

**Minutes of the Management Committee Meeting of
Campbelltown Meals on Wheels and Housebound Resources Held At
Campbelltown Civic Centre on Wednesday 19th October 2016 at 11.39am**

Mr Gary West called the meeting to order at 11.39am

Attendance & Apologies - as per the attendance book and listed at the conclusion of these minutes
Quorum was established at 11.39am
Business Arising from Meetings <ul style="list-style-type: none"> • Blue Skies Project – Staff putting together ‘Thinking outside the square’ ideas for best future of MOW and to help keep up with the competition. • Policy for Review – Section 9: Service Areas. • Fundraiser: Car Raffle Flyer distribution – looking into external company for flyer deliveries

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	19/10/2016	Accounts	The St George investments are now closed. An investment account with NAB of \$100,000.00 has been opened with a 2.9% interest rate for 8 months.	
Treasurer & Financial Reporting	19/10/2016	Forecasts	Meal sales are exceeding budget. \$24,000 in budget – we spent \$25,100.00 because of growth. We will increase the budget by \$4000.00/year. The fuel allowances will also be increased by \$2000.00 to pay volunteer drivers Looking to have \$1,200 surplus – that allows a new computer program (\$6,000).	

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	8/6/2016	Sponsorship Policy	Will be presented at the next meeting	Barry Daley
Marketing & Promotions	10/8/2016	Fundraiser: Car Raffle	Our Fundraiser is in full swing. Only 500 tickets available. Clintons Toyota are helping us sell tickets at their Narellan and Campbelltown Stores and also sold 9 tickets at a Golf day they held on top of raising \$730.00 in donations. There will be advertisements in the Advertiser as well as Flyer Distributions. Lisa suggested promoting 'group buys' to those who can't afford \$100 on their own.	Ongoing
Marketing & Promotions	19/10/2016	Fundraiser: Car Raffle Flyers Distribution	We are running a Car raffle Fundraiser with Clintons Toyota. To help spread the word we are looking into have flyers printed and distributed outside CMOW. Looking at Miracle Distribution. 25,000flyers to be delivered across selected area around Campbelltown LGA. Gary to look into pricing and areas. MOTION: Barry Second: Lenny	Gary
Marketing & Promotions	10/8/2016	Trotting Club Breakfast	Gary and Eloise attended breakfast	COMPLETED
General Business	19/10/2016	Conference	Lyn and Sam attended the NSW Meals on Wheels Conference on Oct 12-14 th . It was very productive and provided useful tools and gave ideas to help CMOW move forward in the future. Lyn will have full report at next meeting.	
General Business	8/6/2016	Eating with Friends	Tabled for Committee to review at a later date	ongoing
General Business	8/10/2016	Volunteer Christmas Party	The Volunteer Christmas Party will be held December 7 th at the Campbelltown Civic Centre. 'Powerhouse Diva' Lisa Crouch has donated her time and will provide entertainment for the party. Catering has been booked with Chick'NDale.	

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
General Business	19/10/2016	Increase Attendees to Meeting	<p>Hans asked what could be done to help increase the number of community members attending AGM meetings.</p> <p>It was suggested to think about:</p> <ol style="list-style-type: none"> 1) advertising all year regarding meetings 2) Moving meetings to after-hours so more people can attend after work. 3) Having 'Friends of Campbelltown Meal on Wheels' to attend meetings. <p>Eloise suggested the possibility of combining the AGM and Christmas Party so the volunteers can attend as well.</p>	

Operational Report:

Issue	Action/Recommendation	Action/Recommendation
1. Operational Report	Taken forward to next meeting	

Equipment Management:

1. N/A		
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Correspondence:

1. N/A		
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Work Health & Safety:

1. N/A		
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Policy & Procedures:

1. Sexual Harassment & Anti-Bulling Policy	Policy Section 8 was handed out at previous meeting for Review. Bob Drake and Barry Daley suggested changes as per amendment sheet	COMPLETED
2. Compliments and Complaints Register	Register will be presented at next meeting	ongoing

Meeting closed at 12:20am

Present at the Meeting 19/10/2016

Gary West	President
Eloise Young	Vice President
Barry Daly	Treasurer/Public Officer
Lennie Hayes	Secretary
Peter Parawa	Committee Member
Bob Drake	Committee Member
Joan McIntyre	Committee Member
Hans Neumann	Committee Member
Lyn Moores	Operations Coordinator
Lisa Butcher	Client Services Food Assistant
Amy Furtner	Administration Officer
Sam Watson	Book Keeper

Next Management Committee Meeting
Campbelltown
Meals on Wheels Office
December 14th at 10:00am