

Bower Board Meeting Minutes

Tuesday 13 August 2013

**The Bower eco-library
7.00pm – 10.45pm**

Meeting started: 7.00pm

Present: Oliver Bradshaw (from 7.15pm), Amanda Buckland (from 7.25pm), Bruce Diekman, David Harris, Thuy Le, Robin Mead

Apologies: Wolfgang Spranz

In Attendance: Guido Verbist (Co-operative Manager), Steve Clarke (Business & Development Co-ordinator)

Minutes: Bruce Diekman

Welcome and apologies

Declaration of interest (conflict of interest):

Thuy Le informed the Board that she has taken on the role of voluntary co-ordinator for the LETS scheme in Sydney (LETS is a long-standing community trading or bartering scheme). She will assess the impact this may have in relation to her involvement with the board and notify any potential conflicts of interest should they arise.

Confirmation of Minutes July 16 Board Meeting

BD noted corrections to be made to July minutes and to send final copy to Manager.

Matters arising - Minutes July 16

Some corrections to DM's July financial presentation were verified by the Accountant and noted. **ACTION:** BD to email DM's presentation to other board members.

Board Minutes

Making past minutes available in a Google drop box for ease of access by board members was discussed as worth investigating. Note that all board meeting minutes are published on the Bower website within 2 months.

OPERATIONS REPORT (Steve & Guido):

Sixteen (16) new members approved unanimously; 81 existing members have recently renewed.

Reuse & Referral (RRS)

RRS reporting was discussed. Monthly figures are hard to quantify. OB has already provided FRN (UK) standard for referrals by volume. Grant applications for 2013/14 were sent out to councils in June, so income is not in yet. **ACTION:** GV and SC to meet with Sam on Friday and examine more closely. GV to follow-up opportunities with councils.

WH&S

At Workcover's request a handrail was installed in June on the front entry steps. Workcover have since inspected it. BD reported that the handrail is 'wobbly', i.e. simply bolted to steps. **ACTION:** GV & SC to follow-up.

Staffing

Cooperative Manager

Since the previous board meeting, the Cooperative Manager's contract was drafted and approved by the Board with additional schedules added dealing with workplace expenses and work outside the Bower. The contract was signed by RM and GV on Monday 12 August and GV commenced on the same day. There will be a 2-week handover induction period.

Casual shop vacancy

Following Luke's resignation in order to travel a casual role was advertised on Facebook, in store and on the website. Two applicants were selected and allocated shifts to meet identified short-term and long-term staffing needs.

Collections and referrals

The collection and referral systems are being further examined to streamline effectiveness.

Finances

A draft P&L statement and balance sheet has been completed and some final adjustments are being made. The bottom line is an expected break-even result for 2012-13, roughly in line with the previous year. **ACTION:** SC to circulate P&L.

The 'budget' figure (\$850 per day) that is recorded on the daily takings sheet should not be taken as an indication of the actual 'break-even' point – as it has been set above the break-even points for 2011-12 and 2012-2013.

The auditor is scheduled to spend another 2 days this week to complete the audit.

Delegated authorities

The following delegated authorities were approved:

- The Account authorities on all Bower NAB accounts are confirmed as:
Robin Mead (amend and transact)
David Harris (amend and transact)
Oliver Bradshaw (amend and transact)
Guido Verbist (amend and transact)
Steve Clarke (transact)

DELEGATED PAYMENT AUTHORITIES

IN PLACE FROM 8th DECEMBER 2012 TO 13TH AUGUST 2013

- The Board confirms the delegated authority effective from 8th December 2012 to 13th August 2013 inclusive, of Acting General Manager Steve Clarke to approve any payment of \$500 or less.
- The Board confirms the delegated authority effective from 8th December 2012 to 13th August 2013 inclusive, of Acting General Manager Steve Clarke to approve any payment of more than \$500 where countersigned by any one board member.

ACTIVE FROM 13th AUGUST 2013 UNTIL REVOKED

- The Board provides a delegated authority effective 13th August 2013 to Cooperative Manager Guido Verbist and any authorised account authority listed above to approve any payment of \$1,000 or less.
- The Board provides a delegated authority effective 13th August 2013 to Cooperative Manager Guido Verbist to approve any payment of \$1,000 or more where countersigned by any one board member.
- The Board provides a delegated authority effective from 13th August 2013 to Cooperative Manager Guido Verbist to approve fortnightly payroll where countersigned by an authorised account authority listed above.

Note these delegated authorities are revoked automatically upon the authority holder ceasing employment with The Bower, or otherwise by resolution of the Board.

Men's Shed

The history of the Men's Shed/repair workshop was discussed.

AGM

The AGM date was confirmed as Saturday 19 October from 2.00 to 4.00pm. Venue to be confirmed. It was necessary to change the date from 31 August as previously announced via the newsletter due to the audit not being signed off yet.

ACTION: Board to send notice of changed date to members as soon as possible.

107 People's Shed Redfern

The Board agreed to accept the 107 licence agreement as circulated.

ACTION: Manager to carry out detailed review after one year.

Meeting closed: 10:45pm

NEXT BOARD MEETING:

Wednesday 11th September

6.30pm at the eco-library