

**THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED**  
**Draft Board Meeting Minutes**

<b>Date:</b>	11 <sup>th</sup> March, 2015	<b>Time:</b>	6.30 pm
<b>Chair:</b>	Gavin Hull	<b>Minutes:</b>	Peter Carroll

**Present: Board Directors** - Gavin Hull (GH), Amanda Buckland (AB), Peter Carroll (PC), Trish Leen (TL), Terry O'Donnell (TOD), John Bartholomew (JB - Alternate Director) & Guido Verbist (GV - Co-op Manager)

**Apologies:** Menaka Cooke (MC) & Jade Herriman (JH)

**1. Welcome – Acknowledgement and declarations**

- 1) Opening of Meeting and Acknowledgement of Country and People:  
*We acknowledge the Gadigal people who are the traditional custodians of this land and pay respect to Elders past and present of the Eora nation and extend that respect to other Aboriginal people present.*

**Res 024/15**

That John Bartholomew be endorsed as Alternate Director for this meeting.

M: Trish Leen

S: Peter Carroll

CARRIED

Policy motion on alternate directors was held over to later in the meeting.

- 2) Declarations of interest:  
 No new declarations were made.

**2 Minutes of the Previous Meeting – 11/2/15**

**Res 025/15**

That the minutes of the meeting 11/2/15, as amended, be approved as a true and accurate record.

M: Peter Carroll

S: Amanda Buckland

CARRIED



**Res 030/15**

That the Board offers the Co-op Manager, Guido Verbist a further 2 year contract of employment with an increment of no less than 2.5% per annum commencing in August, 2015. A further increment of 2.7% to be back paid from August, 2014 for the balance of the existing contract.

M: Peter Carroll

S: Terry O'Donnell

CARRIED

Terry O'Donnell expressed thanks and congratulations to GV and the appreciation of the Board for his efforts over the period of his employ.

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**Co-operative Manager's Report**

GV spoke to the written reports circulated prior to the meeting.

*Finances*

**Res 031/15**

That the Board ratifies the receipts, expenditures and financial reports for February, 2015.

M: Amanda Buckland

S: Terry O'Donnell

CARRIED

The following matters were also noted:

- The February loss of approximately \$2000 due to a long term error in Annual Leave has been corrected to the Balance Sheet. Staff are now being informed of leave in arrears and arrangements made for holidays once GV checks the rules applying.
- Provision for staff increments worth around \$3000 which existed in prior accounts but were not applied, have now been uncovered and arrangements to accrue these to the staff effected are being made.
- Accrued sick leave has also been discovered. Pre 2006 no sick leave was accrued. Provision for these accruals will now be correctly implemented. Special note was made of our Truck Driver, Greg who with 13 years employment at The Bower may be owed up to 100 days of accrued sick leave.
- Mez has now been employed full time due to taking on the bookkeeping role. Mez is familiar with MYOB and has bookkeeping experience. This is a better resolution of the ongoing problems in finding a reliable person to fulfil this role.
- The rent in arrears of Curb Collective will be written off as the prospects for collection are remote.
- Architect, Milos Obradovic will be provided with a \$1000 Bower Gift Voucher for his work on the design and drawings of the proposed Awning and extension (west end of building).

	<p><i>New Members</i></p> <p><b>Res 032/15</b>  That the Board approves the following new members of The Bower: Ben Steinfeder; Mark McIntosh; Eamon Croucher; Kathy Inke and Philip Clarke.  M: Trish Leen</p> <p style="text-align: right;">S: Peter Carroll                      CARRIED</p>
<b>5</b>	<b>Correspondence</b>
	<p>Correspondence was tabled with the Co-op Manager's Report. Items of note were those relating to the Curb Collective upon which discussion was conducted.  GH noted he responded to Mary Pianka's recent email.</p>
<b>6</b>	<b>Alternate Directors</b>
	<p>It was proposed:  That nominees of directors appointed to act as alternates will be limited to two consecutive meetings of absence of the nominating director with a possible extension to 3 meetings in exceptional circumstances. The Board may, at its discretion, and on surveying the availability of members who nominated at the last AGM, but were not elected, appoint such member(s) based on the same rule as that applying to nominees of directors above, ie, 2 meetings normally with the possible extension to 3 meetings in exceptional circumstances. This policy shall also apply to any Independent Director who requires leave of absence noting that alternates so appointed may be either an independent person (non member) or, in the case of no nomination from the director concerned, be one of the members considered for alternate director appointment consistent with this policy.</p> <p style="text-align: center;">M: Peter Carroll                      S:                      LAPSED</p>
<b>7</b>	<b>Meeting Closed and Next Meeting with Agenda Items</b>
	<p>Meeting Closed at 9.50pm</p> <p>Next Meeting: 20<sup>th</sup> May, 2015  Agenda: standard items and Strategic Planning Engagement and Rules Summary</p>

**Signed** ..... **Chairperson of the Meeting**      **Date** .....