

Headway Gippsland Inc.

BOARD OF DIRECTORS

MEETING

27 April 2023



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BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Meeting:	Board of Directors	Date:	Thursday, 27 April 2023
Meeting No.:	2/2023	Time:	5.30pm
Chair:	Edwin Vandenberg	Venue:	The Courthouse, Warragul

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Bryan Leaf (tentative)	Board Director
Leisa Harper	Board Director
Maxine Davies	Board Director
Robyn George	Board Director

Apologies:

Peter Clement	Board Director
Marianne Fontaine	Board Director

In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant/Minute Taker

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: Lora Moulton Minute Taker: Lora Moulton</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
3.	Declaration Of Conflict Of Interest Nil
4.	Confirmation Of Previous Minutes Motion: That the minutes of the previous meeting, held on Thursday, 16 February 2023, be accepted. <i>See Appendix A</i> Moved: Choose an item. Seconded: Choose an item.
5.	Matters For Board Discussion & Decision <u>5.1 Action List</u> <i>See Appendix B</i> Motion: Moved: Choose an item. Seconded: Choose an item. <u>5.4 Mission, Values & Philosophy</u> <i>See Appendix C</i> Graphics (static and animated) from Rhiannon. Motion: Moved: Choose an item. Seconded: Choose an item. <u>5.5 Sale of Trailer</u> Motion: Moved: Choose an item. Seconded: Choose an item.

BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Agenda No.	Subject
6.	<p>CEO Report</p> <p><u>6.1 Report</u> <i>See Appendix D</i></p> <ul style="list-style-type: none"> • Headway Team • Financials (see Financial Report below) • Incidents/Complaints/Quality & Safeguarding • General Updates <p>Motion: That the CEO Report be accepted. Moved: Choose an item. Seconded: Choose an item.</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u> <i>See Appendix E</i></p> <p><u>7.2 Profit & Loss</u> <i>See Appendix F</i></p> <p>Motion: That the Financial Report be accepted. Moved: Choose an item. Seconded: Choose an item.</p>
8.	<p>Other Business</p> <p>Nil</p>
9.	<p>Board Correspondence</p> <p>Nil</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Agenda No.	Subject
10.	Next Board Meeting Date: Thursday, 15 June 2023 Time: 5.30pm Venue: The Courthouse, Warragul

Meeting Closed	
Date:	Thursday, 27 April 2023
Time:	
Chair:	Edwin Vandenberg
Signature:	n/a
Date signed:	n/a

APPENDICES

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

Agenda No.	Subject						
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: Debbra O'Keefe Seconded: Marianne Fontaine</p>						
5.	<p>Matters For Board Discussion & Decision</p> <p><u>5.1 Members</u> 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: Debbra 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.
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.						



BOARD OF DIRECTORS - Bi-Monthly Meeting
Minutes

Agenda No.	Subject
	<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

Agenda No.	Subject
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: Debra 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: Debra O'Keefe</p>
9.	<p>Other Business</p> <p>Nil</p>



