

**BOARD OF DIRECTORS**  
**Bi-Monthly Meeting**  
**Agenda**

<b>Meeting:</b>	Board of Directors	<b>Date:</b>	Thursday, 27 June 2024
<b>Meeting No.:</b>	3/2024	<b>Time:</b>	5.30pm
<b>Chair:</b>	Phil Drummond	<b>Venue:</b>	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
Gary Dore	Board Director

**Others In Attendance:**

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

**Apologies:**

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Agenda No.	Subject
1.	<p><b>Acknowledgement</b></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><b>Appointment Of Positions</b></p> <p>Time Keeper: Lora Moulton  Minute Taker: Lora Moulton</p>

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3.	<p><b>Declaration Of Conflict Of Interest</b></p> <p>Nil</p>
4.	<p><b>Confirmation Of Previous Minutes</b></p> <p>Motion: That the minutes of the previous meeting, held on Thursday, 18 April 2024, be accepted.</p> <p>Appendix 4a</p> <p>Moved:</p> <p>Seconded:</p>
5.	<p><b>Matters For Board Discussion &amp; Decision</b></p> <p><i>Welcome to our new member, Kate Yeowart.</i></p> <p><u>5.1 Action List Review</u></p> <p>Appendix 5a</p> <p><u>5.2 Audit &amp; Risk Subcommittee</u></p> <p>Appendix 5b</p> <p><u>5.3 Governance Subcommittee</u></p> <p><u>5.4 Remuneration Policies</u></p> <ul style="list-style-type: none"> <li>• Executive Remuneration Policy</li> <li>• Employee Remuneration Policy</li> </ul> <p><u>5.3 Strategic Planning</u></p> <p>Appendix 5c</p> <p><u>5.4 Property at Welshpool</u></p> <p>Appendix 5d</p>

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	<p><u>5.5 Property at Catherine Street, Morwell</u></p> <p><u>5.6 Draft Budget (2024/25)</u>  Appendix 5e  Appendix 5f</p> <p><u>5.7 Membership</u></p> <ul style="list-style-type: none"> <li>Determine whether the Board wants to actively build membership or maintain the current numbers.</li> <li>Consider whether or not Life Membership should be extended to Maxine Davies (previous Chairperson). Note, the consideration for Life Membership was prompted by our CEO's recent inquiry about the retired board member's absence from the membership list.</li> </ul> <p>Appendix 5g</p> <p><u>5.8 Board Performance Assessment</u>  Completed Performance Assessment document to be discussed.  Appendix 5h</p>
6.	<p><b>CEO Report</b></p> <p><u>6.1 Report</u>  Appendix 6a - CEO report  Appendix 6b - Brevity reports (to follow)</p> <p>Motion: That the CEO Report be accepted.  Moved:  Seconded:</p>

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7.	<p><b>Financial Report</b></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>            Appendix 7a - Balance Sheet (collapsed) - May 2024</p> <p><u>7.2 Budget vs Actual</u>            Appendix 7b - Budget vs Actual (summary) - April 2024            Appendix 7c - Budget vs Actual (summary) - May 2024</p> <p>Motion:            That the Financial Report be accepted.            Moved:            Seconded:</p>
8.	<p><b>Other Business</b></p> <p>Nil</p>
9.	<p><b>Board Correspondence</b></p> <p>Nil</p>
10.	<p><b>Next Board Meeting</b></p> <p>Date:            Thursday, 15 August 2024            Time:            5.30pm            Venue:           Boardroom, Morwell office</p>

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<b>Meeting Closed</b>	
Date:	Thursday, 27 June 2024
Time:	
Chair:	Phil Drummond
Signature:	
Date signed:	