

BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Tuesday 28th February 2023 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 9.30am.

Present: 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 9.28am noting a quorum was present.

2.1 Conflicts of Interest:

A register of interests for Directors was tabled by the President, with no additions or changes required. 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 20 December 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 reported that neither of two potential new directors identified by the GM were in a position to proceed. The President will draft an advertisement for Board consideration, with a view to advertising via the AICD, Seek Volunteers and other potential avenues. To assist in identifying skills particularly needed in new directors, Amanda McEvoy will circulate a skills matrix for incumbent directors to complete.

Action: *President to draft advertisement for new directors*

Action: *Amanda McEvoy to circulate skills matrix and collate responses to identify skills required of new directors*

3.2 Association Report

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

- Lease negotiations for 56 Cimitiere Street, for commencement on 1/5/23, have begun. In relation to annual rent reviews, it was agreed that LVFC should seek for this to be “the lesser of CPI or 3.5%”.

- The MOU with Working it Out for lease of office space from LVFC is also up for review. It was agreed that an increase of 7% would be in line with CPI and largely cover additional overhead costs.
- It was noted that the current Public Liability insurance policy has an exclusion on cover for molestation. All potential insurers have been asked to include molestation cover in their quotes for the 2023/24 year.
- COVID safety plans have been reviewed and remain appropriate and surpassing current requirements, though it was noted that consideration needs to be given to the implication of the current requirement for staff and volunteers to be “fully vaccinated”.
- It was noted that all deliverables remain on track to achieve target by 30/6/23. The downturn in services supplied during January for HACC clients was due to the volume of clients away from home during the month.
- Contract negotiations for CHSP funding continue. The unit price offered represents an increase of close to 10% for the 2023/24 financial year. A further 5% increase will be worked upon.

3.3 Strategic Plan Review

3.3.1 Strategic Action Plan review

The draft compiled by the President from suggestions received from Board members was tabled. It was agreed that the Secretary will circulate a penultimate draft, showing proposed changes. Board members will have a week to respond before a final draft is produced.

<i>Action: Secretary to circulate a penultimate draft of the Strategic Actions Plan Chart</i>
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<i>Action: All Board members to respond to penultimate draft within a week of circulation</i>
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<i>Action: Secretary will compile a final draft of the Strategic Actions Plan Chart based on input from Board members</i>
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3.3.2 Mission and Values review

The GM and Amanda McEvoy have drafted a revised Mission and Values statement which has been circulated to staff, volunteers and clients for input. A final draft will be presented to the Board for approval thereafter.

<i>Action: GM and Amanda McEvoy to produce final draft for discussion and approval at next meeting.</i>
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4 Board Committee Reports

4.1 Audit and Risk Committee

4.1.1 It was noted that redrafted and reformatted minutes of ARC meetings will be produced by Amanda McEvoy, who will also undertake to take minutes at future meetings.

4.1.2 The Financial report prepared by the GM for the ARC was tabled and the ongoing issue, which has been reported to MYOB and is being rectified by them, was noted by the Board.

The Board resolved to accept the Financial Reports noting that the Association is 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.

4.1.5 A revised Schedule of Delegations produced by the ARC was tabled. The President clarified how the schedule could be streamlined and a further draft will be produced by the ARC.

Action: Secretary to send Amanda McEvoy a template for agenda and minutes

5. General Business

5.1 Review of Board Calendar for 2023

Calendar dates for 2023 meetings of ARC and Board were circulated and approved, with several board members noting periods of leave through the year. A Board meeting agenda item calendar was also tabled and approved; ARC will produce a similar calendar.

Action: Secretary to add annual leave dates to Board calendar

Action: Secretary to send ARC members a copy of Board agenda item calendar

5.2 Home maintenance volunteers

Glen Cornish raised a concern regarding recruitment of volunteers to undertake home maintenance. He will soon be resigning from home maintenance volunteering and expressed concern that he is the last remaining volunteer in this field, with a paid staff member being required to undertake these duties. The need to explore options for recruiting volunteers and casual workers was discussed.

It was noted that National Volunteer Week commences on 15 May 2023 and will offer a platform to assist in recruitment. New marketing materials, in the form of leaflets and posters, have also been produced to assist in recruitment.

Action: Amanda McEvoy and GM will work on a marketing plan for recruitment of volunteers

6. Meeting Close

Meeting closed at: 11.35am. The next meeting is scheduled for 9.30am on Wednesday 26 April 2023.

Signed as a true record:

President: _____

Dated: _____