

BOARD OF DIRECTORS

Bi-Monthly Meeting

Agenda

Meeting:	Board of Directors	Date:	Thursday, 28 November 2024
Meeting No.:	6/2024	Time:	5.30pm
Chair:	Phil Drummond	Venue:	The Courthouse Restaurant, Warragul

Members In Attendance:

Phil Drummond	Board Director/Chair
Leisa Harper	Board Director/Secretary
Gary Dore	Board Director
Jo Harris	Board Director
Kate Yeowart	Board Director

Others In Attendance:

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

Apologies:

Emma Vandenberg	Board Director
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Agenda No.	Subject
1.	Acknowledgement 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.
2.	Appointment Of Positions Time Keeper: Lora Moulton Minute Taker: Lora Moulton

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3.	Declaration Of Conflict Of Interest Nil
4.	Confirmation Of Previous Minutes Motion: That the minutes of the previous meeting, held on Thursday, 17 October 2024, be accepted. Appendix 4.1a Moved: Choose an item. Seconded: Choose an item.
5.	Matters For Board Discussion & Decision <u>5.1 Action List Review</u> Appendix 5.1a To be reviewed <u>5.2 Audit & Risk Subcommittee</u> Update to be provided by Gary <u>5.3 Governance Subcommittee</u> Update to be provided by Leisa Appendix 8.3a - Purpose Statement
6.	CEO Report <u>6.1 Report</u> Appendix 6.1a Motion: That the CEO Report be accepted. Moved: Choose an item. Seconded: Choose an item.
7.	Financial Report <u>7.1 Balance Sheet</u> Appendix 7.1a - Balance Sheet (full) - October 2024 <u>7.2 Budget vs Actual</u>

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	Appendix 7.2a - Budget vs Actual (YTD, detailed) - September 2024 Appendix 7.2b - Budget vs Actual (YTD, detailed) - October 2024 Motion: That the Financial Report be accepted. Moved: Choose an item. Seconded: Choose an item.
8.	Other Business <u>8.1 Strategic Planning</u> Appendix 8.1a - DRAFT - Strategic Plan - Nov-24 Appendix 8.1b - DRAFT - Business Plan - Op Shop - Nov-24 <u>8.2 2025 Calendar</u> Appendix 8.2a - DRAFT - Calendar 2025
9.	Board Correspondence Nil
10.	Next Board Meeting Date: Thursday, 20 February 2025 Time: 5.30pm Venue: The Courthouse Restaurant, Warragul

Meeting Closed	
Date:	Thursday, 28 November 2024
Time:
Chair:	Phil Drummond
Signature:
Date signed: