

**Minutes of the Management Committee Meeting of
Campbelltown Meals on Wheels and Housebound Resources Held At
Campbelltown Meals on Wheels office on 13th December 2017 at 10:05am**

Mr Gary West called the meeting to order at 10:05am

Attendance & Apologies - as per the attendance book and listed at the conclusion of these minutes
Quorum was established at 10.05am
Previous Minutes - Moved – Lennie Seconded -Joan Carried
Business Arising from Meeting: <ul style="list-style-type: none"> • C91.3 Promotional • Bunnings BBQ 11/11/17 • Fisher’s Ghost Stall • Pilot Project with Family and Community Project • Updating and redeveloping brochures to include NDIS clients • Strategic Planning Meeting • Policy: Section 14; Brochure/Information Booklet

Treasurer and Financial Reporting

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 explanation of Profit and Loss. • Budget accepted Moved, Barry Seconded, Lennie Carried	Barry
Treasurer & Financial Reporting	14/6/2017	Special Strategic Planning Meeting- required for future	Strategy meeting required for future years. Quality Review Auditor mentioned new one needs to be completed.	All members

Treasurer & Financial Reporting	12/6/17	Outstanding Debts	Rose requested quarterly report of bad debts - names and amounts outstanding	Treasurer/ Bookkeeper
Treasurer & Financial Reporting	13/12/2017	Appointment of Auditor	<ul style="list-style-type: none"> - Barry recommended Rodney Wagner from Flegg Kehlet Wagner Chartered Accounts, he has previous experience with non-for-profit organisations. <p style="text-align: center;">Moved, Barry Seconded, Martyn Carried</p> <ul style="list-style-type: none"> - Roger to attend next Committee Meeting 14/02/2018 for meet and greet 	Barry

Marketing & Promotions

Marketing & Promotions	8/2/2017	C91.3 promotion	<ul style="list-style-type: none"> - C91.3 live crosses, they have given away our promotional items. - Next 3 months sponsor Stuart Cranney's show, which may include promoting our retail arm 	Gary/Lyn
Marketing & Promotions	14/06/2017	Bunnings BBQ 11/11/2017	<ul style="list-style-type: none"> - BBQ Saturday 11/11/17, takings \$1717.00 - 2018 BBQ's to be followed up (Gary) 	Barry
Marketing & Promotions		Medical Channel advertising	<ul style="list-style-type: none"> - 12mths of advertising with Medical Channel - Macarthur General Practice - Chamberlain Street Medical Practice 	
Marketing & Promotions	11/10/2017	Updating and redeveloping brochures to include NDIS	<ul style="list-style-type: none"> - NDIS brochures to be separate from MOW due to funding difference. Designs and quotes to be ready for next meeting. <p style="text-align: center;">Moved, Barry Seconded, Martyn Carried</p>	Lyn
Marketing & Promotions	13/12/2017	100.3 Macarthur Community Radio (2MCR)	<ul style="list-style-type: none"> - Running Voice overs - Join as Member \$115 will give them more incentive to play more ads on air - Future sponsorship to be discussed 	Gary

Marketing & Promotions	13/12/2017	Presentation Promoting to Community Awareness with Greg Warren	- Gary conducted presentation, advised it went well.	Gary
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General Business

General Business	11/10/2017	Pilot Project with Family and Community Services	- Dates to be finalised - Still in planning stages	Lyn/Gary
General Business	13/12/2017	New work station	- New computer set up and desk accessories to be purchased - Quotes to be completed Moved, Martyn Seconded, Barry Carried	Lyn
General Business	13/12/2017	Myrtle Cottage	- Catering functions, lunches, staff meeting or events - Projections for future	Lyn/Barry
General Business	13/12/2017	Future Training	- Training schedule for May 2018, manual handling, WH&S Food safety	Lyn
General Business	13/12/2017	Amy's future work commitments	- Returning from maternity leave in February 2018	
General Business	13/12/2017	Young Volunteers	- Insurance and Public liability issues, age limit and police checks - Policy and Procedures to be written for taking money, flyer drops, preparing and cooking food - Waiver to be written for younger volunteers to join MOW and ready for next Committee Meeting 14/02/2018	Lyn
General Business	13/12/2017	Campbelltown Chamber of Commerce	- Look into joining to network with other businesses and non-for-profit organisations Moved, Barry Seconded, Lennie Carried	Gary/Lyn
General Business	13/12/2017	New Name Macarthur Meal Services	- Applied and approved for new name to operate under for future projects - Macarthur Meal Services has been filed and approved, this will be used for the Retail Arm and Pilot project with FACS - Legal Advice (As per report)	Lyn

Operational Report:

Issue	Action/Recommendation	Action/Recommendation
Correspondence	<ul style="list-style-type: none"> Quality Review Report, went extremely well. Exceeding Expectations. Suggested next March/April we apply for best practice. 	Lyn
Co-ordinators Report	<ul style="list-style-type: none"> Meal outputs for October 3107 / November 2979 as per report (Please note this only report aged Figures) Intake of New: Clients. - October 15 / Nov 6 Exited Clients: October 7/ Nov– 6 New Pilot Project with Doc’s has been put on hold until Jan 18 New Pilot Wellness Program in Conjunction with Myrtle Cottage Presentation Promoting to Community with Greg Warren – Gary Staff / Committee, attended fund raising event – 24hr Walk Against Cancer Promotional Stall at Fishers Ghost Promotional Bunnings BBQ raised - \$ 1717.75 after expenses Catering for Myrtle Cottage 40th Anniversary Young Volunteers Working with Children’s Checks completed for all Meals on Wheels Staff for up and coming pilot project with FACS 	Lyn

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.	Ongoing
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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"> Nothing to report. 	completed

Policy & Procedures:

1. Policy Section 15:	Policy and amendment forms handed out for the Committee to review and bring back next meeting. Next Policy Review Section 16 – Complaints and client feedback	Completed
2. Compliments and Complaints Register	Register updated and presented to the committee	ongoing

Meeting closed at 11.06am

Present at the Meeting 11/10/2017

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

Apologies

Rose Fernandes	Committee Member
Naveen Youssif	Committee Member
Peter Parawa	Committee Member

Next Management Committee Meeting
Wednesday 14th February 2018
At Campbelltown Meals on Wheels Office
STARTING TIME 10AM