

BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Meeting:	Board of Directors	Date:	Thursday, 22 August 2024
Meeting No.:	4/2024	Time:	5.30pm
Chair:	Phil Drummond	Venue:	The Courthouse Restaurant, Warragul

Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
Edwin Vandenberg	Board Director
Emma Vandenberg	Board Director
Gary Dore	Board Director
Jo Harris	Board Director

Others In Attendance:

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

Apologies:

Vacant	Board Director/Treasurer
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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: 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, 27 June 2024, be accepted.</p> <p>Appendix 4.1a</p> <p>Moved: Choose an item.</p> <p>Seconded: Choose an item.</p>
5.	<p>Matters For Board Discussion & Decision</p> <p><i>Welcome to our new member, Jo Harris.</i></p> <p><u>5.1 Action List Review</u></p> <p>Appendix 5.1a</p> <p><u>5.2 Audit & Risk Subcommittee</u> Refer to motions and documents in 4th July 2024 meeting folder on portal.</p> <p><u>5.3 Governance Subcommittee</u> Refer to motions and documents in 13th June 2024 meeting folder on portal.</p>

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6.	<p>CEO Report</p> <p><u>6.1 Report</u></p> <p>Appendix 6.1a - CEO report Appendix 6.1b - Brevity reports Appendix 6.1c - Updated Budget vs Actual</p> <p>Motion: That the CEO Report be accepted. Moved: Choose an item. Seconded: Choose an item.</p>
7.	<p>Financial Report</p> <p><u>7.1 Balance Sheet</u></p> <p>Appendix 7.1a - Balance Sheet (collapsed) - June 2024 Appendix 7.1b - Balance Sheet (collapsed) - July 2024</p> <p><u>7.2 Budget vs Actual</u></p> <p>Appendix 7.2a - Budget vs Actual (summary) - June 2024 Appendix 7.2b - Budget vs Actual (summary) - July 2024</p> <p>Motion: That the Financial Report be accepted. Moved: Choose an item. Seconded: Choose an item.</p>
8.	<p>Other Business</p> <p><u>8.1 Strategic Planning</u></p> <p><u>8.2 Property at Welshpool</u></p> <p>Appendix 8.2a Any further updates received between now and the meeting will be made available on the portal, and we will advise accordingly.</p>

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	<p><u>8.3 Property at Catherine Street, Morwell</u></p> <p><u>8.4 Board Performance Assessment</u> Completed Performance Assessment document to be discussed. Appendix 8.4a</p> <p><u>8.5 Media Release</u> Appendix 8.5a</p> <p><u>8.6 Upcoming Annual General Meeting</u> <i>Date & Time</i> Tentative date, per the Board calendar is 24th October. Discuss date and time, considering the month's notice requirement and the preparation work needed. If the tentative date is agreed upon, notice must be issued by 24th September, 6 weeks away. <i>Board Position Updates</i> Current/existing nominations expiring at the AGM, as well as the resignation of our Treasurer.</p> <p><u>8.7 Board Member Contact Details</u> Appendix 8.7a Option of having Board member contact details accessible to other Board members, on the portal. This could involve adding an 'opt-in checkbox' to one of our Board member forms, allowing members to consent to be listed in a Board member directory on the portal.</p> <p><u>8.8 Committee Membership</u> Appendix 8.8a Appendix 8.8b The Board will present the Terms Of Reference of the two sub-committees. New members are encouraged to review these and consider joining.</p>

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9.	<p>Board Correspondence</p> <p>Nil</p>
10.	<p>Next Board Meeting</p> <p>Date: Thursday, 24 October 2024 Time: 5.30pm Venue: Boardroom, Morwell office</p>

Meeting Closed	
Date:	Thursday, 22 August 2024
Time:
Chair:	Phil Drummond
Signature:
Date signed: