is what I am most proud of. The event raised \$1500 for the centre. It is hopefully going to become an annual event for Broome Lotteries House. There will be more in-depth review of this event in next years AGM

Looking forward to 2019/20

- New workshops and programs
- bush tucker garden with native bee's grant
- nature play upgrade to ECA and building works grant
- program partnerships
- Catering options – already started and proving successful

Thank you all 😊

Kylie Brockenshire