

Bower Board Meeting Minutes

Tuesday 21 May 2013

**The people's workshop
107 Redfern St., Redfern
6.45pm – 10.30pm**

Meeting started: 6.45pm

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

Apologies: Thuy Le

In Attendance: Steve Clarke, Acting GM

Minutes: Amanda Buckland, Bruce Diekman

1. 107 peoples shed and workshop licence

Guest Jess Cook from 107 Projects explained the role of the 107 group and their activities in the space. They are a collective of 10 years who run arts and community projects and are keen to collaborate with The Bower (the licence holder for the workshop space).

Amanda gave a guided tour of the 107 space, including the workshop as well explaining the area of Bower responsibility for the next 2 months and outlining the pros and cons of the space.

The Bower has signed a new 2 month licence with the City of Sydney. TAFE NSW will continue to run classes in the workshop on Tuesdays and Wednesdays during TAFE terms and Curb Collective will also use the space on Tuesdays and Fridays.

ACTION: AB to present statement of pros and cons and relevant issues, including actual TAFE costs for the last grant period, to the board for a decision on a longer-term licence.

2. Minutes of April 23rd board meeting reviewed and accepted.

Minor changes to wording to be corrected by BD, then forwarded to Steve for publication.

3. Matters Arising – April meeting

Items for further discussion from April in this meeting's agenda include:

3.2 finance report

3.5 staff matters

3.6 complaints process and correspondence protocol

5. working groups

4. Recruitment process

Selection committee will consist of: AB, SC, RM, OB, WS and DH.

TIMELINE: May 22 AB to send out matrix of candidates and proposed questions.

Mon 27 review and shortlist candidates. SC and AB have identified 5 preferred candidates each, others to do the same.

Wed 29 select agreed top 5 and invite to interview.

Mon 3 June notify candidates of interview.

Sat 15 June interviews 10am-3pm plus discussion time – AB,SC,RM,OB

Option of Tues 18 June 7pm-9pm if needed.

SC to book childcare centre at Addison Rd.

Preferred employee to meet staff.

ACTION: SC to send info re: Bower aims and objectives and upload to website.

Committee to agree on questions and structure of interview.

5. Correspondence review

Bruce tabled list of recent email correspondence and responses. The GM and Board have responded to all emails except the most recent one.

Action: A response to be sent asap. We need to develop/fine tune a process for more prompt responses to correspondence. Ideas as follows:

- Complaint/feedback form available on website to be completed and sent to Staff and Member Coordinator.
- Form to be registered as received and responded to if necessary.
- *Matters will not be routinely forwarded to the Board unless decided by the Cooperative Manager* - this text to be included on the website.
- If necessary correspondence/feedback to be forwarded to board and tabled at board meeting.
- Response from Board will be provided dependant on matter raised.

Suggestions, feedback and complaints are appropriate but personal attacks or allegations are not. Members need to be reminded of ethical framework and complaints/feedback process.

6. Newsletter

ACTION: short précis from each board member connected to a working group to be sent to board and Steve for newsletter.

7. New members

16 new and 2 renewing members accepted.

8. Operations report

8.1 Finances: short-term bookkeeper has been appointed. Acting GM is confident in the appointee and his approach. More urgent matters are being dealt with first.

ACTION: Steve to provide summary of bookkeeping work done and list of work to do.

8.2 A recent **workcover visit** recommended two points to be attended to: a hand rail outside the front of the shop and that the aisles need to be clearer.

8.3 An offsider has been assigned to work with the truck driver on Tuesdays.

8.4 The issue of the shop being closed recently for a Wednesday afternoon because of a staff incident was discussed in detail. A number of staff have completed incident reports. Steve has talked to all concerned and a plan of management has been put in place.

Meeting closed 10.30pm

NEXT REGULAR MEETING DUE TUESDAY 18 JUNE