

The Bower Reuse and Repair Centre Co-operative Ltd

Bower Board Meeting Minutes

Date: 14th May, 2014

Venue: The Bower

Minutes: Peter Carroll

Meeting Opened: 7.10pm

Agenda

Welcome, attendance, apologies

Minutes of the Previous Meeting

Manager's Report

Board Approvals – fees, new members, other decisions, etc

Planning and Finance Committee – need for

Bower Rules and Advisory Committee Progress Report

Marrickville Men's Shed update

Meetings calendar for rest of 2014

Present: Peter Carroll, Menaka Cooke, Bruce Diekman, Terry O'Donnell, Mary Pianka

Apologies: Robin Mead & Trish Leen

In Attendance: Guido Verbist, Co-operative Manager

Chair: as the chairman was absent the meeting appointed its own chair

That Menaka Cooke be nominated as Chairperson.

Moved: Mary Pianka Lapsed due to no seconder

That Bruce Diekman be nominated as Chairman for this meeting

Moved: Peter Carroll Seconded: Terry O'Donnell

Carried nem con

Minutes Secretary: as Trish Lean was absent, Peter Carroll agreed to take minutes.

Minutes of previous meeting 19th March

The draft minutes were circulated late and considered at the meeting.

That the minutes as amended be accepted as a true and accurate record.
Amendments: motions to be numbered in accordance with the protocol. Date and other wording inaccuracies to be corrected

2nd March motion regarding MMS – 2 days referred to in sentence two should be one day (transitional workshop). Voting results on these two motions changed to 3/0 in the first motion (finances) and 4/0 in the second motion (completion).
Moved: Peter Carroll Seconded: Terry O'Donnell Carried 3/0

Menaka registered her objection to the 1st March motion on MMS. It was noted that she has a previously declared a conflict of interest in this matter.

It was further noted that these minutes were late and that there is a need in the rules to complete draft minutes within 14 days of the meeting to which they refer.

Manager's Report

A written report was circulated before the meeting. Points of discussion included the banking of the co-operative; finances and accounts, including 2015 draft budget; IT upgrade; staffing and the membership fee issue.

Recommendations arising from the Manager's report:

That the missing deposits from July last year be written off.
Moved: Terry O'Donnell Seconded: Peter Carroll Carried 4/1 (Mary Pianka)

That the Manager further investigate the moving of the Bower bank accounts and financial services from NAB to SCU or another suitable institution.
Moved: Peter Carroll Seconded: Terry O'Donnell Carried 5/0

That the Curb Collective Facilitation Agreement be endorsed with an amendment to include cleaning after each use and the duration date to be the date of signature.
Moved: Bruce Diekman Seconded: Terry O'Donnell Carried 5/0

Notice of Motion: That the additional capital expenditure of \$10,000 for phases 3 and 4 to finalise the Bower IT upgrade be endorsed pending further details to be circulated by the Manager with the decision to be concluded as soon as possible via electronic communication.
Moved: Peter Carroll Seconded: Terry O'Donnell Carried

That the Board approve Bruce Diekman to temporarily replace Steve Clarke as the 2nd person to authorize online payments with the Manager via NAB Connect. The Board notes that this circumstance is due to NAB's failure to issue new tokens in a timely manner.
Moved: Menaka Cooke Seconded: Terry O'Donnell Carried 4/1

The Draft Budget for 2014/15 was presented during the Manager's Report. That the Board accepts the draft budget as presented and mandates the Manager to prepare the final budget subject to resolution of key staffing issues (bookkeeper and administration officer) by electronic communication as soon as possible.

Moved: Mary Pianka Seconded: Terry O'Donnell Carried 5/0

Membership Fees

Further discussion was held (following that of earlier meetings) as to the level of membership fees.

That the Membership Fees issue be referred to the June Meeting for final determination.

Moved: Peter Carroll Seconded: Menaka Cooke Carried 5/0

New Members

That Kerry Morrison (full); Robbie Carmel (Concession, half year) and Shane Vichnic (Concession) be accepted as new members of the co-operative.

Moved: Mary Pianka Seconded: Menaka Cooke Carried 5/0

Board Meetings for rest of 2014

No determination was made, however the Manager will Doodle a proposition for the 2nd or 3rd week of June and potentially the rest of the year.

Planning and Finance Committee

Discussed briefly and held over to a future meeting.

Rules Committee update

The committee has not been able to meet at this stage. The Manager will assist the committee to find a suitable meeting time.

Procedural Motion

That the meeting go 'in camera' to discuss a matter of urgency.

Moved: Mary Pianka Seconded: Menaka Cooke Carried 3/2

The Manager left the meeting at this point.

That a Performance Review of the Manager be scheduled for July one month prior to the completion of his first year in the role.

Moved: Mary Pianka Seconded: Menaka Cooke Carried

The Chair ruled that this matter be discussed with the other matters held over for electronic decision-making at the earliest opportunity.

Meeting Closed at 9.45pm

Next meeting to be announced

ADDENDUM

Board Email Decisions – Post May 14, 2014 Meeting

1. Further Capital Expenditure for IT Upgrade

Do you accept the proposed additional capital expenditure of \$10,000 for Phases 3 & 4 of the IT upgrade based on the information provided to date?

CARRIED: 5/2

2. Administration Officer Position – AIESEC Proposal

Do you support the proposed partnership with AIESEC to provide us with administrative assistance for up to 12 months?

NOT SUPPORTED: 5/2

3. Membership Fee 2014/15

Do you agree with a membership fee increase for 2014/15?

CARRIED: Unanimously

IF YES, do you agree with an increase to \$20 (full) and \$15 (concession) rates?

NOT SUPPORTED

Or do you agree with an increase to \$15 (full) and \$10 (concession) rates?

CARRIED: Unanimously