

BOARD OF DIRECTORS

Bi-Monthly Meeting

Minutes

Meeting:	Board of Directors	Date:	Thursday, 19 October 2023
Meeting No.:	5/2023	Time:	5.15pm
Chair:	Edwin Vandenberg	Venue:	Boardroom, Morwell office

Members In Attendance:

Edwin Vandenberg	Board Director/Chair
Deb O'Keefe	Board Director/Secretary
Robyn George	Board Director/Treasurer
Phil Drummond	Board Director
Leisa Harper	Board Director

Apologies:

Marianne Fontaine	Board Director
-------------------	----------------

In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant
Gary Dore	

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
Minutes

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, 24 August 2023, be accepted. Appendix A Moved: Leisa Harper Seconded: Phil Drummond
5.	Matters For Board Discussion & Decision <u>5.1 Handover Of Roles</u> This Board meeting followed our Annual General Meeting, our Chairperson, Edwin, began the handover of roles: <ul style="list-style-type: none"> • <u>Chairperson</u> Edwin handed the reins to Phil, our new Chairperson • <u>Treasurer</u> Robyn expressed her willingness to continue as Treasurer. • <u>Secretary</u> Leisa Harper stepped up as the new Secretary Welcome to new Board members: <ul style="list-style-type: none"> • Emma Vandenberg • Gary Dore <u>5.2 Action List Review</u> Reviewed and discussed the progress of items on the Action List. Appendix B

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Agenda No.	Subject
	<p><u>5.3 Risk Register</u> Discussed and agreed all are happy to defer discussions until the next meeting, this will also give everyone the opportunity to read and review.</p> <p><u>5.4 New Board Members & Nomination Forms</u> All agree, Jenelle to follow up with Glenn Kimma again. He put his name forward at last year's AGM but was then too unwell to join the Board. Action: Jenelle to follow up with Glenn Kimm.</p> <p><u>5.5 New Memberships</u></p> <p><u>5.6 Constitutional Change</u> No objections were noted at the AGM, all votes received were in favour. Action: Lora & Jenelle to proceed with changes to the Rules Of The Association document (constitution).</p> <p><u>5.7 Welshpool Property</u> Correspondence received from Richard at B D Legal, this was read out by Jenelle. Board members discussed their views in terms of the next step and agreed on the following:</p> <ul style="list-style-type: none"> • Opportunity for discussion with owner to be requested, as offered in her letter. • Ask B D Legal to formally respond, requesting that we met to discuss before the next Board meeting. <p><i>Note, correspondence to be included in Minutes</i></p> <p><u>5.8 Emergency & Disaster Management Plan</u> Appendix C To be reviewed. Action: All Board members to review.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Agenda No.	Subject
6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix D</p> <p>Support Coordination explained to the Board, by Jenelle. This included the issues with plans, staff leaving and taking participants, repeatedly, this follows another horrendous month for the Support Coordination team.</p> <p>Motion: That the CEO Report be accepted.</p> <p>Moved: Gary Dore</p> <p>Seconded: Debra O'Keefe</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u></p> <p>Appendix E</p> <p>September 2023</p> <p><u>7.2 Profit & Loss</u></p> <p>Appendix F</p> <p>August 2023</p> <p>Appendix G</p> <p>September 2023</p> <p>The Board inquired about the allocation of funds regarding salary and wages, overhead costs, and the variance from our budget. It was clarified that these funds are designated for the payment of Dianne Mumford's long service leave. In light of this, Dianne is due to return from her extended leave soon, and the question of her continued employment was raised.</p> <p>In her absence, the team at the Morwell office has effectively managed her responsibilities. In the future, a comparable role might involve handling bookings for our new property or properties, although this isn't aligned with Dianne's current capabilities. Thus, this proposed change would represent a genuine redundancy.</p> <p>It's essential to emphasise that Dianne has been a dedicated member of the Headway team for many years and has earned our utmost respect. The Board supports the CEO's decision in this matter, acknowledging that the position is no longer necessary due to changes in our strategic direction.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

Agenda No.	Subject
	Motion: That the Financial Report be accepted. Moved: Robyn George Seconded: Leisa Harper
8.	Other Business Bonuses, Jenelle and Lora left the meeting to allow the Board to discuss further.
9.	Board Correspondence Letter from Richard at B D Legal, regarding Welshpool property.
10.	Next Board Meeting Date: Thursday, 23 November 2023 Time: 5.30pm Venue: The Court House, Warragul

Meeting Closed	
Date:	Thursday, 19 October 2023
Time:	6.40pm
Chair:	Edwin Vandenberg
Signature:
Date signed: