

BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Tuesday 18th October 2022 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 9.00am.

In Attendance: Board members: Carolyn Campbell-Wood (President), Glen Cornish (Vice – President), Kevin Goldsmith (Treasurer), Fiona Vanderbeek (Secretary) and Amanda McEvoy

In attendance: **General Manager (GM)**– Kylie Bryan

1. Meeting Opening:

The President declared the meeting open at 9.08am noting a quorum was present.

2.1 Conflicts of Interest:

A register of interests for Directors was tabled by the President, noting one addition made by the President since the previous meeting. No conflicts of interest were declared with the meeting agenda.

Action: Directors to advise their Interests to the President for the Standing Notice of Interests Register to be updated as required.

2.2 Minutes of Previous Meetings:

2.2.1 The Board resolved to accept the minutes of the Board Meeting of 16 August 2022 without amendment. Carried

2.2.2 The Board resolved to accept the minutes of the Annual General Meeting of 20 September 2022 without amendment. Carried

2.3 Action Register:

The Action status of tasks were discussed as listed, noting that Items 3.1.2 and 3.3.2 have been overtaken by events.

Action: Secretary to update the Action Register.

2.4 Membership Application

An application for membership had been received from Christine Fordham. It was agreed that the General Manager will be the Membership Officer for 2022-23.

The Board resolved to approve the membership application from Christine Fordham Carried

The Board resolved to appoint the General Manager to the role of Membership Officer for 2022-23 Carried

Action: GM to record Christine Fordham as a member of LVFC

3 Strategic Planning:

3.1 Chair's Report

The President reminded those Directors who have not yet completed the application for Director Identification Numbers (DINs) that while it is a very frustrating application process the due date for registration is January 2023.

The President noted the receipt of Director evaluation forms which did not appear to identify any strong common themes. A full report will be made at the next meeting.

Action: Directors to complete the DIN application and advise the President of the number.

Action: President to table a report on Board evaluations at next meeting

The Board noted the report.

3.2 Association Report

The GM tabled her report and the following points were noted during the ensuing discussion:

- The Board of Management section of the Policies and Procedures manual has been reviewed by the President and Secretary who will compile a final version for Board approval
- Launceston VFC has been selected to provide financial, human resources and activity data to a Funding Indexation Project conducted by UWA
- The Royal Commission on Aged Care Quality and Safety has indicated that SIRS will be rolled into home care from 1 December 2022. LVFC is on track for compliance
- Clinical Governance is likely to become a requirement for some in-home aged care packages
- COVID safety plan for LVFC to be reviewed after ACEOC update is announced
- The timing of ARC and Board meetings needs to be considered for next year's meeting calendar
- Changes are required to CBA details and authorities

The Board resolved to approve participation in the Funding Indexation Project conducted by UWA **Carried**

The Board resolved that to open a new bank account will require the authorisation of any two of the following:

President	Mrs Carolyn Campbell-Wood	
Vice-President	Mr Glen Cornish	
Treasurer	Mr Kevin Goldsmith	Carried

The Board resolved that the President (Mrs Carolyn Campbell-Wood) and Vice-President (Mr Glen Cornish) be added to the list of electronic signatories authorised to transact on behalf of Launceston VFC with the Commonwealth Bank

Carried

Action: President and Secretary to compile final version of Board of Management section of Policies and Procedures Manual

Action: GM to circulate updated COVID safety plan once ACEOC update announced

Action: Timing of ARC and Board meetings to be reviewed for 2023 meeting calendar

Action: GM to provide data to Funding Indexation Project

Action: GM to note changes to bank account authorities and signatories

3.3 Strategic Plan Review

The Board discussed the Strategic Plan and agreed that whilst the Objectives remained generally relevant, the Actions table requires review to match Activities to Objectives.

The Board approved an amendment to Strategic Objective (d) to read “To follow best practice governance principles, strive for operational excellence and ensure thorough succession planning for the Board and management.”
Carried

Action: Board to review Strategic Actions Plan Chart and match Objectives and Activities for discussion at next meeting

Action: Secretary to circulate copy of Strategic Actions Plan

4 Board Reports

4.1 Audit and Risk Committee

4.1.1 The minutes of the ARC meeting of 13 October 2022 were tabled and noted by the Board. The AGFA report is due for submission by 31 October 2022. The Treasurer will email this to the Board for approval.

4.1.2 The Financial and Compliance report prepared by the GM was tabled and noted by the Board

4.1.3 The Risk Report and Financial charts were tabled and noted by the Board. It was noted that the purpose of the financial charts is to provide a visual synopsis to raise potential queries and lead to the detailed numbers, with the Current Asset Ratio being an indicator of liquidity

Action: Treasurer to circulate copy of AGFA report to Board for approval

4.2 Financial Report

The Treasurer noted that the financial report tabled from the ARC meeting shows total equity on the balance sheet to be \$186,455.92, with an operating profit of \$68,725.34 for the quarter ending September 2022.

The Board resolved to accept the Financial Reports noting that the Association was able to pay its liabilities as and when they fall due.
Carried

5. General Business

5.1 Review of Board Calendar for 2022-23

Directors agreed to discuss the year’s calendar of meetings for 2023 at the December Board meeting.

The following meeting dates and times were noted:

ARC Committee: 12 December 2022 at 9.30am

Board: 20 December 2022 at 9.30am

6. Meeting Close

Meeting closed at: 10.15am

Signed as a true record:

President: _____

Dated: _____