

**THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED**  
**Board Meeting Minutes**

<b>Date:</b>	17 <sup>th</sup> February, 2016	<b>Time:</b>	6.40 pm
<b>Chair:</b>	Gavin Hull	<b>Minutes:</b>	Peter Carroll

**Present: Board Directors** - Gavin Hull (GH), Ulrike Zimmermann (UZ), Liam Noble (LN), Peter Carroll (PC), Terry O'Donnell (TOD), Oliver Bradshaw (OB) & Guido Verbist (GV Co-op Manager).

**Apologies:** Amanda Buckland (AB) & Oliver Bradshaw (OB) (late and by phone)

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

- 1) Opening of Meeting and Acknowledgement of Country and People:  
*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.*
  
- 2) Declarations of interest: nil

**2 Minutes of Previous Meeting**

***Res 01/16***

That the minutes of the meeting 16/12/15 as amended, be approved as a true and accurate record.

M: Terry O'Donnell

S: Liam Noble

CARRIED

**3 CM Report**

The CM provided written reports for December and January including finances, Corporate Sponsorship, ARCCO Lease and the Business Plan, New Members and Initiatives and Staff Performance Reviews.

*New Members*

**Res 02/16**

That the Board accepts Andrew Stanton of Marrickville and Wai Wong of Croydon Park as New Members.

M: Terry O'Donnell

S: Ulrike Zimmermann

CARRIED

*Tiny House*

A new Work for the Dole Project will commence soon jointly with Sydney TAFE involving 20 WFD participants at \$2800 each. On completion the project will be auctioned at 107 and proceeds accrue to The Bower.

*Finances*

The Treasurer queried the result based on the treatment of leave allocations and sought further clarification.

**Res 03/15**

That the receipts and expenses for the period (DEC/Jan) be ratified with the proviso that the Accountant provide further clarification with regards to treatment of Annual Leave payments in the Balance Sheet and the resulting P&L surplus.

M: Terry O'Donnell

S: Ulrike Zimmermann

CARRIED

*Grants*

**Res 04/16**

That the Bower Fund Committee recommendation for drawdown of \$1608 for December 2015 and \$556.78 for January be endorsed and the successful completion of the Potter and Kirby Grants noted.

M: Peter Carroll

S: Liam Noble

CARRIED

Note: The measurement for the success rate of grants be reported in terms of the percentage by amounts sought and won and in raw numbers of submissions.

*CRS*

December review and some changes made.

Potential for NSROC Bower shopfront at Artarmon and Parramatta Council shopfront in Hunter St Parramatta now under Business Plan consideration.

*Community Engagement*

Work for the Dole – change of providers noted.

*New Initiatives*

Pop-up Shop in Leichhardt area – a 1 month experiment running 5 days/wk for 4hrs per day is noted, expenses of around \$3,000 largely a marketing activity for Marrickville.

**Res 05/16**

That the Leichhardt Pop-up Shop be endorsed initially for one month if our submission is successful.

M: Liam Noble

S: Oliver Bradshaw

CARRIED

*E-Newsletter*

A very good start and congratulations expressed to Annette and Wendy for this initiative.

*Crowdfunding*

Seeking \$10K to fund free furniture for refugees (Annette).

*Little Free Library*

Book Swap based on US model from the Go Get founder noted – swap box at the Bower entrance. One for children too?

*Firewood*

Recycled timber (untreated) to be prepared for sale as firewood to customers.

*Staff*

Welcome to new staff John, Wendy and Annette. Probationary evaluation for the latter two (3 months) conducted by GV very positive.

**Res 06/16**

That the next monthly meeting consider the Grievance Policy and staff to Board Relations.

M: Ulrike Zimmermann

S: Oliver Bradshaw

CARRIED

*KPI's and PR's*

GV will provide KPI's for all staff and himself by the end of February.

**Res 07/16**

That Liam Noble and Gavin Hull form the Performance Review Sub-Committee with assistance from Terry O'Donnell to conduct the PR in March and report in April pursuant to the CM's contract.

M: Peter Carroll

S: Terry O'Donnell

CARRIED

*WH&S*

New cameras installed to help avoid/catch dumping.

ARCCO – another electrical system failure costing The Bower \$750 for surge protection noted.

*ARCCO*

Report from GBV with correspondence and the failure of ARCCO to act in accordance with our requests.

**Res 08/16**

That the Secretary draft a further letter to the ARCCO Chair seeking consultation on a subcommittee to subcommittee basis with 2 directors and the manager in each case. That UZ and OB represent The Bower alongside GV.

M: Peter Carroll

S: Terry O'Donnell

CARRIED

*Corporate Sponsorship*

The CS Plan was presented in writing by GV and discussed at length.

**Res 09/16**

That the CS Plan be endorsed in principle and that action on this be integrated to the Marketing aspect within the Business Plan. That opportunities to include other non-profit organizations within this planning be described. All advertising are to include validations ie, companies are described as meeting established criteria.

M: Peter Carroll

S: Ulrike Zimmermann

CARRIED

