



Board of Management Action List

| MEETING DATE | ACTION NO. | DESCRIPTION | DUE DATE | RESPONSIBLE OFFICER | STATUS |
|--------------|------------|--|-----------|---------------------|-------------------------|
| | | Recruit Board members | | Board & Mgmt. | In progress and ongoing |
| | 3 | President to arrange the creation of the Charts in preparation for December 21 Board Meeting. | | President | Completed |
| 19-Apr-22 | 2.3.2 | Management to investigate the President's application for a Commonwealth Bank toggle to facilitate authorisation of electronic bank transfers for | after AGM | Management | |
| | 3.1.2 | Treasurer to investigate secure access for Board Papers other than via email. | | Treasurer | |
| | 3.1.3 | GM to investigate the possibility of a secure Board only section of the LVFC web site for Board documents | | General Manager | |
| | 3.2.4 | GM to investigate the collation digitally of the hard copy good news stories already collected. | | General Manager | In progress |
| 16-Aug-22 | 2.1 | The GM to email a copy of the staff annual review templates to the President | | General Manager | Completed |
| | 2.2 | The President and Vice-President to liaise with GM on a suitable date and time for her annual review. | | Board | Completed |
| | 3.1 | Directors to advise their Interests to the President for the Standing Notice of Interests Register to be formally completed | | Board | Completed |
| | 3.3.1 | President to update the Action Register. | | President | Completed |
| | 3.3.2 | Treasurer to follow up on Board Portals for the Board Papers. | | Treasurer | |
| | 3.3.3 | President to provide GM with a list of items to be uploaded to the Board only section of the LVFC website once the firewall technology update is completed. | | President | Completed |
| | 4.1.1 | Directors to complete the DIN application and advise the President of the number. | | Board | |
| | 4.1.2 | Directors to finalise their evaluation forms by Friday 26th August. | | Board | Completed |
| | 4.1.3 | President to contact Michelle Swallow to discuss travel costs and confirm acceptance of the proposal. | | President | Completed |
| | 4.1.4 | President to contact Simone Zell to advise the Board's decision on her training proposal. | | President | Completed |
| | 4.2.1 | Directors Ms Fiona Vanderbeek to review the Board of Management Policy and to be assisted in reviewing the Financial Management Policy by the Treasurer. | | Director | |
| | 4.2.2 | Director Ms Amanda McEvoy to investigate the possibility of the Launceston City Council sponsoring the purchase of uniforms and to advise the GM | | Director | Completed |
| | 4.3 | GM to email a copy of the Draft Marketing Plan to Director Ms Amanda McEvoy for her comments and suggestions | | General Manager | Completed |
| | 4.4 | GM to place the Notice of Meeting in the local paper and advise members through the newsletter. | | General Manager | Completed |
| | 5.1.1 | Management to investigate an anomaly with the wages coding in the month of July and report to the Treasurer | | Management | Completed |
| | 5.1.2 | Copies of 2022 Financial Statements to be forwarded to the proposed Audit & Risk Committee members and the President for review prior to any Circulating Resolution being passed via email authorising the signing of the accounts by the Treasurer. | | General Manager | Completed |
| | 5.3 | President to update the Risk Register and present at the next Board Meeting prior to the A&R Committee taking over responsibility of the Register | | President | Completed |
| | 6.1 | GM to prepare a report on what policies and procedures are in place to mitigate risks to our clients from services provided by staff and volunteers. | | General Manager | |
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Action numbering relates to the agenda item number followed by the sequential numbering of actions recorded at the meeting.