

## Minutes of the Management Committee Meeting of Campbelltown Meals on Wheels and Housebound Resources Held At Campbelltown Meals on Wheels office on 11<sup>th</sup> October 2017 at 12:00pm

Mr Gary West called the meeting to order at 12:08pm

**Attendance & Apologies** - as per the attendance book and listed at the conclusion of these minutes

**Quorum** was established at 12.10pm

**Business Arising from Meeting:**

- **Promotion - C91.3, Bunnings BBQ**
- **Strategy Meeting Required**
- **Correspondence**
- **Retail Arm**
- **Committee Nominations**
- **Policy Review** - Section 14: Brochure/Information Booklet

Item	Date Raised	Issue	Action/Recommendation	Action/ Recommendation
<b>Treasurer &amp; Financial Reporting</b>	14/12/2016	Financial Report attached	As per attached report. <ul style="list-style-type: none"> <li>• Financial explanation of Profit and Loss.</li> <li>• Budget accepted and motioned by Lennie, seconded by Peter.</li> </ul>	Barry
<b>Treasurer &amp; Financial Reporting</b>	14/6/2017	Special Strategic Planning Meeting- required for future	Strategy meeting required for future years	All members
<b>Treasurer &amp;</b>	12/6/17	Outstanding Debts	Rose requested quarterly report of bad debts	Treasurer/

<b>Item</b>	<b>Date Raised</b>	<b>Issue</b>	<b>Action/Recommendation</b>	<b>Action/Recommendation</b>
<b>Financial Reporting</b>			- names and amounts outstanding	Bookkeeper

<b>Marketing &amp; Promotions</b>	8/2/2017	C91.3 promotion	- C91.3 live crosses, they have given away our promotional items.	
<b>Marketing &amp; Promotions</b>	14/06/2017	Bunnings BBQ 11/11/2017	- Next BBQ Saturday 11/11/17 - 2018 BBQ's to be followed up	Barry
<b>Marketing &amp; Promotions</b>	14/06/2017	West Tigers Promotion	- Next year more predominant position - Early 2018 ask for signed Jersey to raffle off - 3 games at home 2018	Martyn and Lisa J
<b>Marketing &amp; Promotions</b>		Medical Channel advertising	12mths of advertising with Medical Channel - Macarthur General Practice - Chamberlain Street Medical Practice	
<b>Marketing &amp; Promotions</b>	11/10/2017	Fisher's Ghost Parade	Stall on 04/11/2017, waiting for acceptance	Lyn
<b>Marketing &amp; Promotions</b>	11/10/2017	Updating and redeveloping brochures to include NDIS	Awaiting quotes	Lyn
<b>General Business</b>	11/10/2017	Pilot Project with Family and Community Services	- Dates to be finalised - Still in planning stages	Lyn/Gary

### **Operational Report:**

<b>Issue</b>	<b>Action/Recommendation</b>	<b>Action/Recommendation</b>
Correspondence	<ul style="list-style-type: none"> <li>Media Release of an additional \$8 million in Funding for Meals on Wheels across Australia.</li> </ul>	Lyn
Co-ordinators Report	<ul style="list-style-type: none"> <li>Client growth</li> <li>C91.3 - MacArthur Pets Fundraising outcome raised \$1254, we have been supplying C91.3 with pies, sauce &amp; drinks.</li> <li>Flowers across Australia promotion - raised \$300</li> <li>Telstra at Campbelltown Mall &amp; MacArthur Square Promotion raised \$300</li> <li>Next Bunnings BBQ - 11/11/17</li> <li>Volunteers Christmas Party, Wednesday 6<sup>th</sup> December at Civic</li> </ul>	Lyn

	<p>Centre 11am</p> <ul style="list-style-type: none"> <li>• Advertising Melbourne Cup sweep - number 6</li> <li>• Pilot Project with Family and Community</li> <li>• Future Training planned</li> <li>• Quality review audit - form has been lodged no date of audit as yet</li> <li>• Develop new brochure for NDIS clients</li> </ul>	
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### Equipment Management:

1. iCRM	ICRM program is coming together. We are at the point of accounting side, all clients need to corresponding ID numbers to go live with program.	November
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### Work Health & Safety:

1. Office Audits		
A) Nothing to report		
B) Adverse event, Accident and Incident	<ul style="list-style-type: none"> <li>• Volunteer fell on pathway at client's house, sustained no injuries</li> <li>• Client fell in shower, volunteer left before help arrived - Procedure on Emergency Plan acknowledgment sent out to all volunteers to sign that they've read and understood.</li> </ul>	completed

### Policy & Procedures:

1. Policy Section 14: Brochure/Information Booklet	Policy and amendment forms handed out for the Committee to review and bring back to the next meeting. Next Policy Review Section 15 - Privacy and Confidentiality	Completed
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2. Compliments and Complaints Register	Register updated and presented to the committee	ongoing
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Meeting closed at 1.07pm

**Present at the Meeting 11/10/2017**

Gary West	President
Martyn Gilbert	Vice President
Barry Daly	Treasurer/Public Officer
Lennie Hayes	Committee Member
Peter Parawa	Committee Member
Joan McIntyre	Committee Member
Lyn Moores	Operations Co-Ordinator
Lisa Johnson	Administration Officer

Bob Drake

**Apologies**

Rose Fernandes	Committee Member
Naveen Youssif	Committee Member

**Next Management Committee Meeting**  
**Wednesday 13<sup>th</sup> December 2017**  
**At Campbelltown Meals on Wheels Office**  
**STARTING TIME 10AM**