

Bower Board Meeting Minutes

Tuesday 19 March 2013

**Bower Eco-Library
6.45pm – 10.35pm**

Meeting started: 6.45pm

Present: Oliver Bradshaw, Bruce Diekman, David Harris, Robin Mead, Wolfgang Spranz

Absent: Amanda Buckland

In Attendance: Steve Clarke, Acting GM

Members present: John Bartholomew

Apologies: Thuy Le, Neil Rahman

Minutes: Bruce Diekman

Note: Wolfgang Spranz was again appointed as a deputy for Neil.

Attendance: We need to reiterate one week's notice required by email for members who want to attend board meetings.

Minutes from previous meeting:

Minutes from 19 Feb and 12 March not ready for ratification yet. All earlier minutes now ratified and ready for publication.

Matters arising:

JB asked re: his 'schedule of works' requested last meeting. None has yet been provided. JB talked about the need for improvements to drainage at the Bower. He has already discussed this with ARCC and is well aware that any works can't adversely affect our immediate neighbours. He pointed out positive effect of Bower's rainwater tanks. RM suggested a sign to state this.

AGREED: Bower needs explicit approval from ARCC for any works.

ACTION: JB to provide a 'schedule of works' he sees as necessary or desirable for the Bower.

Bruce pointed out that the Bower has an extensive photo collection of its construction in the library and that a sample of these has been provided on disc.

ACTION: Set up photo gallery of Bower construction on website.

Operations Report:

Steve's report was tabled, in summary:

- New Members accepted unanimously.
- All members and database contacts reminded via email of March 23rd members meeting.
- Facebook – the Bower has reached 3,000 likes! This compares well with other local not for profits and businesses.
- Bookkeeper has been on leave and will finish soon. We need to quickly engage a temporary bookkeeper to keep up with current workload and/or move to advertise for a replacement. ACTION: BD to provide his bookkeeper contact who has expressed interest in part-time work.
- Steve has started data analysis to report back against the draft strategic plan targets set last year and to benchmark against Reverse Garbage and Alfalfa House. He also provided a basic revenue and expenditure graph charting trends over the past 5 years. AGREED: Accounting ratios to be included as part of the Operations report.
- Review of current WHS procedures for volunteers to take place following complaint concerning work for the dole volunteer.
- Fire safety audit completed on 11 March and passed.
- JB has temporarily repaired the back step. A carpenter to complete over Easter.
- April roster distributed by 15 March. Shifts were allocated based on contractual/award requirements, availability, preferences and precedence. Shifts vacant at short notice (e.g. staff sick) have remained hard to fill. More detail about Alfalfa's system gathered: all staff there work minimum of 3 shifts per week, with mix of weekday and weekend work. At AH the Co-ordinator (manager) oversees the roster and staff have the flexibility to negotiate shift swaps when necessary. These would be difficult goals for the Bower to achieve in the short term, but could be considered over time.
- Co-op Manager position: Steve has done some basic calculations on affordability of full-time Manager role and concluded that an increase to full-time and in hourly rate can be accommodated within the budget as long as other costs kept reasonably under control.

Related financial discussion:

DH has identified discrepancies, potentially totalling about \$3K relating to wages and leave payments over past 2 years, where correct rates were not applied.

ACTION: DH to recommend specific remedies and identify main financial challenges in next 3-4 months in preparation for audit, due in September.

New till/software solution has already been identified as a priority, and we have agreed that spending up to \$1,500 is warranted, but we need to be able to quantify expense.

AGREED: reconfirmed subject to Acting GM and DH's solution, but we need detailed proposal, before expenditure is authorised.

Members meeting Sat 23 March

Format was fine tuned:

Peter Melser to launch with Ethics Framework, linking to Working Groups (30 mins,

including 15mins Q&A), Robin to MC.

ACTION: Oliver to draft program, running sheet; Bruce to arrange catering; Steve to do final venue check. Board members to arrive at 9.00am to set up.

Organisation Chart

Wolfgang provided a 'flat structure' organisation chart.

ACTION: Flagged for further discussion and work.

Casual Position

Issue of filling casual position in January was raised and discussed. A potential conflict of interest was raised with Acting GM by Bruce. GM investigated and reported back to Bruce and others. JB explained his connection to new employee and how he recommended job to him.

Correspondence

Email from Maaik Pullar tabled. Acting GM has sent an acknowledgment and initial response.

10.35pm FINISH

Next meeting:

Next Board meeting proposed for Tuesday 23rd April 6.30pm (after proposed Co-op Manager position application period ends - to be confirmed).