

## BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Tuesday 22 August 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), Fiona Vanderbeek (Secretary), Amanda McEvoy

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

**Apologies:** Kevin Goldsmith (Treasurer), Glen Cornish (Vice-President)

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### 1. Meeting Opening:

The President declared the meeting open at 9.30am 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.

### 2.2 Minutes of Previous Meetings:

**2.2.1 The Board resolved to accept the minutes of the Board Meeting of 27 June 2023 without amendment. Carried**

**2.2.2 The Board resolved to accept the responses received to the circulating resolution to approve the Financial Statements for the year ending 30 June 2023 being a true and correct record and authorise the President to sign both the Management Representation Letter and the Financial Accounts, on behalf of the board. 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

#### 3.1.1 Frequency of Board Meetings

There was further discussion around the concept of moving to quarterly Board meetings, plus a strategy meeting in February, to alleviate pressure on a small Board and a very busy General Manager. It was suggested, in order to accommodate quarterly financial data and ARC meetings, that Board meetings occur in late July, October, January and April of each financial year.

**The Board resolved to hold quarterly Board meetings, together with a strategy meeting in February of each year. Carried**

#### 3.1.2 Potential new Directors

Following meeting with the General Manager, President, Vice-President and Secretary, and having spoken to her referee, it was agreed to progress the application received from Lindi Bell.

#### 3.1.2 Directors' annual reviews

All Director reviews have now been received by the President and will be analysed for presentation at the next meeting.

**Action:** President to analyse Directors' annual reviews for presentation at next Board meeting.

### 3.2 Association Report

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

- COVID outbreak management plans remain appropriate and surpassing current requirements. All language for vaccination requirements are being moved to “strongly recommended”, alongside all other vaccinations.
- In response to the 5.75% pay rise for the SCHADS award, DSS has provided a full six month funding payment in July. There is also an opportunity to submit a grant application to bridge this gap, to be released in September. All pay increases have been awarded to staff in full.
- There has still been no response from MetCash in relation to the renewal of lease and insertion of additional clause despite repeated contact being made by the General Manager. Lawyers will review the entire lease, including the demolition clause, once received from MetCash.

**Action:** President to write to MetCash asking for a copy of the full lease for legal review.

### 3.3 Strategic Plan Review

The General Manager reported that work has been ongoing with staff to assess progress against the Strategic Plan. The team feel comfortable with progress and staff are now working to new targets. Recruitment of volunteers/clients continues with a 15% growth in volunteer numbers by June 2024 being the target. Moving forward, additional charts tracking progress for volunteer recruitment and client intake/retention will be included in Board reports, in order to show continued progress against KPIs.

## 4 Board Committee Reports

### 4.1 Audit and Risk

#### 4.1.1 Financial Report

The Financial report for the year ending 30 June 2023 has been approved by the Board and will be signed and returned to the auditor today.

**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**

#### 4.1.2 Compliance Report

The Compliance report prepared by the GM was tabled, noted and approved.

#### 4.1.3 Risk Report

There was discussion as to the increase of risk associated with loss of key personnel, which had been made due to the potential loss of a key staff member. The risk relating to inability to recruit volunteers was also noted to have risen due to slowing of recruitment during winter.

**5. General Business**

**5.1 AGM**

**5.1.1 Notice and Agenda**

A notice of the AGM to be held on 27 September 2023 at 10am was tabled and approved. The notice will be placed on the LVFC website and sent to all members.

A draft agenda was tabled and approved.

**5.1.2 Officer Nominations**

Officer nominations close at 5pm on 11 September 2023. To date the following nominations have been received:

- President – Carolyn Campbell-Wood
- Vice-President – Fiona Vanderbeek
- Treasurer/Secretary – Glen Cornish
- General Member – Amanda McEvoy

ARC membership: Glen Cornish (Chair), Amanda McEvoy, Carolyn Campbell-Wood

**6. Meeting Close**

Meeting closed at: 11.00am. The next meeting is scheduled for 9.30am on Tuesday 24 October 2023

**Signed as a true record:**

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

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

