

**Minutes of the Management Committee Meeting of
Campbelltown Meals on Wheels and Housebound Resources Held At
Campbelltown Meals on Wheels office on 14th February 2018 at 10am**

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

Attendance & Apologies - as per the attendance book and listed at the conclusion of these minutes
Quorum was established at 10.05am
Previous Minutes - Moved – Barry Seconded - Lennie Carried
Business Arising from Meeting: <ul style="list-style-type: none"> • Future Training • Amy’s Work Commitments • Macarthur Community Radio • Young Volunteers • Pilot Project with Family and Community Project • Updating and redeveloping brochures to include NDIS clients • Strategic Planning Meeting • Policy: Section 15; 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, Gary Carried	Barry

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	14/6/2017	Special Strategic Planning Meeting - required for future	<ul style="list-style-type: none"> - Strategy meeting required for future years. Quality Review Auditor mentioned new one needs to be completed. - Gary to read over current guidelines and discuss at next committee meeting and formalize the strategic planning meeting. 	All members Gary
Treasurer & Financial Reporting	12/6/17	Outstanding Debts	<ul style="list-style-type: none"> 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"> - At the start of the meeting Gary Introduced Rodney Wagner from Flegg Kehlet Wagner Chartered Accounts, as the new appointment auditor. Rodney spoke of his background and the meeting was then opened for any questions to Rodney. - Barry, do we need to advise or report to ASIC re: new auditor. Rodney advised no, the organisation only needs to advise the ASNC annual reporting. - No conflict of interest between Gary and Rodney through their other interactions. 	Gary, Barry, Lyn Completed

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 to join Stuart Cranney on air in near future 	Gary/Lyn
Marketing & Promotions	14/06/2017	Bunnings BBQ 2018	<ul style="list-style-type: none"> - 2 BBQ's for 2018, Friday 23/03/18 and Sunday 17/06/18 	Lyn

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>Moved, Barry Seconded, Martyn Carried</p> <ul style="list-style-type: none"> - Draft NDIS brochure presented for approval - Menu and price list/presentation/model agreement - The redeveloped brochures are in competition with HIT 100 - Gary to give presentation at Network meeting for NDIS providers on Wednesday 21/02/2018 	Lyn Brochure Approved Gary
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 - Current ads to be interpreted into other languages and hopefully aired 	Gary
Marketing & Promotions	14/02/2018	Hotel IBIS Campbelltown	<ul style="list-style-type: none"> - Fundraising BBQ on our behalf on a monthly and maybe weekly (TBA), only requiring promotional information. To be followed up 	Lyn
Marketing & Promotions	14/02/2018	Ingleburn Alive	<ul style="list-style-type: none"> - Awaiting stall confirmation. To be held on Saturday 03/03/2018. 	Lyn/Lisa
Marketing & Promotions	14/02/2018	Shopping Centres	<ul style="list-style-type: none"> - Shopping Centre promotions have begun again for 2018, 1 to 2 per month at different centres in the next 6 months. 	Lyn/Lisa
Marketing & Promotions	14/02/2018	West Match Day	<ul style="list-style-type: none"> - Volunteers Required for Wests Stall 24/02/2018 	Lyn/Lisa
Marketing & Promotions	14/02/2018	Hospital life advertising	<ul style="list-style-type: none"> - Up for renewal - Approved by Barry 	Lyn

Marketing & Promotions	14/02/2018	Local Newspapers	<ul style="list-style-type: none"> - Chronical and Advertiser newspapers have community noticeboard sections, to be followed up. - Research Areas 	Lisa
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General Business

General Business	11/10/2017	Pilot Project with Family and Community Services	<ul style="list-style-type: none"> - Meeting on 29/01/2018, with Andrew and Tiffany - Presentation to FACS team leaders 15/02/2018, response was very good. - Awaiting start date 	Lyn/Barry/Gary
General Business	13/12/2017	New work station	<ul style="list-style-type: none"> - New computer set up and desk accessories to be purchased - Quotes to be completed <p style="text-align: center;">Moved, Martyn Secoded, Barry Carried</p>	Lyn Completed
General Business	13/12/2017	Myrtle Cottage	<ul style="list-style-type: none"> - Catering functions, lunches, staff meeting or events - Projections for future 	Lyn/Barry
General Business	13/12/2017	Amy's future work commitments	<ul style="list-style-type: none"> - Returning from maternity leave on Wednesday 28th February 2018 	Lyn
General Business	13/12/2017	Young Volunteers	<ul style="list-style-type: none"> - 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 11/04/2018 - Draft Waiver given to Nevine to look over and report back any changes. 	Lyn/ Nevine
General Business	13/12/2017	Campbelltown Chamber of Commerce	<ul style="list-style-type: none"> - Look into joining to network with other businesses and non-for-profit organisations <p style="text-align: center;">Moved, Barry Secoded, Lennie Carried</p>	Gary/Lyn

General Business	13/12/2017	New Name Macarthur Meal Services	<ul style="list-style-type: none"> - 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 Completed
General Business	13/12/2017	Future Training	<ul style="list-style-type: none"> - Mandatory training for staff, management committee and volunteers has been booked for Manual Handling and Risk Assessment. - 4 training sessions in all booked in Council Training Rooms - 2 Manual Handling sessions Wednesday 4th April and 2nd May. - 2 Risk Assessment sessions Wednesday 18th April and Tuesday 15th May. 	Lyn
General Business	14/02/2018	WH&S	<ul style="list-style-type: none"> - Gary would like trolley/scissor lift for eskies to be taken to vehicles 	Lyn
General Business	14/02/218	Requested Information RE: L Egan	<ul style="list-style-type: none"> - Information was requested from CommInsure requesting wages claiming loss of income for 27/10/2012, sick leave. Lorraine was not employed till 29/10/2012 and information given to CommInsure – document in Lorraine’s staff file. 	Lyn
General Business	14/02/2018	Proposal of Office Staff Restructure	<ul style="list-style-type: none"> - With Amy’s return from Maternity leave into Administration, returning 28/02/2018 for 1 day per week, then 3 days per week in mid of March. - Lisa Butcher to return to Kitchen full time. Returning to original position. - Deborah Jones will be returning to volunteer work and as part of succession plan/casual relief for kitchen - Sam to remain in same position, no change - Position Description – Proposal given to Committee for approval for Lisa Johnson to 	Lyn Committee Approved

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 12:05pm

Present at the Meeting 14/02/2018

Gary West	President	
Barry Daley	Treasurer/Public Officer	
Rose Fernandes	Committee Member	
Nevine Youssif	Committee Member	
Peter Parawa	Committee Member	
Lennie Hayes	Committee Member	Arrived 10:30am
Lyn Moores	Operations Co-Ordinator	
Lisa Johnson	Administration Officer	

Apologies

Martyn Gilbert	Vice President
Joan McIntyre	Committee Member

Next Management Committee Meeting
Wednesday 11^h April 2018
At Campbelltown Meals on Wheels Office
STARTING TIME 10AM