

**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> April 2018 at 10am**

Mr Gary West called the meeting to order at 10:06am

<b>Attendance &amp; Apologies</b> - as per the attendance book and listed at the end of these minutes
<b>Quorum</b> was established at 10.06am
<b>Previous Minutes: (Updated, Barry removed from Myrtle Cottage 'action')</b> <b>Moved</b> - Barry <b>Second</b> - Martyn <b>Carried</b>
<b>Business Arising from Meeting:</b> <ul style="list-style-type: none"> <li>• Wests Tigers Voice Radio Ads/Promotions</li> <li>• C91.3 Re-adjust ads: NDIS, Retail</li> <li>• New Funding</li> <li>• Hospital Advertising Digital Copy</li> <li>• Staff/Volunteer Application Form</li> <li>• Manual Handling</li> <li>• WH&amp;S/Manual Handling - Kitchen Duties</li> <li>• Promotional Items</li> </ul>

**Treasurer and Financial Reporting**

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
<b>Treasurer &amp; Financial Reporting</b>	11/04/2016	Financial Report attached	As per attached report. <ul style="list-style-type: none"> <li>• Financial explanation of Profit and Loss.</li> <li>• Budget accepted</li> </ul> <b>Moved</b> - Barry <b>Second</b> - Gary <b>Carried</b>	Barry

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
<b>Treasurer &amp; Financial Reporting</b>	11/04/2018	Outstanding Debts	The amount of \$750.00 to be written off due to various circumstances i.e. client gone into care. Bad debt to be assessed every second meeting.  <b>Moved – Barry      Second – Peter</b> <b>Carried</b>	Treasurer/ Bookkeeper

### Marketing & Promotions

<b>Marketing &amp; Promotions</b>	8/2/2017	C91.3 promotion	All Committee agreed to continue promotion for next 2 months which includes 8 different ads at 240 pts impact (airtime) for \$6000.00. <ul style="list-style-type: none"> <li>- Martyn to follow up with Laura or Sean from Wests Tigers regarding players voicing ads?</li> <li>- Re-adjust ads to target retail arm and promote us as NDIS provider</li> </ul>	Martyn, Gary
<b>Marketing &amp; Promotions</b>	11/4/2017	Bunnings BBQ Volunteers	There is a Bunnings BBQ set for Sunday, June 17 <sup>th</sup> . Volunteers are needed. Barry plus 2 available. Staff to arrange extra volunteers <ul style="list-style-type: none"> <li>- Martyn to talk to Phil from 'Embroid Me' regarding costs.</li> </ul>	Barry/Martyn/Staff
<b>Marketing &amp; Promotions</b>	13/12/2017	100.3 Macarthur Community Radio (2MCR)	Paying annual rates. Ads playing periodically	<b>Completed</b>
<b>Marketing &amp; Promotions</b>	14/02/2018	Hotel Budget IBIS Campbelltown	Holding Sausage sizzle to raise funds for Campbelltown Meals on Wheels. There will be no outlay to us. Trial set for 21/4/2018 and if successful they will be held monthly. Lyn to meet with Marina (Manager) in the next few days.	Lyn

<b>Marketing &amp; Promotions</b>	14/02/2018	Ingleburn Alive	Successful. Productive networking and exposure	<b>Completed</b>
<b>Marketing &amp; Promotions</b>	14/02/2018	Shopping Centres	Shopping centre promotions performing well. Promotional Teams give instant feedback.	Ongoing
<b>Marketing &amp; Promotions</b>	11/04/218	West Tigers Match Day	Volunteers required for Wests Tigers Game on Sunday 17 <sup>th</sup> June. Martyn available, Staff to organize other volunteers.	Martyn/Staff
<b>Marketing &amp; Promotions</b>	11/04/2018	Hospital life advertising	Digital Copy of Advertising available for mobiles. \$295.00 annually.	Lyn
<b>Marketing &amp; Promotions</b>	11/04/2018	Local Newspaper Advertising	Both Local newspapers have a section where community service can advertise for free. Lyn to look into.	Lyn
<b>Marketing &amp; Promotions</b>	11/04/2018	Promotional Items	Promotional material stock is running low. Approval given to purchase 1000 new pens (shown to committee) costing .99c each. <b>Moved</b> – Peter <b>Second</b> – Barry <b>Carried</b>	Lyn

#### General Business

<b>General Business</b>	14/02/2018	Special Strategic Future Planning Meeting	Need to build self-sufficiency for 2020. Date has not yet been set. Will continue to be tabled.	All Committee
<b>General Business</b>	11/10/2017	Pilot Project with Family and Community Services	Waiting on call back from FACS representative. Update given at next meeting.	Lyn
<b>General Business</b>	14/02/2018	NDIS Network Meeting	Gary attended and presented at NDIS providers meeting. Feedback given was productive.	<b>Completed</b>

