

MINUTES
WEDNESDAY 18 JUNE 2014

Present: Robin Mead (Chair), Peter Carroll, Menaka Cook, Bruce Diekman, Mary Pianka, Terry O'Donnell

Absent: Trish Leen

In attendance: Guido Verbist, Co-operative Manager

Minutes: Bruce Diekman

Meeting Start 7.05pm

May Minutes

Edits made to May minutes.

ACTION: BD to incorporate.

AGREED: May 14th Minutes accepted.

Moved RM 2nd MP

Post May meeting on-line decisions

AGREED: Business transacted on-line after May meeting to be circulated as an addendum for board sign off on-line.

ACTIONS: BD to organise; RM to contact AIESEC.

Board Meetings & Financial Reporting

The Manager needs at least 5 working days to prepare monthly financial reports.

AGREED: At present we should aim for board meetings every 3rd Wednesday.

Financial reporting has improved, but more detailed and regular reporting required.

AGREED: Each month we should be presented with monthly Profit & Loss Statements, Quarterly Balance Sheets and monthly Sales figures with Year to Date comparisons.

ACTION: GV to liaise with Treasurer to start fuller financial reporting from July.

Manager's employment contract

Guido's contract needs review of delegation re: staff employment.

ACTION: BD to circulate to board members.

Budget 2014/15

The draft budget presented last month has been consolidated. The re-worked 2014/15 budget was pre-circulated by GV and displayed on screen at meeting.

The board examined the budget closely and asked various questions of the Manager.

AGREED: James Kirby grant for Repair Café started from May, so \$1.6K of this grant can be shown in 2013/14 year.

AGREED: That budget for 2014/15 be accepted with revised surplus of \$906.38. Unanimous.

The Treasurer commented that we should increase our cash reserves for eventualities, such as a truck replacement which may be needed soon.

ACTION: GV to review truck operations and use.

Public Fund Management Committee

As defined in our rules this committee manages donations to the Public Fund for 'the environmental purposes of the co-operative'. Per GV \$7K in fund, plus James Kirby grant. Existing committee members have been contacted but have not yet met.

AGREED: The committee should include at least one current board member.

ACTION: Terry to obtain replacement form. Board to nominate new committee members. GV to advise previous members.

Bower Rules Advisory Group Terms of Reference (TOR):

AGREED: Additional point 12 in the revised TOR Scope from our March meeting (*A balanced consideration of whether the "co-operative" business model remains the best fit to achieve the aims and objectives of the Bower*) to be deleted and replaced with:

And seek comments of a general nature to assist the Bower's aims and objectives.

ACTION: RM to contact Mark McKenzie.

New members

One new member approved, as noted in the Manager's report.

Newsletter

GV asked board for comments/content for the next newsletter.

List of 'inactive' members – early 2014

A list of members who have not paid dues for at least 2 years and have become 'inactive' was provided to an earlier 2014 board meeting.

ACTION: Our Rules say inactive members must be communicated with in accordance with the Act. BD to check the Act.

Manager's Performance Review

Guido's performance review is due on the anniversary of his commencement, i.e. 12 August. The review panel composition should be 2 board members plus an HR person.

ACTION: MC to supply pro-formas. MP to suggest HR person.

New website

The need for a new website was discussed.

ACTION: GV to circularise call for help via Facebook, members, etc.

Board Search Committee

Carried over to next meeting.

NEXT MEETING

3rd Wednesday in July

MEETING CLOSED 9.45PM