

BOARD OF DIRECTORS

Bi-Monthly Meeting

Minutes

Meeting:	Board of Directors	Date:	Thursday, 18 April 2024
Meeting No.:	2/2024	Time:	5.36pm
Chair:	Phil Drummond	Venue:	The Courthouse Restaurant, Warragul

Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
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
Robyn George	Board Director/Treasurer

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
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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: Leisa Harper Seconded: Emma Vandenberg</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><i>Note</i>, the below registers that are typically shared and discussed on screen are currently undergoing formatting reviews and won't be presented in this meeting.</p> <p><u>5.1 Action List Review</u></p> <p>The Action List, was last reviewed during the final meeting of 2023, as it has been under review and not been revisited since then. It has now been reviewed and updated.</p> <p>Appendix 5a</p> <p><u>5.2 Risk Management</u></p> <p>Appendix 5b - Draft of Risk Management Framework document</p> <p>The above document underwent review by the committee before being presented to the Executive team and subsequently shared with the Board. Gary's notes were presented by Edwin during the meeting. Any comments or feedback are welcome in the next week before the committee convenes again.</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
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	<p><u>5.3 Committee Meeting Schedules</u></p> <p>Jenelle and Phil recently met with Caitlin from Full Circle HR to address gaps in our performance document policy. Caitlin was tasked with developing additional policies to differentiate executive remuneration from other staff, specifically highlighting that 'executive' refers solely to Jenelle and Wendy, not the entire executive team. One of the identified gaps was the absence of a contract for Jenelle, which requires immediate attention.</p> <p><u>5.4 Strategic Planning</u></p> <p><u>Appendix 5c - Proposal for Strategic Planning from Not For Profit Training</u></p> <p>Meeting is scheduled for 1 May. Jenelle and Phil will soon connect with Jenny from Not For Profit Training to discuss the structure of the upcoming meeting. Key question is - does Headway want to continue? Assuming the answer is yes, should the focus remain on ABI or expand to include broader areas such as disability services (inside or outside disability), accommodation, aged care services, or other considerations? Please reflect on these questions in preparation for the workshop/meeting.</p> <p><u>5.6 Welshpool Property</u></p> <p><u>Appendix 5d - correspondence to and from from Ms Shirley Marie Cowling</u></p> <p>Richard at B D Legal has received a response from Shirley, which seems to be evasive. Discussions ensued regarding our approach and outcomes. A suggestion was made that Jenelle and Phil inspect the property to assess its condition and prevent further misrepresentation. Jenelle suggested she reach out to Shirley to arrange a visit to the property, under the guise of updating our photos, to determine whether pursuing ownership is viable. Further discussion on the possibility of relinquishing our share.</p> <p>Action: Jenelle to contact Shirley to arrange a property visit and confirm key access.</p> <p><u>5.7 NDS Victoria Issues Paper</u></p> <p><u>Appendix 5e - NDS Victoria Issues Paper</u></p> <p>There were no questions from Board members or discussions.</p>

BOARD OF DIRECTORS
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	<p><u>5.8 Directors Portal</u></p> <p>The updated portal was well received, login details have been provided. We encourage everyone to log in and provide feedback.</p>
<p>6.</p>	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix 6a - CEO report</p> <p>Jenelle advised the Board of foreseeable issues with the new Navigator role. Provider registration remains a significant focus due to participant issues. There was notable conflict at the conference attended by Jenelle and Wendy. Our current issues revolve around the future of Plan Management and Support Coordination. More discussion to be had regarding our direction moving forward.</p> <p>Appendix 6b - Petition to Protect NDIS Plan Management</p> <p>Appendix 6c - Brevity reports</p> <p>Motion: That the CEO Report be accepted.</p> <p>Moved: Edwin Vandenberg</p> <p>Seconded: Emma Vandenberg</p>
<p>7.</p>	<p>Financial Report</p> <p>Currently on track with our financial targets, with expenses just under budget. However, it's worth noting that we are not generating the same revenue as in the previous year. Worth noting the lack of increase in Support Coordination and Plan Management fees over the past four years.</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>

BOARD OF DIRECTORS
Bi-Monthly Meeting
Minutes

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	<p><u>7.2 Budget vs Actual</u> Appendix 7c - Budget vs Actual (summary) - January 2024 Appendix 7d - Budget vs Actual (summary) - February 2024</p> <p>Motion: That the Financial Report be accepted. Moved: Edwin Vandenberg Seconded: Leisa Harper</p>
8.	<p>Other Business</p> <p><u>Term Deposit</u> Our term deposit is due on 23 April 2024. After discussions, it has been decided to reinvest the full amount, plus an additional amount of \$300,000, at a rate of 4.75% (or better) for 12 months. If 9 months is available at the same interest rate this would be preferable.</p> <p><u>Board Evaluation & Skills Matrix</u> Updated evaluation document to be discussed at next Board meeting. Updated Skills Matrix to be reviewed by Governance committee.</p> <p>Action: Lora to ensure updated Evaluation document is on the agenda for the next meeting. Lora to ensure updated Skills Matrix is available to the Governance committee for their consideration.</p>
9.	<p>Board Correspondence</p> <p>Nil</p>

BOARD OF DIRECTORS
Bi-Monthly Meeting
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10.	<p>Next Board Meeting</p> <p>Date: Thursday, 20 June 2024 Time: 5.30pm Venue: Boardroom, Morwell office</p>

Meeting Closed	
Date:	Thursday, 18 April 2024
Time:	6.58pm
Chair:	Phil Drummond
Signature:	
Date signed:	