BOARD OF DIRECTORS - Bi-Monthly Meeting
Minutes

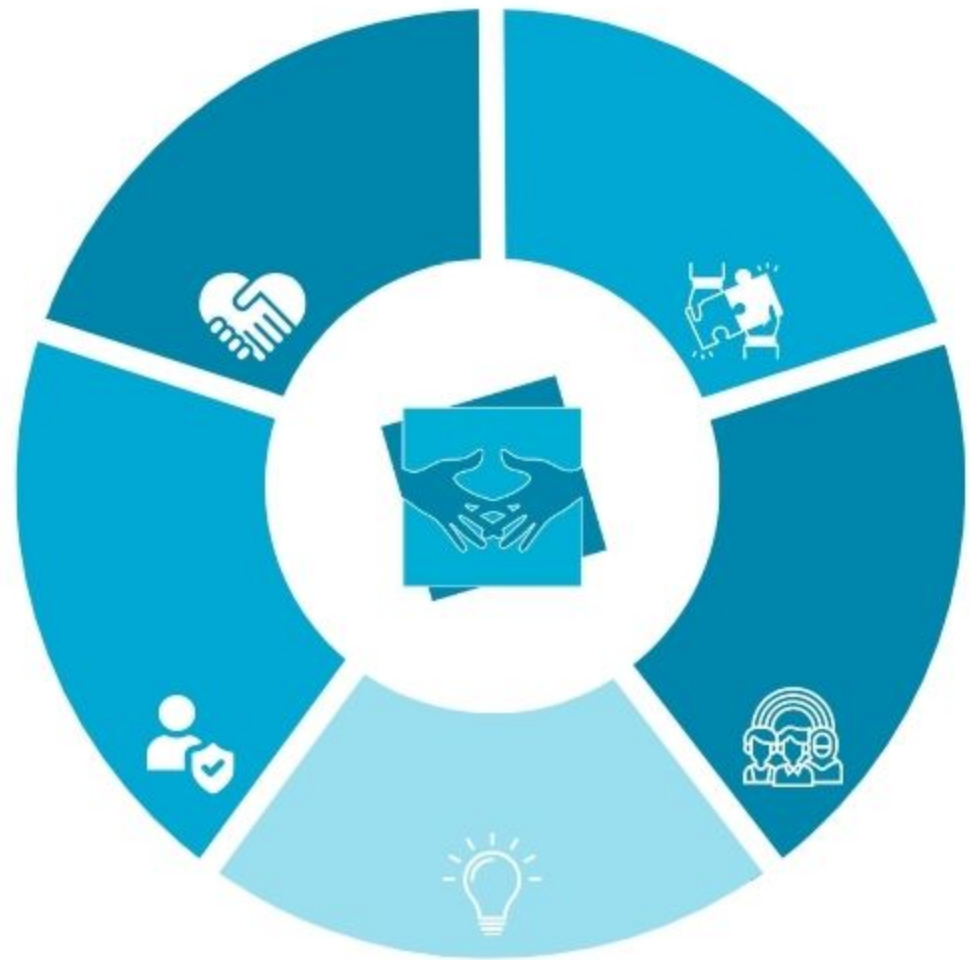
Agenda No.	Subject
10.	<p>Board Correspondence</p> <p>Nil</p>
11.	<p>Next Board Meeting</p> <p>Date: Thursday, 20 April 2023 Time: 5.30pm Venue: The Courthouse, Warragul</p>

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

Minutes Date	Topic	Agenda Item Number	Due	Who	Action Item	Comments	Status	Status Date
16-Feb-23	Members	5.1	next meeting	Edwin & Jenelle	Peter Clement to be presented with gift voucher to thank for years on the Board		Ongoing	
16-Feb-23	Board Roles	5.2	next meeting	Edwin	Edwin to contact Robyn regarding requirements of Treasurer role		Ongoing	
16-Feb-23	Director ID	5.4	next meeting	Lora	Follow up completion of Director ID with Bryan, Leisa and Robyn		Ongoing	



Our Values





Board Of Directors - Chief Executive Officer Report

Submitted By: Jenelle Henry
 Position: Chief Executive Officer
 Meeting Date: Thursday, 27 April 2023

1. Headway Team

Updates/Changes

We continue to see turnover in the plan management and support coordination team.

Di will be heading off on annual/ long service leave from May to November. We have two successful applicants that will job share this role for six months.

2. Financials

The financials (February/March) are provided and are looking really positive. Our services and services offerings have remained stable and we really look forward to diversifying over the next 12 months.

- Profit & Loss
 - February
 - March
- Balance Sheet
 - February
 - March

Edwin/Jenelle to provide further information/detail as requested.

3. Incidents/Complaints/Quality & Safeguarding

Still noted as not resolved.

We have a new issue that has arisen from all the reporting that we have provided to the Quality & Safeguarding Commission. Have emailed the commission and at the time of this report I have not received any more information. Further to this no further communication has been received.

Internal Audit scheduled for early August, in preparation for our accreditation audit which will most likely occur toward the end of the year. Everyone has been working really hard on reviewing all our policy and procedures.

We are adding Specialist Support Coordination as a registration category.



Board Of Directors - Chief Executive Officer Report

And are considering SIL/STA/SDA registration (currently working through pros and cons of each option with the executive team).

4. General Updates

Noweyung

Unfortunately, we have since the last meeting been advised that Noweyung has decided to go with Distinctive Options (Sunbury) unsure whether it's a merger or takeover. The previous Noweyung CEO and current Noweyung CEO are both from this organisation.

Reporting (Brevity)

See Appendix G.

Welshpool House

Have tried on numerous occasions to make contact with the owner of the Welshpool house.

Peter Clement

Will make contact with Peter, Lora has recently purchased him a gift card which I will deliver.

