

**BOWER BOARD MEETING MINUTES**  
**7pm, Wednesday 16 July 2014**

**The Bower, Hut 34**  
**Addison Road Community Centre**

Present: Peter Carroll (PC), Menaka Cooke (MC), Bruce Diekman (BD), Trish Leen (TL), Robin Mead (RM-Chair), Mary Pianka

Apologies: Terry O'Donnell

In attendance: Guido Verbist , Co-operative Manager

Minutes: Trish Leen

**Meeting Start** 7.05pm

**1. Welcome to Country**

**2. Introduction of new staff members**

New staff members, Jason Richards (Customer Service Coordinator) and Sarina Afa (Administration Officer) were introduced at the start of the meeting.

Jason talked about his hopes to raise the Bower's profile by utilising his social media skills, e.g. Instagram and Facebook, and eBay and updating the web site.

Sarina has a business degree and corporate and government experience and is looking forward to working in the not for profit sector ,after having been a long-time Bower customer.

The Board welcomed them both.

**3. June 18 Minutes & matters arising**

- 3.1 Peter reiterated need for motion votes, mover s, seconder s and numbering to be consistently recorded as agreed.
- 3.2 Regarding AIEESEC correspondence from Cindy Wang: Robin to write a short reply. Copy to be sent to Board members.
- 3.3 There is general consensus that Board Meetings will be held the 3<sup>rd</sup> Wednesday of the month.
- 3.4 New member names appear in the Manager's Report, not in the minutes which are published on the web site.
- 3.5 Membership renewal emails to be sent to members.

Motion 2014-07:01 That the June Minutes be accepted as revised.

Moved: MC      Seconded: MP      Carried

#### **4. Manager's Report**

Guido spoke to items which need approval :

##### **4.1 Metro Housing membership**

Metro Housing has requested Bower membership. The Bower has no organisational membership provisions.

Motion 2014-07:02 That Metro Housing members are to be encouraged to join individually.

Moved: PC      Seconded: MP      Carried

Regarding any organisations wanting affiliated status, a MoU could be created. The matter should be referred to the Rules Review Committee for consideration.

##### **4.2 Bank Accounts**

There are two empty accounts with no money in them which should be closed.

Motion 2014-07:03 That the Bower close the two redundant accounts.

Moved: MP      Seconded: MC      Carried

##### **4.3 The Truck**

Motion 2014-07:04 Approve \$100 to upgrade the Co-op Manager 's driving licence so he can drive the truck.

Moved: MP      Seconded: BD      Carried

##### **4.4 Bower Fund Management Committee**

Motion 2014-07:04 Approve the nominations of Menaka, Terry and Peter as Bower Fund Management Committee members.

Moved: TL      Seconded: MP      Carried

##### **4.5 Financials**

Guido reported that the situation for the new financial year already looks promising.

##### **4.6 Conference request**

Guido has been asked to speak at a conference in Adelaide in November organised by the Community Recycling Network Australia. Details to be emailed to us.

##### **4.7 Waste management for staff**

Peter to assist with training and ongoing assessment, write up strategy, set up system, then use it to reach out to the community.

#### **5. NAB tokens**

These sit with Terry. Mary, Terry and Trish need to contact the bank together.

Motion 2014-07:04 That only current approved token holders be authorised to co-sign accounts.

Moved: MP      Seconded: MC      Carried : 4/1

#### **6. Manager's Performance Review**

Date to be set between now and the middle of next month. Guido to also be asked for targets , goals and development plan for the next 12 months, and to be given relevant documents at least two weeks prior to review.

**7. Rules Review progress**

What is the current time frame? Mark McKenzie to be contacted.

**8. Board Search Committee**

No action. Use of Facebook for a membership drive was mooted. For email discussion.

**9. New members for approval**

None

10. **Meeting closed** 9.20pm

11. **Next Meeting:** Wednesday 27 August 2014