THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED

Board Meeting Minutes

Date:	18th May, 2016	**Time:**	6.55 pm
Chair:	Gavin Hull	**Minutes:**	Peter Carroll

Present: Board Directors - Gavin Hull (GH), Amanda Buckland (AB), Liam Noble (LN), Oliver Bradshaw (OB), Peter Carroll (PC), Ulrike Zimmermann (UZ), & Guido Verbist (GV Co-op Manager).

Apologies: Terry O'Donnell (TOD), Liam Noble (LN) early & Oliver Bradshaw (OB) late and by phone till 7.40pm.

1. Welcome – Acknowledgement; apologies; declarations

1) Opening of Meeting and Acknowledgement of Country and People:

"We acknowledge the Gadigal people of the Darug nation who are the traditional custodians of this land and pay respect to Elders past, present and future and extend that respect to other Aboriginal people present."

2) Declarations of interest: nil (see register)

2 Minutes of Previous Meeting

Res 033/16

That the minutes of the meeting 20/4/16 as amended, be approved as a true and accurate record.

M: Peter Carroll S: Ulrike Zimmermann CARRIED

3 CM Review

Circulated prior to the meeting and discussed at length with updates

ARCCO/Lease

Pulled out of the mediation organised by The Bower, with no reason provided as yet.

Res 034/16

LEGAL MATTER - redacted

Ausgrid

LEGAL MATTER - redacted

Crown Lands

LEGAL MATTER – redacted

Crowd Funding

"House to Home" has now raised $4560 in the first fortnight, with four weeks to go to reach $10K.
CM urged all directors to publicise and support the campaign (flyers circulated).

Garage Sale Trail

The Bower has been approached to discuss possible partnerships with this organization. It was pointed out that they are not a non-profit organization but a registered corporation and that Local Government is investigating their practices.

New Members

A report on the new membership applications was tabled.

Res 035/16

That Rob McMahon of Tempe, Patricia McLeod of Leichhardt, Alex Francisco of North Bondi and Andrew Marks of Clovelly be accepted as new members of The Bower.

M: Oliver Bradshaw S: Amanda Buckland CARRIED

Bank Account, Credit facility and CM expenditures

The CM reported on his need to increase the limit on his expenditure as the organization grows and requested a rise from $3000 to $5000 and that a credit card facility be opened for this purpose as the current Debit Card has a

$200 limit for any single expense. PC pointed out the existing policy position from last year to move to another financial institution better aligned to community and non-profit ethics and practices.

Res 036/16

That the Board endorses the increase from $3000 to $5000 on expenditures by the CM. Further that the CM re-investigate the best alternative banking options for The Bower and report to the next Board Meeting. That the acquisition of a credit card facility for The Bower be part of the decision to move to a more suitable bank from July, 2016.

M: Liam Noble S: Amanda Buckland CARRIED

4 CM and Staff Salaries and Contracts

The CM's Reports on these matters were circulated prior to and tabled at the meeting and discussed.

CM Salary

Res 037/16

That the CM's Salary (point 3 of the report) be accepted and implemented (to $78,601 in FY 17).

That the review of all office position salaries for the period from FY16 to FY17 (point 5 of the report) be endorsed.

That the benchmarking salary table for the CM (point 4 of the report) be used for further reference, noting that salaries are dependent on the capacity of The Bower to pay.

M: Peter Carroll S: Ulrike Zimmermann CARRIED

Permanent Part-time Contracts

A copy of the generic contract for staff was tabled and discussed.

Res 038/16

That the Board accepts the pro forma contract as amended to include reference to Bower policies and procedure documents as follows:

Human Resources Policy Code; Policy and Procedure Handbook; and Work Health and Safety Guide.

M: Amanda Buckland S: Peter Carroll CARRIED

AGM

A timeline on the countdown to this year's AGM was provided and discussed.

Res 039/16

That the date for the AGM be Saturday, 19th November 2016 and the timeline be amended appropriately.

M: Amanda Buckland S: Oliver Bradshaw CARRIED

5 Business Plan

The final versions (internal and external of the Business Plan were presented (and circulated prior).

Res 040/16

That the CM be congratulated on completing a very thorough and well-presented, professional document which can be used for both internal reference and with potential partners in the wider community.

M: Amanda Buckland S: Peter Carroll CARRIED

Noted: OB will accompany GV to the grant presentation with Parramatta Council ($25K) on 29th June.

6 Other Business

	Director's Induction Kit This will be reviewed prior to the AGM and an updated version prepared. *Tiny House* Noted that the Tiny House will be launched and exhibited at 107 Redfern St in August.	
7	Secretary	
	PC prepared a report on options and framework for decision making in regard to the Secretary's position which was discussed. Res 041/16 That the Secretary continue to research the options including through ACNC and the Registrar of Co-operatives. M: Ulrike Zimmermann S: Amanda Buckland CARRIED	

8	Meeting Closed and Next Meeting with Agenda Items	
	Meeting Closed at 9.15pm Next Meeting: 13th July, 2016 Agenda Items include – End of Financial Year Report	

Signed ……. Chairperson of the Meeting Date …….