

**BOWER BOARD MEETING MINUTES
TUESDAY 28 OCTOBER 2014
7.00 pm @ The Bower**

Present: Bruce Diekman (BD), Trish Leen (TL), Terry O'Donnell (TO), Mary Pianka (MP)

Apologies: Amanda Buckland, Peter Carroll, Menaka Cooke

In attendance: Guido Verbist (GV), Co-operative Manager; David Mansfield (DM), Accountant (left 7.45pm)

Chair: Trish Leen

Minutes: Bruce Diekman

Meeting Started at 7.05 pm

1. Trish Leen was selected chair for the meeting. BD agreed to take minutes.

2. Acceptance of October 15 minutes

Deferred to next regular monthly meeting.

3. Audited Accounts 2013/2014

A letter dated 27 October from our auditors Barton Sellars, was tabled and discussed. The letter was accompanied by multiple copies of their 2014 financial report and commented on related matters, including:

3.1 Receipts Register – effective controls on Donor Fund receipts need to be maintained. Receipts are currently issued electronically, however, a dedicated receipts register is required. ACTION: GV and TO to liaise on best receipt system for Donor Fund gifts.

3.2 Bank Signatories – there was a discrepancy between NAB's audit certificate and our current practice as to the number of signatories required on our bank transactions. ACTION: Guido and/or Terry to clarify with NAB

3.3 Register of Pecuniary Interests – not all entries were shown on the register of pecuniary interests. TO commented that we need a combined register for pecuniary interests and conflicts of interest.

3.4 MYOB Trial Balance – the MYOB ledger is out of balance by \$100, 251.06. The auditor is aware that this is being dealt with. DM spoke on this point, saying that the error was electronic only and occurred when the MYOB system was being migrated to a later version. He will request MYOB to correct the error after he closes off the accounts on 4 November.

After discussion of the above points, board members present unanimously agreed to accept the auditor's financial report for 2014 and Terry and Trish duly signed the eleven copies including the *Statement by the Members of the Committee* on page 14 for return to the auditor.

4. Manager's report – NONE

5. Replacement Auditors

Guido provided information from 3 potential new audit companies. Board members were asked to read these and recommend others who may be suitable and to provide their contacts to Guido.

6. New Members

MOTION: THAT the following new member be approved:

Jade Herriman

Moved: BD Seconded: TL CARRIED

7. AGM - November 29

We have chosen the latest weekend (Saturday) date for the AGM per our rules which is November 29. This will mean that the financial report and notices will need to be sent no later than Friday November 14 (preferably Friday November 7). We agreed that further discussion on the AGM agenda should occur by email.

Guido has booked the Bush Music Club Hut as the venue. The AGM is to be held from 2.00 to 4.00pm.

It was decided that Steve Clarke would be asked to act as Returning Officer.

We would attempt to finalise and circulate the draft set of new rules in time for the AGM, so they can be seen by members beforehand. The members meeting to discuss the draft rules is still proposed to be held in the new year.

8. Other business – NONE

9. MP requested that the meeting move to an 'in camera' session for the next 10 minutes.

10. Close of meeting – 8.35pm

11. Next meeting

Wednesday 19 November (subject to confirmation).