

THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED
November 2014 Board Meeting Minutes

Date:	19 Nov, 2014	Time:	6.30 p.m. Intended duration up to 2 hours max.
Chair:	Menaka Cooke	Minutes:	Trish Leen
Present: Bower Board Members; Bruce Diekman (BD), Amanda Buckland (AB), Menaka Cooke (MC), Peter Carroll (PC), Trish Leen (TL) & Mary Pianka (MP)			
1.	Welcome – Acknowledgement; apologies; declarations		
	<p>1) Opening of Meeting and Acknowledgement of Country and People: <i>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.</i></p> <p>Apologies: Terry O'Donnell</p> <p>2) Declarations of conflict of interest: None. It was agreed to establish a Register of C of I.</p>		
2	AGM planning and Annual Report, including:		
	<p>Selecting an independent director nominee for the board for the AGM.</p> <p>Two nominations were received for the one position of Independent Director, Peter Carroll and John Leslie. Both applicants were accepted by the Board and requested they be sent via email to Steve Clarke. sclarke@nccnse.org.au</p> <p>Peter Carroll, submitted nomination AB 2nd BD</p> <p>John Leslie, submitted nomination MC 2nd TL</p>		

	<p>The Board is to vote (express their support for one candidate) via email (to be done by mid night Wed 26th Nov) so a candidate can be recommended from the Board to the AGM for endorsement. In the case of the Board not reaching a clear decision the Board will refer the decision to the AGM.</p> <ul style="list-style-type: none"> • Annual reports: Preparation required- Bruce to contact Robin and ask if he wishes to submit a very brief Chairs Report. At the last AGM there was a need to have an in depth report as the Board was operating without a GM and taking on the role of running everything. The Report should mention that the Strategic Plan is being worked on in the future. To carry out the Strategic Plan will require support with additional time of an administration assistant to create a picture of the policies that we have and those missing. • Chair – Trish Leen to Chair the AGM • Treasurer’s report – Terry O’Donnell • Steve Clarke to be the Returning Officer with the assistance of AB moved TL 2nd MC <p>Draft Agenda to be put on Web Thursday post endorsement by Board.</p> <p>Housekeeping – A donation of \$200 was endorsed by the Board for catering at the AGM. A booth is to be set up for Steve to establish receipt of nominations (once the meeting starts nominations will not be accepted). Peters will bring the cups (150).</p>
3	Choosing another auditor
	<p>The Board was presented with a list of possible auditors. From this list the Board requested Terry check out Stewart Brown, if not satisfied to look at Steven J miller & Co and LBW & Partners, Chartered Accountants. We will take the decision to the Special Meeting for members to endorse. This should go in the Chair’s Report. The current auditor is happy to stand down as is common practice.</p>
4	Guido's performance review progress report - Terry
	<p>Questions of clarification re: Report by Manager. Terry was an apology. The Board expressed there was a need to develop clearer guidelines on ‘conditions of employment’ particularly in relation to hours worked and leave accrued.</p>

	Guido's review to consider a course in MYOB	
5	Curb Collective progress report - Amanda	
	<p>Amanda gave an in-depth report on the progress of this matter which had involved correspondence between her as the endorsed representative of the Board and Jan Kelly solicitor for the Curb Collective/Miki Watson.</p> <p>The bundle of all the correspondence was handed to the Chair for advice if any further action to be taken.</p> <p>The Board thanked Amanda for all the work she had done in an attempt to resolve this matter amicably and for the benefit of both parties.</p> <p>Correspondence handed to Chair</p>	
6	Ratifying the minutes - October & September;	
	Minutes of the 15 th & 28 th Moved TL 2 nd AB	
7	Manager's report - Guido has emailed	
	<p>The 'Financial Reports need headers on each page to show clearly what the columns represent.</p> <p>The Board is impressed with RRS increasing the quantity collected over 4 months showing a comparison with 2013/2014, a 50% increase. Moved AM 2nd PC</p>	

Meeting ended: 9.10pm