

Bower Board Meeting Minutes 19 February 2013

Bower Eco-Library

Meeting commenced: 6.30pm

Present: Oliver Bradshaw, Amanda Buckland (6.45pm), Bruce Diekman, David Harris, Thuy Le, Robin Mead, Neil Rahman,

In attendance: Steve Clarke, Acting GM

Members present: John Bartholomew, Len Kanaar, Rick Matesic

Guest: Dr Peter Melser

Apologies: Terry O'Brien (member)

1. Minutes from previous meeting

Board meeting minutes from Dec 2012 and 2 February 2013 extra meeting accepted with minor amendments.

1.1 . **Matters arising:** transfer of minutes to website in progress.

2. Correspondence

2.1 Working group responses from members.

Action: GM to book venue and respond to members with meeting details.

2.2 Fair Trading Letter has been resolved, well done DH

3. General Manager's Report

Attached

3.1 New Members Accepted

3.2 Board Bulletin: so far approx. 10 Bower members have expressed interest in working groups. Thanks to Maaike for helping to consolidate the newsletter database to enable the email out.

3.3 City of Sydney grant for \$9,800 was signed and accepted. The Bower will be paid to auspice the project, managing income and expenditure for Curb Collective and Hobo Gro.
Action: Amanda will continue to project manage and acquit this grant in her role as Outreach Coordinator TAFENSW.

3.4 Staff update

Volunteers: decision from previous meeting reconfirmed. Recruiting, managing and volunteers is the business of the General Manager in accordance with the volunteer policy and procedures that have been developed in consultation with the board.

Opening hours: GM and staff have consulted and agreed to open shop at 9.30am (previous

opening time was 10.00am). Staff preferred 9.30am opening to 9.00am at this stage. To be monitored.

Reverse Garbage: GM is conducting a benchmarking exercise with Reverse Garbage to compare staffing and other areas.

3.5 Access: Truck parking issue has been resolved by GM and staff. Truck is now parked in the ARCC car park from Wednesday to Monday. DH suggested future layout and access to the store be discussed as an operational issue by GM and staff.

Action: DH to locate information re: previous insurance claims for truck.

3.6 WH&S

Action: GM to find carpenter to repair step to backyard from middle of shop which board members identified as needing repair.

3.7 Staff Roster

Roster policy review and principles developed in consultation with staff has now been disseminated by GM. Comments will be accepted via email.

3.8 Mens Shed

GM has requested a monthly update from the facilitator.

3.9 Ethics Framework

GM has presented this to staff meeting and emailed for further consideration.

Action: Peter Melser will attend a Wednesday staff meeting to discuss further.

4. Operational issues

4.1 Update on Bower renovations

John provided an update. He has constructed the bike area roof, still to finish fence palings, expects project to be completed in about 2 weeks. Kitchen renovation ongoing, but progressing.

John was questioned re: potential to allocate member volunteers to help the kitchen project. He stated his preference for skilled help and explained that 40 volunteers have been involved over the course of the renovation. Thanks were expressed to JB for his voluntary contribution. RM suggested it would be good to promote JB's work as an example of sustainable renovation.

Actions:

- 1) GM to discuss with JB list of future works to bring to next meeting.
- 3) Plumber to be employed (\$80/hr) for estimated 2hr job to plumb kitchen. Meeting advised of previous board directive that any repair/urgent work under \$500 can be signed off by GM.

5. Staff:

5.1 Employing a new GM

Latest GM JD has been circulated. Urgent need to review and advertise the role. Board discussed having a full time manager and changing the title to reflect the cooperative nature of the Bower. Significant supportive roles focused on internal and external responsibilities (i.e. Business Development Manager and Member & Staff Coordinator) may need review as well. Many management responsibilities are currently shared as has often been the case in the

past.

Actions

- 1) Obtain Alfalfa House Coordinator JD.
- 2) AB to resend current GM JD.
- 3) SC to discuss with staff what they want in a GM and allow them to table ideas individually as well as discuss with the board if they wish.
- 4) The ideas and comments from staff will be tabled at the proposed extra board meeting on Saturday 9 March to workshop the role and finalise the JD so advertising can commence asap. Steve and Richard (current management team) to be invited to join us. TL to abstain from these board discussions but to provide input with other staff members.

6. Members meeting

Proposed for Saturday 23rd March 11am – 3pm pending venue availability. Terms of reference (TORs), background and priorities are needed

Board and GM will convene and facilitate. Peter Melser will present the Ethics Framework.

Actions

- 1) RM and others to Draft the Terms of Reference and ideas for the working groups for email comment.
- 2) Suggested allocation of board members:
WH&S draft - NR and TL
Members draft - RM and BD
Operations and Resourcing draft: AB and RM
IT/Systems draft - DH and Warren
- 3) GM to develop spreadsheet of all interested members, book venue and arrange catering.

7. Staff Roster

GM and Staff Coordinator have been working with staff to discuss on-going issues and Peter Melser has been invited to help mediation. Peter says GM approach has been a good practice response to the draft ethics framework. All need to have flexibility, openness and trust and focus on our shared purpose.

Actions:

- 1) Draft roster principles have already been circulated for discussion.
- 2) Board's priorities reiterated:
 - Roster needs to be equitable
 - Timely mediation essential

8. Draft Ethics Framework

Peter has circulated his latest version.

Action: Board asked to provide any additional comments by Friday February 22.

10.40pm FINISH

Next meeting:

Proposed for Saturday 9th March 11am-3pm (to be confirmed) specifically to discuss GM position and recruitment.

Next regular Board meeting Tuesday 19th March.