

## BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Tuesday 20<sup>th</sup> December 2022 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 9.30am.

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**Present:** Board members: Carolyn Campbell-Wood (President), Glen Cornish (Vice-President), Fiona Vanderbeek (Secretary) and Amanda McEvoy

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

**Absent:** Kevin Goldsmith

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### 1. Meeting Opening:

The President declared the meeting open at 9.45am noting a quorum was present despite the absence of Mr Goldsmith.

### 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 18 October 2022 without amendment. Carried**

### 2.3 Action Register:

The Action status of tasks were discussed as listed.

**Action:** Secretary to update the Action Register.

## 3 Strategic Planning:

### 3.1 Chair's Report

The President presented a verbal report on Director evaluations which identified no clear themes but did show the difference in perspective between the General Manager and the Board. It was noted that the use of a numbered scale rather than free text is recommended in 2023 Board Evaluation.

The Board noted the report.

### 3.2 Association Report

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

- In line with the new Serious Incident Response System, which has extended into the home care and community settings, a revised Serious Injury Management policy has been developed.
- Final reconciliation of financial information has been carried out for CHSP funding for 2021/22 with \$31,577 to be carried forward and \$29,722 being subject to recovery.
- Jenny Crans retired on 4/11/22. No replacement staff member is required
- COVID safety plans have been reviewed and remain appropriate and surpassing current requirements

- An increased local need for Home Maintenance services had been identified and a funding application has been successful in providing an additional \$90,000pa to CHSP funding. Areas for improvement in service delivery have been identified as part of ongoing CQI.
- It was clarified in the financial/statistical charts that Department of Health funding is Federal, whereas HACC is State. This will be annotated on charts in future.

***The Board resolved to approve the revised Serious Injury Management protocol. Carried***

### **3.3 Strategic Plan Review**

The Board discussed the Strategic Plan and identified the following:

- An opportunity to introduce more paid services in the field of home maintenance, including computer/IT support and domestic cleaning
- The need for rebranding and renaming to reflect this revised service model.
- The opportunity to introduce new products to current clients and also to a new audience.
- Relationships, especially personal relationships between volunteers/staff and clients, are of key importance and a point of difference with other providers

***Action:*** President to circulate a draft of proposed revisions to Strategic Actions Plan Chart

***Action:*** All Board members to review draft and provide their own suggested amendments for discussion at next meeting

***Action:*** GM and Amanda McEvoy to redraft Mission and Values in January, for discussion at next meeting.

***Action:*** Strategic Objective (d) be amended to "To follow best practice governance principles, strive for operational excellence and ensure thorough succession planning for the Board and management"

## **4 Board Committee Reports**

### **4.1 Audit and Risk Committee**

4.1.1 Draft minutes of the ARC meeting of 13 October 2022 were tabled. These minutes require amendment and approval by the ARC before being re-tabled at the next Board meeting. It was recommended that in future Amanda McEvoy take the minutes, as it is too onerous for the Chair to take notes while running the meeting.

4.1.2 The Financial report prepared by the GM for the ARC was tabled and noted by the Board.

***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***

4.1.3 The Compliance report prepared by the GM for the ARC was tabled and noted by the Board.

4.1.4 The Risk Chart, which requires review and updating at each ARC meeting, was tabled and noted by the Board.

The Board noted that the ARC will be reviewing the vehicle replacement policy in relation to electric vehicles.

***Action:*** Amanda McEvoy to redraft minutes for approval by ARC at next meeting

## **5. General Business**

### **5.1 Review of Board Calendar for 2023**

It was agreed that in 2023 meetings will be held on the 4<sup>th</sup> Tuesday of alternate months, commencing at 9.30am, with the first meeting of the year to be on Tuesday 28<sup>th</sup> February 2023.

The ARC meeting will be held on the Monday of the week preceding the Board meeting, with the first meeting of the year being held on Monday 20<sup>th</sup> February 2023 at 9.30am

<b>Action:</b> <i>President to compile schedule of calendar dates for 2023 meetings of ARC and Board</i>
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<b>Action:</b> <i>Secretary to compile Board meeting agenda item calendar</i>
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### **5.2 Budget process**

It was noted that in preparing the next budget, accounts to be used will be from the Chart of Accounts in MYOB, using the same format as in 2022.

## **6. Meeting Close**

Meeting closed at: 11.53am. The next meeting is scheduled for 9.30am on Tuesday 28<sup>th</sup> February.

**Signed as a true record:**

**President:** \_\_\_\_\_

**Dated:** \_\_\_\_\_