

BOARD OF MANAGEMENT OF LAUNCESTON VFC SERVICES INC

Minutes of a meeting held on Monday 12 February 2024 at the Boardroom, LVFC Offices, 56 Cimitiere Street, Launceston, commencing at 9.30am.

Present: Board members: Carolyn Campbell-Wood (President), Fiona Vanderbeek (Vice-President), Glen Cornish (Treasurer/Secretary), Amanda McEvoy, Lindi Bell

In attendance: General Manager (GM) – Kylie Bryan

1. Meeting Opening:

The President declared an in-camera session of the meeting open at 9.30am noting a quorum was present. The in-camera session closed at 9.50am.

The Board resolved to approve the General Manager salary package as presented by the President, with the package to be fixed until 30 June 2025 ***Carried***

2.1 Conflicts of Interest:

A register of interests for Directors was tabled by the President, with no changes required.

2.2 Minutes of the Previous Meeting:

2.2.1 The Board resolved to accept the minutes of the Board Meeting of 24 October 2023 without amendment. ***Carried***

2.3 Action Register:

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

3 Strategic Planning:

3.1 Chair's Report

The President reminded Board members of the need to complete the survey circulated in advance of the Strategic Planning Day on 27 March.

It was noted that with Board meetings now at 3 monthly intervals there may be a requirement for an occasional teleconference to deal with urgent matters.

3.2 Association Report

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

- Two potential new Directors have been identified, one with experience (Gregory Barnes) and one without (Clinton Sheenan).

<p>Action: President to follow up with Gregory Barnes; GM to provide his email address. GM to encourage Clinton Sheenan to consider submitting an EOJ</p>
--

- The strategic planning session will occur on 27 March and be facilitated by Susannah Coleman-Brown. Facilitator has been provided with vision and mission statements. With ongoing developments in the community services sector, the session will be crucial in setting a clear direction for the future.

- WHS requirements are believed to be compliant, and an HR review is being undertaken of all relevant policies.

Action: GM to send WHS policies to President and Lindi Bell for review. Lindi Bell to send additional information on model policies to GM

- Several new staff members have been recruited to casual roles. Tailored training programs to ensure all staff receive comprehensive training are in development. Volunteer management planning for 2024-25 is in progress
- Insurance renewals have been considered by ARC and will be approved by the General Manager when finalised.

Action: GM to discuss risk of considering Third party only insurance for Imax van with broker

- DoH have approved acquittals for 2022-23 confirming a zero carry forward amount. The Tasmanian Performance Health team have visited LVFC and expressed satisfaction with performance and growth. Contracts for 2024-25 should be received in the coming weeks. The DoH has approved a request for recurrent funding totalling \$125,587 effective from 1 January 2024. The Board congratulated the General Manager on her success in securing this funding.
- CHSP and HACC performance data shows all programs to be on track.

Action: GM to include an additional line in future charts, showing previous year's figures for comparison.

3.3 Strategic Planning Day

As reported, the strategic planning session will occur on 27 March. The GM confirmed that the survey has been sent to Board members, staff and some volunteers, in order to provide the facilitator with a broad spectrum of inputs.

4 Board Committee Reports

4.1 Audit and Risk

4.1.1 Minutes of last meeting

The minutes of the meeting on 23 January 2024 were tabled and signed by the ARC Chair.

The Board resolved to accept the proposed changes to the ToR of the ARC as presented in the minutes of 23 January 2024. Carried

4.1.2 Financial Report

The ARC Chair summarised key points from the financial reports, noting that cash flow and general financial position remain on track. The GM has conducted research on interest bearing accounts and the ARC recommend combining capital account and TPT account balances in a high interest account, aiming for two short term deposits of six months with around a 5% return. A lower interest sweep account and the cheque account holding the balance of funds ensuring access to funds as required. The Board was supportive of the concept, whilst noting that the bank/s used must have a government guarantee.

Action: GM to further research options, including best rates available from CBA and confirmation as to whether TPT has a government guarantee.

Action: A letter of authority for bank to be completed, following approval by circulating resolution, to open new bank accounts.

It was noted that future financial reports can be geared to quarterly financials to reduce GM workload and streamline for Borad.

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

4.1.3 Compliance Report

The Compliance report prepared by the GM was noted and accepted.

4.1.4 Risk Report

It was noted that the risk rating for “Inability to recruit suitable staff and/or volunteers” should be altered to a lower risk rating of “2” following a successful staff recruitment campaign.

With no lease renewal provided by Metcash the GM reported that examination of the market shows a range of available options, although potentially not as centrally located or with as much parking space. The market will continue to be monitored for a potential new location but in the meantime, it is recommended that LVFC remain in its current premises on a month-to-month basis.

4.1.5 ARC Calendar of Work

This has been compiled. It was agreed to invite the auditors to a pre-meeting with the ARC on 9 April to discuss the upcoming audit process.

Action: GM to send of copy of letter engagement to President.

5. General Business

5.1 Dates for Board, AGM & ARC meetings for 2024

2024 Board meetings will take place on: 6 February, 30 April, 23 July and 29 October.
AGM will be held on 24 September 2024
2024 ARC meetings will take place on: 23 January, 9 April, 9 July, 8 October.

6. Meeting Close

Meeting closed at 11.20am. The next meeting is scheduled for 9.30am on Tuesday 30 April 2024.

Signed as a true record:

President: _____

Dated: _____