

**Minutes of the Management Committee Meeting of
Campbelltown Meals on Wheels and Housebound Resources Held At
Campbelltown Meals on Wheels office on 09 August 2017 at 10:00am**

Mr Gary West called the meeting to order at 10.15am

Attendance & Apologies - as per the attendance book and listed at the conclusion of these minutes
Quorum was established at 10.15am
Business Arising from Meeting: <ul style="list-style-type: none"> • Promotion – C91.3 • Presentation to MFS Investment Management • Strategy Meeting Required • Correspondence • Retail Arm • Committee Nominations • Calendars • Policy Review – Section 13: Referral

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	14/12/2016	Financial Report attached	As per attached report. <ul style="list-style-type: none"> • Financial predictions, noted small increases and allowances. • Budget accepted and motioned by Barry, seconded by Pete. 	Barry
Treasurer & Financial Reporting	14/6/2017	Special Strategic Planning Meeting- required for future	Strategy meeting required for future years	All members

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	12/6/17	Outstanding Debts	Rose requested quarterly report of bad debts - names and amounts outstanding	Treasurer/ Bookkeeper
Marketing & Promotions	8/2/2017	C91.3 promotion	Macathur Pets 19/08/2017 – in conjunction with Camden MOW.	Gary and Barry to contact sponsors Lyn
Marketing & Promotions	14/06/2017	Bunnings BBQ 04/08/2017	BBQ raised \$353 - Next BBQ Saturday 11/11/17	
Marketing & Promotions	09/08/2017	Presentation to MFS Investment Management for Retail Arm	- As per Booklet	Completed
Marketing & Promotions	14/06/2017	West Tigers Game	- A request to change to a more predominant location for August 25 th match. - Speak with Laura about obtaining a signed shirt for raffling	
Marketing & Promotions		Medical Channel advertising	12mths of advertising with Medical Channel - Macarthur General Practice - Chamberlain Street Medical Practice	
General Business	09/08/2017	Committee Resignations	<ul style="list-style-type: none"> Eloise will be resigning from committee duties, another partner Navon Yousef may be interested Bob Drake will also be resigning from committee duties 	
General Business	09/08/2017	Calendars	Agreed Small magnet calendars to be ordered	All Agreed

Operational Report:

Issue	Action/Recommendation	Action/Recommendation
Correspondence	<ul style="list-style-type: none"> The Future of Community Care in the home 2035 Discussion paper - Future reform from Food Forum paper for submission Management Committee Nomination Forms 	Lyn

Co-ordinators Report	<ul style="list-style-type: none"> • Client growth • C91.3 Radio ads airing as of 01/08/17 • New Committee Members – advertising starts 16/08 - 30/08 and 27/09 	Lyn
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Equipment Management:

1. iCRM	ICRM program is coming together. We are at the point of loading all client meal preferences into the system.	ongoing
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Work Health & Safety:

1. Office Audits		
A) Nothing to report		

Policy & Procedures:

1. Policy Section 12 – Support Planning and Delivery	Policy and amendment forms handed out for the Committee to review and bring back to the next meeting. Next Policy Review – Section 13: Referral	Completed
2. Compliments and Complaints Register	Register updated and presented to the committee	ongoing

Barry Excused himself at 11.15am

Meeting closed at 11.40

Present at the Meeting 09/08/2017

Gary West	President
Barry Daly	Treasurer/Public Officer
Bob Drake	Committee Member
Lennie Hayes	Committee Member

Peter Parawa	Committee Member
Joan McIntyre	Committee Member
Eloise Young	Vice President
Lyn Moores	Operations Co-ordinator
Lisa Johnson	Administration Officer
Deb Jones	Client Service Food Assistant

Apologies

Martyn Gilbert	Committee Member
Rose Fernandes	Committee Member

Next Management Committee Meeting
AGM Campbelltown Civic Centre
Wednesday 11th October 2017