

Planning Meeting

Minutes

Meeting:	Planning Meeting	Date:	Tuesday, 1 August 2023
Meeting No.:	3/2023	Time:	5.30pm
Chair:	Leisa Harper	Venue:	Boardroom, Morwell Office

In Attendance:

Leisa Harper	Board Director
Phil Drummond	Board Director
Robyn George	Board Director
Edwin Vandenberg	Board Director/Chair
Debra O'Keefe	Board Director/Secretary
Jenelle Henry	Chief Executive Officer
Lora Moulton	Executive Assistant (Minute Taker)
Wendy Matthews	General Manager
Debbie Lee	Operations Manager
Nicky Levey (via Microsoft Teams)	Support Coordination Manager

Apologies:

Marianne Fontaine	Board Director
-------------------	----------------

Agenda No.	Subject
1.	<p>Purpose Of The Meeting</p> <p>The primary purpose of the meeting was to condense the previous work and provide clear guidelines for our CEO to investigate and report back to the board on the organisation's priorities and objectives.</p>
2.	<p>Discussion & Decisions</p> <p>Appendix A</p> <p>The meeting members engaged in an extensive brainstorming session, exploring various options to diversify income streams and empower our participants.</p>

Planning Meeting

Minutes

Agenda No.	Subject						
	<p>Consider the diversification from NDIS funding by making it available to anyone with a disability or accessibility needs.</p> <p>Brief discussion on different accommodation types within the current NDIS:</p> <table border="1" data-bbox="288 759 965 920"> <tr> <td>SDA</td> <td>Specialist Disability Accommodation</td> </tr> <tr> <td>STA</td> <td>Short Term Accommodation</td> </tr> <tr> <td>SIL</td> <td>Support Independent Living</td> </tr> </table> <p>Emphasis on the need to keep empowerment of our participants in mind while exploring housing/accommodation options.</p> <p>Considered factors such as asset acquisition, location, nearby facilities, and services provided when evaluating options. Focus on return on investment as both landlord and service provider.</p> <p>Discussions will be held on choosing between staying in Gippsland or exploring options elsewhere, with the Board's strong inclination to stay connected to its values and mission by initiating the endeavour in Gippsland.</p> <p>Several ideas were shared, leading to the refinement of two key options:</p> <p>Option 1: Purpose-Built Units</p> <ul style="list-style-type: none"> • Purpose-built units • Mainly for disability accommodation • Consider the risks involved, such as the inability to mandate the use of our staff by tenants. <p>Option 2: Bespoke House for Tourism</p> <ul style="list-style-type: none"> • Located in a tourist attraction area • 4 to 5 bedrooms • List on accessible accommodation websites and providing attractive holiday packages • Utilise for respite and school programs for children with accessibility difficulties 	SDA	Specialist Disability Accommodation	STA	Short Term Accommodation	SIL	Support Independent Living
SDA	Specialist Disability Accommodation						
STA	Short Term Accommodation						
SIL	Support Independent Living						

Planning Meeting

Minutes

Agenda No.	Subject
	<ul style="list-style-type: none"> • Develop partnerships to enhance desirability and increase income streams. • Explore the services currently being provided by staff (Wendy) when clients call and they prepare possible packages for them. There was talk of how we could charge for this service or produce packages that we could market.
3.	<p>Next Steps</p> <p>Jenelle to conduct thorough research on both options, including risks, returns, and scalability.</p>

Meeting Closed	
Date:	Tuesday, 1 August 2023
Time:	7.30pm

Hi everyone,

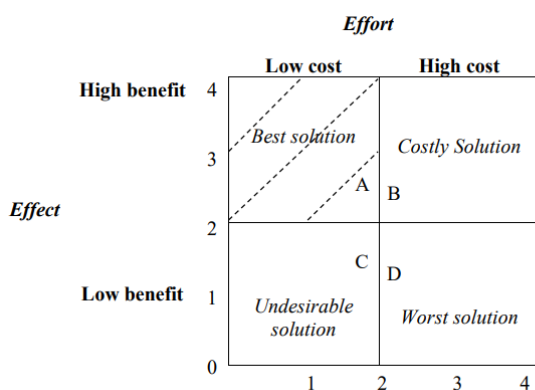
Please reflect on the options listed under the two headings - Accommodation and Holidays and choose your top two - three options that you would like to see explored by Jenelle. They might all be from accommodation or some from each heading– it is up to you entirely. It could also be a completely new idea.

I would love it if you could complete the following table with your top 2-3 ideas.

Please provide as much information as you can – use more space/paper if you need.

Idea/ Topic	Idea	More information
Accommodation	1. Purchase property to rent out to NDIS recipients.	Give specific details to explain your idea
	2.	
Holidays	3.	
Completely New Idea		

We will be going through these options will use the following graph to decide which ideas have the greatest impact for the effort required. Thanks so much in anticipation, Leisa



Accommodation

- Owner of short stays – respite? Accommodation
- Landlord for perm accommodation for disabled.
- “air bnb” for disabled – we would be the “owner”
- Purchase SDA facility – house, units & townhouse
- Look at geographical areas where there is limited supply
- SDA – look at types of housing, robust, high physical

- Buy property
- Build a purpose built facility
- Respite only house
- STA property
- Commercial accommodation – buy house or flat
- Sponsorship accommodation
- Life skills education within short term accommodation
- House/Day program
- What types of funding – what is the review going to reveal?
- Return on investment
- Landlord – where
- Activities – type
- Skills – what type
- SDA \$
- Needs

Criteria

- **Meet the needs of Clients**
- **Income generation**
- **Warragul option**
- **Group “modern” option.**

Holidays

- Farm Stay/Beach Property
- Head-Away Booking Service
- Booking Fees – Head -Away
- Borrow Scout accommodation
- Purchase flat where there are local attractions/lots of people – 1:1
- Create holiday packages to sell
- Buy premises for Holidays
- Obtain sponsorships from holiday locations
- Purchase/lease holiday venue
- Website – who pays \$\$ - commission basis- people book into suitable accommodation
- Staffing a holiday outside of our area.
- Do many people have funding for holidays – what funding bucket is used?
- We buy a facility for holidays that accommodates specific needs
- Does this market exist already - eg wotif
- Taking participants on holiday – wherever they choose within budget
- Holiday house – STA -day stay
- Experiential getaways – put out a calendar.
- Travel Agent Service

Criteria

- **Website –“service” to assist people – Headway**
- **Our Facility**
- **Holiday Services - packages**