Jenelle Henry
Chief Executive Officer

Balance Sheet

Headway Gippsland Inc

As at 31 March 2023

Account	31 Mar 2023	28 Feb 2023	30 Jun 2022
Assets			
Bank	1,118,184.69	1,138,668.91	838,214.07
Current Assets	1,875,594.21	1,844,066.67	1,913,038.47
Fixed Assets	617,247.18	619,743.67	645,653.90
Total Assets	3,611,026.08	3,602,479.25	3,396,906.44
Liabilities			
Current Liabilities	293,426.65	305,995.23	343,430.61
Non-current Liabilities			
Wages Payable - Payroll	3.37	0.00	0.00
Total Non-current Liabilities	3.37	0.00	0.00
Total Liabilities	293,430.02	305,995.23	343,430.61
Net Assets	3,317,596.06	3,296,484.02	3,053,475.83
Equity			
Contributed Equity:Distribution of	996,653.22	996,653.22	996,653.22
Contributed Equity:Movement 1	(395,250.32)	(395,250.32)	(395,250.32)
Current Year Earnings	264,120.23	243,008.19	58,017.62
Asset Revaluation Reserve	651,668.80	651,668.80	651,668.80
Opening Bal Equity	217,931.82	217,931.82	217,931.82
Retained Earnings	1,582,472.31	1,582,472.31	1,524,454.69
Total Equity	3,317,596.06	3,296,484.02	3,053,475.83

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 28 February 2023

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Trading Income							
NDIS Services	398,653.20	376,071.00	6.00%	3,198,419.14	3,225,663.00	-0.84%	4,863,245.00
Client Services	619.00	681.00	-9.10%	5,488.40	5,448.00	0.74%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	6,690.61	5,922.00	12.98%	57,194.51	52,416.00	9.12%	79,714.00
Total Trading Income	405,962.81	382,674.00	6.09%	3,261,102.05	3,283,527.00	-0.68%	4,951,659.00
Gross Profit	405,962.81	382,674.00	6.09%	3,261,102.05	3,283,527.00	-0.68%	4,951,659.00
Operating Expenses							
Accounting/Bookkeeping	2,100.00	2,348.00	-10.56%	18,375.00	18,784.00	-2.18%	28,000.00
Finance Contract	0.00	0.00	0.00%	2,500.00	3,000.00	-16.67%	5,000.00
Advertising & Marketing	0.00	582.00	-100.00%	177.06	4,656.00	-96.20%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	336.97	166.00	102.99%	2,831.15	1,328.00	113.19%	2,000.00
Client Services	1,348.55	540.00	149.73%	9,359.83	4,520.00	107.08%	6,700.00
Consultants	520.00	1,666.00	-68.79%	10,632.94	13,328.00	-20.22%	30,000.00
Depreciation	2,704.58	4,166.00	-35.08%	25,910.23	33,328.00	-22.26%	50,000.00
Governance Expenses	204.82	207.00	-1.05%	3,581.85	13,656.00	-73.77%	14,500.00
Insurance	2,003.08	1,500.00	33.54%	21,011.34	20,000.00	5.06%	26,000.00

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Lease Costs	0.00	62.00	-100.00%	(415.65)	496.00	-183.80%	750.00
Legal Services	0.00	0.00	0.00%	0.00	3,000.00	-100.00%	3,000.00
Maintenance Repairs	5,108.63	7,372.00	-30.70%	52,633.67	58,976.00	-10.75%	88,500.00
Postage General	218.18	333.00	-34.48%	2,048.91	2,664.00	-23.09%	4,000.00
Printing & Stationery:Printing Stat Office Supplies	1,123.56	833.00	34.88%	5,245.09	6,664.00	-21.29%	10,000.00
Rent	6,435.37	6,000.00	7.26%	53,025.02	51,600.00	2.76%	76,100.00
Salary & Wage Overheads	59,333.67	60,661.00	-2.19%	486,370.78	503,327.00	-3.37%	759,026.00
Sleepover Allowance:Sleep Over Allowances NDIS	0.00	250.00	-100.00%	320.00	2,000.00	-84.00%	3,000.00
Salary & Wages	259,977.18	271,977.00	-4.41%	2,078,914.49	2,114,834.00	-1.70%	3,335,655.00
Storage of Documents	72.11	66.00	9.26%	565.24	528.00	7.05%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	352.28	621.00	-43.27%	3,359.36	4,968.00	-32.38%	7,460.00
Telephone	1,624.85	1,831.00	-11.26%	13,501.91	14,648.00	-7.82%	22,000.00
Travel Allowance	21,251.97	25,319.00	-16.06%	199,395.12	212,571.00	-6.20%	323,878.00
Utilities: Morwell Water Rates	0.00	125.00	-100.00%	349.93	1,000.00	-65.01%	1,500.00
Utilities	222.94	1,222.00	-81.76%	10,492.16	9,776.00	7.33%	14,700.00
Vehicle Expenses	5,198.22	6,583.00	-21.04%	9,979.79	10,664.00	-6.42%	13,000.00
Total Operating Expenses	370,136.96	394,430.00	-6.16%	3,018,093.86	3,116,716.00	-3.16%	4,838,969.00
Net Profit	35,825.85	(11,756.00)	-404.75%	243,008.19	166,811.00	45.68%	112,690.00