<b>General Business</b>	11/04/2017	New phones	Office has 5 work stations with only 3 phones. Applied through council for 2 new phones.	<b>Lyn</b>
<b>General Business</b>	13/12/2017	Young Volunteers	All Committee members given final draft waiver.	<b>Completed</b>
<b>General Business</b>	13/12/2017	Campbelltown Chamber of Commerce	To be discussed further. Membership fee is \$190/year. Requirements of joining Chamber of Commerce: Attending 1 <sup>st</sup> Friday of Month Drinks & 3 <sup>rd</sup> Wednesday of Month official dinner (\$40/50 dinner cost)	All members
<b>General Business</b>	11/04/2018	Review/Update Volunteer and Staff Application Form	Staff/Volunteer application form to be updated and new questions added regarding pre-existing conditions.	Lyn
<b>General Business</b>	13/12/2017	Training	Manual Handling Training started. For any Volunteer unable to attend a 'read and understand' booklet will be given to be signed and returned to office.	Lyn
<b>General Business</b>	11/4/2018	WH&S – Driver's license points check	Volunteers are required to tell us if they lose their license/receive demerits on their license. To be mentioned in Volunteer Newsletter and added to the yearly Information Update form.	Lyn
<b>General Business</b>	14/02/2018	WH&S	New wheels adapted to our existing trolley and it is ready to use.	<b>Completed</b>
<b>General Business</b>	11/4/2018	Meal Concerns	Joan pointed out that one of the meals she received only had a couple pieces of meat. Lyn to advise Owner/Chef of company.	Lyn
<b>General Business</b>	11/04/2018	Outside advertising in Newsletter	An outside business has approached us and asked to have a paid advertisement in our newsletter. Decided that a donation would be appropriate and staff to decide on appropriate size etc and discuss with questioning business.	Lyn/Amy

<b>General Business</b>	11/04/2018	New Funding	Funding Managers will be contacting all services in April to discuss funding for the next 2 years. Lyn to advise at next meeting.	Lyn
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**Operational Report:**

<b>Issue</b>	<b>Action/Recommendation</b>	<b>Action/Recommendation</b>
Correspondence	<ul style="list-style-type: none"> <li>Quality Review: Standards have changed. Previously there were 3 standards, updated to 8 Standards with 44 outcomes. This is still in review.</li> </ul>	
	<ul style="list-style-type: none"> <li>Newsletter from NSW Meals on Wheels Association for Committee FYI</li> </ul>	
	<ul style="list-style-type: none"> <li>Letter to local member from the NSW Meals on Wheels Association</li> </ul>	

Co-ordinators Report	<ul style="list-style-type: none"> <li>Meal outputs for February 2510 / March 3206 as per report (aged)</li> <li>Intake of New: Clients. - February: 22 / March: 23</li> <li>Exited Clients: February: 2 / March: 3</li> <li>Eschol Park Public School recognized for 33 years of Easter goody donations</li> <li>We have been featured in the Seniors Paper and Mt. Gilead Estate newsletter.</li> </ul>	Lyn
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**Equipment Management:**

1. iCRM	iCRM program tweaking still ongoing. Accounts not displaying correctly.	Ongoing
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**Work Health & Safety:**

1. Office Audits	Nothing to report	
2. Adverse event, Accident and Incident a)	Client found deceased by Volunteers. Debriefing with Volunteer done by Lyn and still ongoing if/as required.	<b>Completed</b>
b)	Staff member Lisa B was injured performing tasks in kitchen. Committee discussed injuries and recommendations.	Lyn/Lisa
3. Manual Handling	Safety Breakaway lanyards to be used in accordance with WH&S standards. WH&S to be discussed further: - Would it be beneficial to have an occupational therapist come out, assess each task and advise on how to perform properly to reduce the possibility of injury? - shopping quantities?	All members
4. WH&S Manual Handling – Kitchen Duties	- Weekly deliveries to be arranged with suppliers - All staff to assist with current duties - Look at hiring new casual staff member to assist with kitchen duties - Trolley must be used to transport eskies to and from vehicles.	Staff

**Policy & Procedures:**

1. Policy Section 16 + 17:	Policy and amendment forms handed out for the Committee to review and bring back next meeting. Next Policy Review Section 17 – Advocacy Review Section 16 passed out at previous meeting and return amendment form with any changes required.	All Members
2. Compliments and Complaints Register	Register updated and presented to the committee	ongoing

Meeting closed at 12:23pm

**Present at the Meeting 14/02/2018**

Gary West	President
Martyn Gilbert	Vice President
Barry Daley	Treasurer/Public Officer
Joan McIntyre	Committee Member
Peter Parawa	Committee Member
Lyn Moores	Operations Co-Ordinator
Amy Furtner	Administration Officer

**Apologies**

Lennie Hayes	Secretary
Nevine Youssef	Committee Member
Rose Fernandes	Committee Member

**Next Management Committee Meeting**  
**Wednesday 13<sup>th</sup> June 2018**  
**At Campbelltown Meals on Wheels Office**  
**STARTING TIME 10AM**