

BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Meeting:	Board of Directors	Date:	Thursday, 15 February 2024
Meeting No.:	1/2024	Time:	5.30pm
Chair:	Phil Drummond	Venue:	Headway Gippsland Inc., Morwell office

Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
Robyn George	Board Director/Treasurer
Edwin Vandenberg	Board Director
Emma Vandenberg	Board Director
Gary Dore	Board Director
Marianne Fontaine	Board Director

Others In Attendance:

Jenelle Henry	Chief Executive Officer & Minute Taker
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Apologies:

Lora Moulton	Executive Assistant
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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>

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3.	<p>Declaration Of Conflict Of Interest</p> <p>Nil</p>
4.	<p>Confirmation Of Previous Minutes</p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 30 November 2023, be accepted.</p> <p>Appendix 4a</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><i>Note, the below registers that are typically shared and discussed on screen are currently undergoing formatting reviews and won't be presented in this meeting.</i></p> <p><u>5.1 Action List Review</u></p> <p><u>5.2 Risk Register</u></p> <p><u>5.3 Risk Management</u> Gary to discuss.</p> <p><u>5.4 Directors Portal</u></p> <p><u>5.5 Committee Structures</u></p> <p>Appendix 5a</p> <p><u>5.8 Emergency & Disaster Management Plan</u> Provided at last meeting, to be reviewed.</p> <p><u>5.9 Board Skills Matrix</u></p> <p>Appendix 5b</p>

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	<p>5.10 <u>Board Evaluation</u> Appendix 5c</p> <p>5.11 <u>Welshpool Property</u></p> <p>5.12 <u>ACNC Comparisons</u> Appendix 5d</p> <p><u>Add in Planning Meeting date?</u></p>
6.	<p>CEO Report</p> <p>6.1 <u>Report</u> <i>Report</i> Appendix 6a <i>Brevity Reporting</i> <i>Note:</i> This report is undergoing formatting and data changes to improve it's value, it is therefore unavailable at this stage. Motion: That the CEO Report be accepted. Moved: Choose an item. Seconded: Choose an item.</p>
7.	<p>Financial Report</p> <p>7.1 <u>Balance Sheet</u> Appendix 7a September 2023 Appendix 7b October 2023</p> <p>7.2 <u>Profit & Loss</u> Appendix 7c September 2023 Appendix 7d</p>

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	October 2023 Motion: That the Financial Report be accepted. Moved: Choose an item. Seconded: Choose an item.
8.	Other Business
9.	Board Correspondence Nil
10.	Next Board Meeting Date: Thursday, 18 April 2024 Time: 5.30pm Venue: The Courthouse, Warragul

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Meeting Closed	
Date:	Thursday, 15 February 2024
Time:	
Chair:	Phil Drummond
Signature:	n/a
Date signed:	n/a