THE BOWER REUSE AND REPAIR CENTRE COOPERATIVE LIMITED

Board Meeting Minutes

Date:	20th April, 2016	**Time:**	6.50 pm
Chair:	Gavin Hull	**Minutes:**	Peter Carroll

Present: Board Directors - Gavin Hull (GH), Terry O'Donnell (TOD), Amanda Buckland (AB) Peter Carroll (PC), Ulrike Zimmermann (UZ), & Guido Verbist (GV Co-op Manager).

Apologies: Liam Noble (LN) & Oliver Bradshaw (OB).

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

2 Minutes of Previous Meeting

Res 022/16

That the minutes of the meeting 23/3/16 as amended, be approved as a true and accurate record.

M: Peter Carroll S: Ulrike Zimmermann CARRIED

3 CM Review

GH reported to the meeting regarding the Performance Review of the CM.
8 out of 9 responses from the 360degree were strong, noting the CM's supportive and respectful methods. Some further comments were received regarding leadership/management personal styles. All 360 outcomes were met and

in many cases exceeded. The PR Committee commended the CM on his review outcomes.

Performance Review Outcomes

Res 023/16

That the Performance Review considered all relevant facts and commends the CM on a high level of success in meeting all Key Work Objectives.

M: Ulrike Zimmermann S: Peter Carroll CARRIED

Res 024/16

That future PR's will be tied to the Business Plan and integrate the Key Work Objectives (KWOs) and 360 degree assessments. The CM to provide a report to the Board on this procedure by the end of 2016.

M: Peter Carroll S: Terry O'Donnell CARRIED

4 CM Report

The CM's Reports were circulated (before the meeting) and discussed.

Finances

Current surplus of $17,819 to end of March. Tiny House Grant of $33,900 has been paid. Budget for 2016-17 was presented. Grants of $10K for House to Home Refugee Program and Westpac/Fairfax Fdn Crowdfunding of 10K expected.

Res 025/16

That the receipts and expenses for the period to end of March, 2016 be ratified.

M: Terry O'Donnell S: Amanda Buckland CARRIED

CRS

46 tonnes have been collected in 3 months and referrals have an 81% success rate.

WH&S Insurance

A review of current insurances needs to be done in relation to WH&S and staff meetings will consider issues of safety and incidents. The CM will report back to the Board on a timeline and action by the end of 2016.

ARCCO

Res 026/16

LEGAL MATTER - redacted

Electricity Supply

A report on the safety of electrical supply was provided to the Board by the CM following consultation with several electricians and two phone consultations with Ausgrid. The Board is concerned that the safety of people at Addison Rd and the Bower may be compromised by the state of the electrical supply and the failure of ARCCO to address these issues despite several requests by ourselves and others.

Crown Lease – held over

New Members

Res 027/16

That Cang Huynh of Belfield and Nelson Martoo of Stanmore be accepted as new members.

M: Ulrike Zimmermann S: Amanda Buckland CARRIED

CM Holiday

Noted: The CM will be on holiday from 6th to 20th June, 2016 – approved 2 weeks.

WH&S

$6664 for heating and cooling of the office space – Liam Noble consulted with staff and CM and devised a process for a series of movable panels be installed to improve conditions for staff.

Res 028/16

That the measures for heating and cooling the office space and expenditure of $6664 for this purpose be approved.

M: Peter Carroll S: Terry O'Donnell CARRIED

5 Business Plan

Further discussion on the BP was conducted and the CM addressed the meeting on the last round of edits.

Res 029/16

That the Business Plan be approved pending: final proof reading; correction of the financial notes for the shops; a redesigned front cover; the Organogram CSO numbers be provided as a range; inclusion of Volunteers acknowledgements and the addition of the word "internal" to the footer of the Internal version.

M: Ulrike Zimmermann S: Peter Carroll CARRIED

6 Budget FY16-17

The Budget detail was presented on screen at the meeting and by written report prior to the meeting.

Res 030/16

That the Budget and supporting documents be approved.

M: Ulrike Zimmermann S: Terry O'Donnell CARRIED

CM Salary/Bonus

Res 031/16

In recognition of the CM's performance through the PR, the Board approves a one off bonus (to be determined at the next meeting) and payable this financial year. Further, the CM is to be awarded a $10,000 increment (plus superannuation) to his salary for next financial year and bring to the next meeting a method for including this increment (and/or other scenarios) in future years.

M: Terry O'Donnell S: Amanda Buckland CARRIED

Permanent Part Time Contracts

Res 032/16

That the Board endorses the CM's plan to move staff from casual employment to permanent part time contracts at commensurate rates to support the commitment The Bower has to its loyal staff and the expression of support for this proposal from staff. That the draft contracts be brought to the next meeting for review.

M: Peter Carroll S: Terry O'Donnell CARRIED

7 Other Business

Grievance

The Grievance policy is part of fairly dated documents which need updating to align with our new rules including a cross check with ACNC guidelines and related materials. The Board will review this material and our HR policies in the light of current thinking and practice in relation to reporting methodologies within organizations (GRI; ISO standards, etc).

Note: A report will be prepared prior to the AGM 2016.

	Secretary A document was circulated for discussion which outlines the role of the Company Secretary. Note: PC (current Board Secretary) is to provide a further report on this matter for the next meeting.	

8	Meeting Closed and Next Meeting with Agenda Items	
	Meeting Closed at 10.00pm Next Meeting: 18th May, 2016, then 22nd June, 2016 Agenda Items include – Secretaryship – PC; Parramatta	

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