

BOWER BOARD MEETING – 2 February 2013

MINUTES

Start 12:20pm

Present: Oliver Bradshaw (OB), Bruce Diekman (BD), Davis Harris (DH), Thuy Le (TL), Robin Mead (RM), Neil Rahman (NR)

Apologies: Amanda Buckland

In Attendance: Steve Clarke, Acting GM (SC)

Members in Attendance: Motra Hayward

Board meeting commenced at the Eco Library after a brief tour of the store by several Board members who examined WH&S issues.

1. Housekeeping & attendance

The chair indicated that there may be a need for a change of venue when issues regarding staff were discussed and that the operational matters pertaining to member communication would be brought forward on the agenda to ensure completion.

The issue of the presence of members at Board meetings was raised by OB & RM.

Resolved: That due to constraints of space some structure as to members presence would be required.

Resolved that:

- (a) one week's notice by members would be required for attendance;
- (b) should there be insufficient room or notice, members would be advised that they would be able to attend another scheduled meeting;
- (c) this information be added to the next members newsletter.

2. Matters arising from January Minutes

Some corrections and observations were made with respect to the draft January minutes, particularly with a view to the public copy that would appear on the website:

1. (a) IT Systems – DH indicated that \$1,500.00 was required for a *suitable new till* to enable integration with the IT system
- (b) Filing system is *limited*
- (c) Board minutes & info on website – *Board* profiles
- (d) SC to review for Board email for functionality

2.3 Heading corrected - *Staffing*

DH: We need full time 'generalists' and part time 'specialists'.

4.1 Heading corrected - *Members Meeting*

4.3 Corrected to: Ongoing building repairs and improvements - *Need to be clarified.*
With addition to words *Board to be advised* at the end of the Action.

ACTION: BD to effect changes and send GM for inclusion of member details and website publication.

3. Membership

New members to be emailed around next week. (Note: they were approved subsequent to this meeting on Feb 5). There was discussion on how best to record new member details in minutes.

Resolved: Members names only to be listed in published minutes in accordance with the Co-operatives Act, however system to be investigated further to ensure privacy. Recording new member numbers only is still an option.

4. Operational Matters

4.1 Communications to individuals

Content of draft replies to individual members 'workshopped' and ratified.

Resolved: BD to send amended version to SC who will forward them (using the board's email address) to individual members this week.

4.2 Communication to all members

Draft 'Bower Board Bulletin' to be emailed to all members regarding working groups, upcoming members meeting and more, 'workshopped' and ratified.

Resolved: BD to email around final draft for approval. GM to send out as soon as possible via board email. Saturday 23rd March was tentatively set for the Members Meeting pending confirmation of Peter Melser's availability.

4.3 WH&S

Discussed briefly. RM commented that WH&S should be 'embedded practice' and that we need a 'hazard register'. WH&S a major topic for working groups.

5. Acting General Manager's Report

5.1 Truck parking

ARCC have given permission to use space on side of Bower building for parking the Bower truck on weekends. SC to ascertain insurance implications and further explore weekday parking options.

5.2 Shop Hours

The staff meeting in January agreed to trial 9.30am weekday opening. Steve favours a consultative approach with staff and will monitor. NR: 9.00am opening as proposed by board still very feasible, can still be organised with no net cost.

5.3 Volunteering – Eco Library

Acting GM's proposal to re-instate Bruce as a library volunteer accepted by BD. Sam (Customer Liaison Officer) has agreed to oversee this process. Per Bower principles, GM to be arbiter concerning volunteers.

5.4 IT issues

Bower Facebook now up! Thuy's issue of not receiving board email discussed. Could be an issue with UTS email server.

ACTION: Steve to check further.

5.5 Roster

Efforts to deal with roster concerns are ongoing. Steve and Richard have tried to distribute weekend shifts in February as fairly as possible. There is still some room for flexibility. However, there are still ongoing staff issues which are proving difficult to resolve. Peter Melser has offered his services pro bono as a mediator if required.

ACTION: SC to develop a rostering policy based on 'equity principles' for consideration by the board at the next meeting. Peter Melser's offer of help to be followed up.

5.6 Advertising or temporarily filling the GM position

Deferred to main item for next meeting.

MEETING CLOSED 2.30pm

NEXT MEETING TUESDAY 19TH FEBRUARY