

# THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED

## Board Meeting Minutes

**Date: 5 February at 6.30**

**Chair:** Robin Mead **Minutes:** Trish Leen

**Present:** Robin Mead (RM) Trish Leen (TL), Menaka Cooke (MC), Mary Pianka (MP), Guido Verbist (GV), Terry O'Donnell (TO), Bruce Diekman (BD), Peter Carroll (PC)

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### 1. Welcome – Acknowledgement; apologies; declarations.

- i. Opening of Meeting and Acknowledgement of Country and People
- ii. Apologies: None
- iii. Declarations of interest: MC- Mens Shed (acknowledged), BD- Letts (acknowledged) TO regarding employee of Guido's wife (disputed)

### 2. Minutes of previous meeting & issues arising

- I. Correspondence to the Board, whether it be by post or email will be tabled at board meetings. TL will respond in the first instance to advise receipt of correspondence.
- II. The issue arising from the previous minutes was, 'Procedures and Best Practice'. It was put that the matters to be recorded in the minutes were the motions arising from discussion. Robin encouraged all to feel free to put a motion, Peter said this brings about a formal process of acceptance or recession. This was then put as a motion, 'feel free to put a motion, matters to be recorded in the minutes were the motions, this brings about a formal process of acceptance or recession.' Moved PC, 2<sup>nd</sup> TL Carried, **02.14.01** adopted.

**02.14.02** Minutes accepted. Moved MC, 2<sup>nd</sup> PC. adopted

### 3. Operational Reports - Cooperative Manager.

#### GV spoke to his report, tabled.

- i. Introduction
- ii. Finances: Profit & Loss Budget Analysis, tabled GV
- iii. The Bower fund Capacity Project being referred to Mark McKenzie

iv. \$5,000 from Crowd sourcing

David joins the meeting

Asked about Line item accounting (we are to be conscious of a one off cost and what is regular costs ie long service leave. He is asked about the 'Mens Shed". David to run a report on Grants and use, ie 'School jobs' money goes into a/c with grants. Grants will be identified with job numbers, ie Curb Collective & Hobbo.

**02.14.03** Motion to accept P & L Report, moved TO, 2<sup>nd</sup> PC adopted.

Board to email ideas for 15 yr anniversary.

New Members tabled.

**02.14.04** moved acceptance BD 2<sup>nd</sup> PC, adopted

### Staff Management

**02.14.05** We Support employment for the support admin person from now to the end of the financial year. To be continued subject to review of the financial viability and advertised for competitive interviews at the end of the financial year, up to twenty hours per week. As per award Level 3.

Moved PC 2<sup>nd</sup> MC , adopted

### Managers Report

**02.14.06** Managers Report point no. 9 be immediately implemented. Moved CO 2<sup>nd</sup> PC, adopted

Sign off expenditure of card on line payments. Robin to sign off every month.

**02.14.07** We the board give delegated authority to GV for petti cash payments up to \$100  
Moved TL 2<sup>nd</sup> MP adopted

**02.14.08** That the following people be approach for a Rules Review process working group:

Mark McKenzie

Peter Melzer

Oliver Bradshaw

Margret Keery

Motra Hayward

John Bart

Robin is authorised to approach these people. Terms of reference to be drafted by the working group in conjunction with the board at the March mtg.

Moved TO 2<sup>nd</sup> BD

To come back to the March mtg.

## Policy requirements **feed back from the Rules Cmttee**

Communications Policy: terms of reference

Complaints,- 1<sup>st</sup> Sec 2<sup>nd</sup> Chair

Send a pro forma thank you noted

Board – response

Feed back - +/-

Complaints – timeframe

Conflict Resolution:

Complaints policy

Whistle blowers

Disputes policy – arbitration

Rules of procedure

Correspondence register

Feedback @ Bower – web page (moderator)

- Form on the count

Returning Officers Report to be considered by the Rules Committee. Moved TO 2<sup>nd</sup> BD

Up skilled AICD

Board members

Not for profits Chairman

MC left the meeting as we were to discuss MSS.

A special meeting was to be held to discuss this mater as it was already late.

Meeting ended 10.30