Budget Vs Actual - Summary

Headway Gippsland Inc

For the month ended 31 March 2023

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Trading Income							
NDIS Services	392,552.32	376,071.00	4.38%	3,590,971.46	3,601,734.00	-0.30%	4,863,245.00
Client Services	857.00	681.00	25.84%	6,345.40	6,129.00	3.53%	8,200.00
Other Funding	0.00	0.00	0.00%	0.00	0.00	0.00%	500.00
Other Income	6,016.24	9,532.00	-36.88%	63,210.75	61,948.00	2.04%	79,714.00
Total Trading Income	399,425.56	386,284.00	3.40%	3,660,527.61	3,669,811.00	-0.25%	4,951,659.00
Gross Profit	399,425.56	386,284.00	3.40%	3,660,527.61	3,669,811.00	-0.25%	4,951,659.00
Operating Expenses							
Accounting/Bookkeeping	2,300.00	2,348.00	-2.04%	20,675.00	21,132.00	-2.16%	28,000.00
Finance Contract	0.00	2,000.00	-100.00%	2,500.00	5,000.00	-50.00%	5,000.00
Advertising & Marketing	0.00	582.00	-100.00%	177.06	5,238.00	-96.62%	7,000.00
Auditors	0.00	0.00	0.00%	4,150.00	4,000.00	3.75%	4,000.00
Bank Fees & Charges	456.98	166.00	175.29%	3,288.13	1,494.00	120.09%	2,000.00
Client Services	1,094.84	540.00	102.75%	10,454.67	5,060.00	106.61%	6,700.00
Consultants	2,720.00	1,666.00	63.27%	13,352.94	14,994.00	-10.94%	30,000.00
Depreciation	2,496.49	4,166.00	-40.07%	28,406.72	37,494.00	-24.24%	50,000.00
Governance Expenses	18.09	207.00	-91.26%	3,599.94	13,863.00	-74.03%	14,500.00
Insurance	3,250.33	1,500.00	116.69%	24,261.67	21,500.00	12.84%	26,000.00

Account	Actual	Budget	Variance (%)	YTD Actual	YTD Budget	Variance (%)	Full Year Budget
Lease Costs	0.00	62.00	-100.00%	(415.65)	558.00	-174.49%	750.00
Legal Services	0.00	0.00	0.00%	0.00	3,000.00	-100.00%	3,000.00
Maintenance Repairs	7,575.43	7,372.00	2.76%	60,209.10	66,348.00	-9.25%	88,500.00
Postage General	218.18	333.00	-34.48%	2,267.09	2,997.00	-24.35%	4,000.00
Printing & Stationery:Printing Stat Office Supplies	691.66	833.00	-16.97%	5,936.75	7,497.00	-20.81%	10,000.00
Rent	6,435.37	6,000.00	7.26%	59,460.39	57,600.00	3.23%	76,100.00
Salary & Wage Overheads	63,369.04	60,661.00	4.46%	549,739.82	563,988.00	-2.53%	759,026.00
Sleepover Allowance:Sleep Over Allowances NDIS	0.00	250.00	-100.00%	320.00	2,250.00	-85.78%	3,000.00
Salary & Wages	259,887.06	271,977.00	-4.45%	2,338,801.55	2,386,811.00	-2.01%	3,335,655.00
Storage of Documents	69.78	66.00	5.73%	635.02	594.00	6.91%	800.00
Subscriptions/Memberships	0.00	0.00	0.00%	3,778.64	2,400.00	57.44%	2,400.00
Telephone Allowance	333.82	621.00	-46.24%	3,693.18	5,589.00	-33.92%	7,460.00
Telephone	1,574.47	1,831.00	-14.01%	15,076.38	16,479.00	-8.51%	22,000.00
Travel Allowance	21,962.92	25,319.00	-13.26%	221,358.04	237,890.00	-6.95%	323,878.00
Utilities: Morwell Water Rates	728.47	125.00	482.78%	1,078.40	1,125.00	-4.14%	1,500.00
Utilities	2,217.78	1,222.00	81.49%	12,709.94	10,998.00	15.57%	14,700.00
Vehicle Expenses	912.81	583.00	56.57%	10,892.60	11,247.00	-3.15%	13,000.00
Total Operating Expenses	378,313.52	390,430.00	-3.10%	3,396,407.38	3,507,146.00	-3.16%	4,838,969.00
Net Profit	21,112.04	(4,146.00)	-609.21%	264,120.23	162,665.00	62.37%	112,690.00

Brevity Reporting

