

BOARD OF DIRECTORS
Bi-Monthly Meeting
Agenda

Meeting:	Board of Directors	Date:	Thursday, 18 April 2024
Meeting No.:	2/2024	Time:	5.30pm
Chair:	Phil Drummond	Venue:	The Courthouse Restaurant, Warragul

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

Others In Attendance:

Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant (& Minute Taker)

Apologies:

Gary Dore	Board Director
Marianne Fontaine	Board Director

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>

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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, 15 February 2024, 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 Management</u></p> <p>Appendix 5a - Draft of Risk Management Framework document</p> <p><u>5.3 Committee Meeting Schedules</u></p> <p><u>5.4 Strategic Planning</u></p> <p>Appendix 5b - Proposal for Strategic Planning from Not For Profit Training</p> <p><u>5.6 Welshpool Property</u></p> <p>Appendix 5c - email from Ms Shirley Marie Cowling</p> <p><u>5.7 NDS Victoria Issues Paper</u></p> <p>Appendix 5d - NDS Victoria Issues Paper</p>

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	<p><u>5.8 Directors Portal</u></p> <p>This has progressed significantly and is now in its final testing stages. I'll be presenting a live demonstration of the project on my laptop during the upcoming meeting. A brief demonstration will be available on a laptop during the upcoming meeting, if required.</p>
6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix 6a - CEO report</p> <p>Appendix 6b - Petition to Protect NDIS Plan Management</p> <p>Motion: That the CEO Report be accepted.</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
7.	<p>Financial Report</p> <p><i>Note, the Balance Sheets and Budget vs Actual reports listed below are not available at this stage, but will be provided prior to the meeting.</i></p> <p><u>7.1 Balance Sheet</u></p> <p>Appendix 7a - Balance Sheet (collapsed) - January 2024</p> <p>Appendix 7b - Balance Sheet (collapsed) - February 2024</p> <p><u>7.2 Budget vs Actual</u></p> <p>Appendix 7c - Budget vs Actual (summary) - January 2024</p> <p>Appendix 7d - Budget vs Actual (summary) - February 2024</p> <p>Motion: That the Financial Report be accepted.</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>

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Agenda No.	Subject
8.	Other Business
9.	Board Correspondence Nil
10.	Next Board Meeting Date: Thursday, 20 June 2024 Time: 5.30pm Venue: Boardroom, Morwell office

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Meeting Closed	
Date:	Thursday, 18 April 2024
Time:	
Chair:	Phil Drummond
Signature:	n/a
Date signed:	n/a