

Bower Board Meeting Minutes

Tuesday 23 April 2013

**Bower Eco-Library
6.45pm – 9.15pm**

Meeting started: 6.45pm

Present: Bruce Diekman, David Harris, Thuy Le, Robin Mead

Apologies: Oliver Bradshaw, Amanda Buckland, Wolfgang Spranz

In Attendance: Steve Clarke, Acting GM

Members present: John Bartholomew, Maaike Pullar

Minutes: Bruce Diekman

1. Minutes from previous meetings:

Board minutes from 12 March and 19 March approved for publication with minor corrections.

AGREED: New member details not to be published on website, but to be made available on request as per requirements of members register.

2. Matters arising: none

3. Operations Report:

Steve's Acting GM report was tabled, in summary:

3.1 New Members

25 new members accepted unanimously (BD, DH)

3.2 Urgent finance and signatory issues

Recent problems with our NAB bank account were reported. Oliver had been added as a new signatory in February, but previous board members were still authorised signatories to the account. This caused some difficulties with wages and other payments, which have now been rectified. Much appreciation to previous board members John Bartholomew and Margaret Carey who helped out in this instance.

ACTION: A'g GM to monitor situation to confirm full transition to new signatories.

Robin added to new overall list, with OB, DH, SC. Robin to draft communication to staff.

No finance report: Pressing need to temporarily fill Bookkeeper position. Steve to meet with new bookkeeping prospect in early May; Thuy also recommended ex-Reverse Garbage bookkeeper. Steve (and David) to interview both.

3.3 Co-op Manager recruitment

The Co-op Manager position has been advertised with Seek.com, Ethical Jobs, Pro Bono Australia, NRM Jobs and HAC Jobs/COM Jobs. Also posted on the Bower website and Facebook page and to LinkedIn. Closing date is 13 May. SC to field initial inquiries. Plan to shortlist by 17 May (shortlist panel comprising SC, OB, AB, RM, WS).

Bower Newsletter planned for next week, to notify members about Co-op Manager position and report on Working Groups – will need Board input.

3.4 Board minutes & co-operative records

Minutes for December to February now published on website with note that they will generally be published within 8 weeks of the date of board meetings.

A 3-drawer filing cabinet with keys has been obtained for the office for secure storage of board minutes, membership, staff, financial and other Bower records.

Draft AGM 2012 minutes: Steve has been working on; BD offered help if needed.

3.5 Staff matters

Two recent issues involving staff were reported. Due to low board numbers, it was agreed that in-confidence discussion of these matters be deferred to the next meeting. Steve is hopeful that the second issue can be resolved quickly.

3.6 Correspondence and complaints

In relation to recent issues, the A'g GM and Staff Co-ordinator have drafted a "Feedback/Complaint Form" which can be used to guide staff and customers to record complaints as well as incidences of positive feedback shortly after they happen. RM: Needs to be just in all directions, should affirm equity.

ACTION: A'g GM to revise further based on board input.

4. Finalisation of Ethical Framework

The ethical framework that Dr Peter Melser has been working on is finished. Peter to be invited to next meeting.

5. Members meeting – working groups progress report

Working Groups have progressed since members meeting on 23 March.

ACTION: RM to report on members meeting for newsletter. SC to call for member input again.

6. Streamlining Board minutes and correspondence

AB flagged quicker board responses in future to correspondence and quicker production and publication of minutes. Pro-forma protocol needed in relation to correspondence.

AGREED: Secretary should be initial respondent to correspondence to board, board and A'g GM to be copied in. To be confirmed at next meeting.

7. Environmental Trust Educational Grant

Friday 26 April is the closing date for expressions of interest for the Environmental Trust Grants. Applicants are shortlisted and invited to submit full applications by August. Brief discussion centred on applying for a project which could extend the work that the 107 does project does at Redfern.

ACTION: BD to supply SC, DH and AB with grant details. SC to submit expression of interest.

8. Recent communications

A closed session was on the agenda for confidential discussion of recent communications, but due to 3 of the 7 board members being unable to attend, discussion was deferred to next meeting.

ACTION: List correspondence that requires response.

MEETING CLOSED 9.15pm

NEXT MEETING: Tuesday 21st May, 6.30pm