

## BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Wednesday 26 April 2023 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), Kevin Goldsmith (Treasurer), Fiona Vanderbeek (Secretary) and Amanda McEvoy

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

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### 1. Meeting Opening:

The President declared the meeting open at 9.37am noting a quorum was present.

### 2.1 Conflicts of Interest:

A register of interests for Directors was tabled by the President. No conflicts of interest were declared with the meeting agenda.

<p><b>Action:</b> Directors to advise their Interests to the President for the Standing Notice of Interests Register to be updated as required.</p>
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### 2.2 Minutes of Previous Meetings:

**2.2.1 The Board resolved to accept the minutes of the Board Meeting of 28 February 2023 without amendment. Carried**

### 2.3 Action Register:

The Action status of tasks were discussed with all tasks complete or in progress.

## 3 Strategic Planning:

### 3.1 Chair's Report

The President reported that progress towards recruitment of new Directors is on target for June 2023.

### 3.2 Association Report

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

- The budget for 2023/24 will not be available until the first week of May due to significant delay on incoming capital expenses.
- All MYOB data requiring re-entry, due to a system failure still being investigated by MYOB, is complete and reconciled.
- Lease negotiations for 56 Cimitiere Street, for commencement on 1/6/23, have been completed. It was noted that Metcash have agreed to absorb the cost of drawing up the lease on this occasion, but in future LVFC will be expected to pay at least 50% of legal fees.

**The Board resolved to approve the terms of the new lease as follows:**

**Commencement 1/6/23**

**Annual rent: \$31,184 + GST**

**Term: 3 years**

**Option: 3 years**

**Rent reviews: Annual fixed 3.5% in the first term; market review at option and CPI increase in 2027 and 2028**

**Carried**

- The MOU with Working it Out for lease of office space from LVFC has been finalised with an increase of 7%
- Following extensive work seeking alternative quotes, and with particular thanks to Glen Cornish for his assistance, the decision has been made to engage Mackillops as brokers. It is proposed that this be for a minimum of three years, with the ARC to review actual cover within each policy towards the end of the calendar year.
- It was noted that all deliverables remain on track to achieve target by 30/6/23. The downturn in services supplied during January has seen a recovery in February.
- Contract negotiations for CHSP funding continue. The unit price offered represents an increase of close to 10% for the 2023/24 financial year. Contracts will be produced over the coming month and may include the same unit price with slightly reduced outputs.

### 3.3 Strategic Plan Review

#### 3.3.1 Strategic Action Plan review

The final draft of the Strategic Plan review has been circulated. It was agreed that in future February's Board meeting should become a non-reporting strategy session. No ARC will be held in February and no other business discussed at the board meeting.

**Action:** Secretary to amend Board calendar to show February as a non-reporting Strategy session

**The Board resolved to accept the updated Strategic Action Plan as circulated by the Secretary** **Carried**

#### 3.3.2 Mission and Values review

**Action:** GM and Amanda McEvoy to produce final draft for discussion and approval at next meeting.

#### 3.4 Skills matrix review

Amanda McEvoy presented the findings of the skills matrix review, which indicate a good spread of skills amongst current Board members, with the weakest areas being IT and government grant contracts and agreements.

**Action:** Amanda McEvoy will draft an advertisement based on skills required; Fiona Vanderbeek will review draft. President or Vice-President to approve final draft for posting on Seek and LinkedIn

## 4 Board Committee Reports

### 4.1 Audit and Risk Committee

4.1.1 It was noted that ARC did not hold a meeting in April, as planned, with the ARC Chair requesting that email traffic be reduced between Board meetings to minimise confusion. Financials, risk report and compliance report will be emailed direct to Glen Cornish and Kevin Goldsmith by the GM in order that the Chair can compile an agenda and ensure all committee members have required information in time for future ARC meetings. Redrafted and reformatted minutes of ARC meetings held in December, January and June will be approved at June's meeting.

4.1.2 The Financial report prepared by the GM for the ARC was tabled and there was discussion around possible changes to the reporting format, with the GM to investigate potentially removing % columns. It was agreed that the charts are useful and should remain. It was noted

that less cash is being carried than in the previous year due to better utilisation of funds. It was also noted that direct comparison with a previous year can be misleading due to changes in payment scheduling.

***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 Report was not available due to cancellation of the ARC

4.1.5 An ARC calendar of work is still in progress

4.1.6 A revised Schedule of Delegations has been drafted for approval at the next ARC.

**Action:** *President to send Amanda McEvoy a copy of suggested changes to the Delegations Policy*

4.1.7 Mckillops have been appointed as insurance brokers for a period of three years.

**5. General Business**

**5.1 2023-24 budget**

A non-reporting meeting of ARC members will be held on 8 June to review the draft budget which will then be presented to the Board for approval at the next meeting.

**5.2 LVFC Rules of Association**

It was confirmed that the previously updated version has been lodged. It was agreed that no further changes are currently required.

**5.3 AGM date**

The 2023 AGM will be held on Wednesday 27 September 2023.

**6. Meeting Close**

Meeting closed at: 11.15am. The next meeting is scheduled for 9.30am on Tuesday 27 June 2023

**Signed as a true record:**

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

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