

BOARD OF DIRECTORS - Bi-Monthly Meeting

Minutes

Meeting:	<u>Board of Directors</u>	Date:	<u>Thursday, 16 February 2023</u>
Meeting No.:	<u>1/2023</u>	Time:	<u>5.30pm</u>
Chair:	<u>Edwin Vandenberg</u>	Venue:	<u>The Courthouse, Warragul</u>

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Leisa Harper	Board Director
Marianne Fontaine	Board Director
Robyn George	Board Director

Apologies:

Peter Clement	Board Director
Bryan Leaf	Board Director

In Attendance:

Jenelle Henry	Chief Executive Officer/Minute Taker
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Agenda No.	Subject
1.	<p>Acknowledgement</p> <p>I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging.</p>
2.	<p>Appointment Of Positions</p> <p>Time Keeper: Jenelle Henry Minute Taker: Jenelle Henry</p>
3.	<p>Declaration Of Conflict Of Interest</p> <p>Peter Clement's daughter is a client.</p>

BOARD OF DIRECTORS - Bi-Monthly Meeting Minutes

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4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 24 November 2022, be accepted. <i>See Appendix A</i></p> <p>Moved: Debra O'Keefe Seconded: Marianne Fontaine</p>						
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Members</u></p> <p>Jenelle to discuss</p> <ul style="list-style-type: none"> • Glenn Kimm • Peter Clement Unfortunately, Peter is no longer well enough to serve on the Board. As he is already a Life Member, to thank Peter for his time on the Board, a gift certificate will be organised and presented by Edwin and Jenelle. • Phil Drummond Jenelle to meet with. <p>Motion: n/a Moved: Edwin Vandenberg Seconded: Debra O'Keefe</p> <p><u>5.2 Board Roles</u></p> <table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 30%;">Chairperson</td> <td>Edwin will stay on, making this his last year in the role of Chairperson.</td> </tr> <tr> <td>Secretary</td> <td>Deb will stay on.</td> </tr> <tr> <td>Treasurer</td> <td>Robyn has nominated, Edwin will contact and discuss the requirements of the role.</td> </tr> </tbody> </table> <p>Motion: n/a Moved: Edwin Vandenberg Seconded: Marianne Fontaine</p>	Chairperson	Edwin will stay on, making this his last year in the role of Chairperson.	Secretary	Deb will stay on.	Treasurer	Robyn has nominated, Edwin will contact and discuss the requirements of the role.
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	<p><u>5.3 Subcommittees</u> To be revisited when Board member numbers are increased.</p> <p><u>5.4 Director IDs</u> Received from:</p> <ul style="list-style-type: none"> • Deb O’Keefe • Edwin Vandenberg • Marianne Fontaine <p>Not received from:</p> <ul style="list-style-type: none"> • Bryan Leaf • Robyn George <p><u>5.5 Calendar</u> <i>See Appendix B</i> To be discussed and added to, enabling members to have a full view of the year ahead.</p> <p>Motion: n/a Moved: Choose an item. Seconded: Choose an item.</p> <p><u>5.6 Action List</u> <i>See Appendix C</i></p> <p>Motion: n/a Moved: Choose an item. Seconded: Choose an item.</p>

BOARD OF DIRECTORS - Bi-Monthly Meeting Minutes

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6.	<p>CEO Report</p> <p><u>6.1 Report</u> <i>See Appendix D</i></p> <ul style="list-style-type: none"> • OH&S • Financials (see Financial Report, Appendix F & G) • ACNC Comparisons (see Appendix E) • Support Coordination, 1:1 & Plan Management Update <p>Motion: That the CEO Report be accepted. Moved: Debbra O'Keefe Seconded: Leisa Harper</p>
7.	<p>OH&S Report</p> <p>See CEO Report.</p>
8.	<p>Financial Report</p> <p><u>8.1 Balance Sheet</u> <i>See Appendix F</i></p> <p><u>8.2 Profit & Loss</u> <i>See Appendix F</i></p> <p>Motion: That the Financial Report be accepted. Moved: Marianne Fontaine Seconded: Debbra O'Keefe</p>
9.	<p>Other Business</p> <p>Nil</p>

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Minutes

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10.	<p>Board Correspondence</p> <p>Nil</p>
11.	<p>Next Board Meeting</p> <p>Date: Thursday, 20 April 2023</p> <p>Time: 5.30pm</p> <p>Venue: The Courthouse, Warragul</p>

Meeting Closed	
Date:	Thursday, 16 February 2023
Time:	7.30pm
Chair:	Edwin Vandenberg
Signature:	_____
Date signed:	_____