

Bower Board Meeting Minutes

Tuesday 12th March 7.00pm – 9.15pm

The Bower Eco-Library

Present: Oliver Bradshaw, Amanda Buckland, Bruce Diekman, David Harris, Robin Mead, Wolfgang Spranz (deputy for Neil Rahman)

Apologies: Neil Rahman (replaced by deputy); Thuy Le (abstained from attending).

In Attendance: Steve Clarke, Acting GM

Members present: John Bartholomew

Minutes: Amanda Buckland & Bruce Diekman

Note: this extra board meeting was organised to deal with the two pressing issues of advertising for a new manager and the upcoming members meeting.

Deputy for Neil: Due to illness, board member Neil Rahman 'appointed', via email, member Wolfgang Spranz to deputise for him at tonight's meeting. The Bower's rules were discussed in this regard.

ACTION: The Board appointed Wolfgang as Neil's deputy.

Moved: David Harris Seconded: Robin Mead

Member attendance: Member John Bartholomew was also in attendance, believing tonight was a regular meeting date. He had not applied to attend, under the new board protocol.

ACTION: John was allowed to stay, with the understanding that he may be excluded from discussions, should they be of a sensitive nature.

Acting GM's Report

Planning the members meeting

Steve has booked Bush Music Hut in the ARCC, from 10am-1pm as the venue for the 23rd of March Members meeting for the launch of the Working Groups.

Aim of session: to initiate the process and identify priorities/plans for the working groups. All are equally important and may overlap – need to manage scope and expectations.

Draft agenda – (see below) needs to be refined and board roles for the day (e.g. MC) identified.

10.15-10.30am: welcome

10.30-11.00: Peter Melser, Ethics Framework

11.00-11.15: Q and A

11.15-12.00: initial working group discussions

12.00-1.00: reports back, 4 groups, 15 mins each

Terms of reference (TORs) have been developed. So far 16 members have expressed interest in working groups, some people in more than one.

TORs are still drafts – will be given to participants on the day, a board and/or staff member to be on each group to facilitate communication re: access to documents, processes, etc.

Working parties will need to access information, files and systems – Board need to facilitate and manage this process (via nominated convenor of each group?). Issues re: security of information raised.

ACTION: Steve to source a lockable cupboard for any sensitive material.

Need to advertise this opportunity to all members again.

ACTION: Steve to send reminder to members.

GM role - advertisement

Feedback from staff meeting

Steve's notes from the March 6 staff meeting to discuss the recruitment of a new manager were presented.

Job Title: coordinator, GM or manager - GM title preferred.

Staff considered the pay out of line with considerable responsibilities outlined in the JD and potentially a significant barrier to recruiting a high quality candidate. Perhaps an opportunity could be flagged for salary review after 6-12 months based on achievements.

It was felt the position was most effective when Bower had a fulltime GM, along with a fulltime Staff Coordinator.

Responsibilities listed appear appropriate. Initial focus should be internal with transition to a more external focus over time - going out in to the community, and being the public face of the Bower. Flexibility also essential, Bower needs someone who is "prepared to get hands dirty", to work on the shop floor.

As he was unable to attend meeting Richard provided his comments by email, stressing among other criteria:

- ⑤ The importance of HR and people management skills and the proven ability to lead a diverse team of staff and volunteers to liaise and work constructively with a wide range of people, community groups and councils; and
- ⑤ Experience in running a business, financial management skills and experience in an educational, public speaking role.

Budget impact of GM role

Steve has begun to chart finances to predict income and expenditure (finances have been resurrected from crashed computer). Need to understand income from grants and other expenditure, e.g. shop takings vs shop costs.

Current GM JD is for 25 hours/week @ \$25/hour. Rough estimate: it will cost \$16K difference to have GM 30hrs/pw for \$30ph.

Idea of flexibility is core to the co-op – JD should be open to job share and flexible work arrangements.

Key Performance Indicators (KPI) for role (e.g. building efficiencies and generating income) should be built into performance review.

Position should also look at building on-line business, e.g. eBay and consignment section.

AGREED: Job title to be Co-operative Manager; full time, 2-year contract.

ACTION: Have draft JD ready for 19th March board meeting. Final draft by members meeting 23rd March. NB version control is important on all drafts – date, author, etc.

ACTION: Steve to develop financial information to help decision-making.

ACTION: AB has aligned the existing JD and the new version into columns – to circulate. Bruce and Robin to do first new combined draft. Comments required by Monday 18th March at 9am. Oliver to collate and consolidate by 23rd March. Start to think about where to advertise: e.g. seek.com, Ethical Jobs, website, Pro Bono Australia, Green Magazine, etc. Check deadlines and any fees.

WS: to inform our decisions, we need to seriously look at the organisation structure and how we see the new Manager role will fitting in. Discussion ensued about the need to review the organisational flow chart.

ACTION: AB to circulate current Bower organisation chart. Wolfgang to provide re-draft combining current chart and other drafts discussed.

Meeting closed: 9.15 pm