

**Minutes of the Management Committee Meeting of
Campbelltown Meals on Wheels and Housebound Resources Held At
Campbelltown Meals on Wheels office on 8th August 2018 at 10am**

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

Attendance & Apologies - as per the attendance book and listed at the end of these minutes
Quorum was established at 10.06am
Previous Minutes: Approved
Business Arising from Meeting: <ul style="list-style-type: none"> • Hotel Budget Ibis Bunnings BBQ's • Special Strategic Future Planning Meeting • Pilot Project with Family and Community Services • New Client/Volunteer Brochures Quotes • Macarthur Gardens • Council Worker Glenquarie Expo • Polixen Program Charges • Meeting Room Phone • Policy and Procedures: Section 18

Treasurer and Financial Reporting

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	8/8/2018	Financial Report attached	As per attached report. Allowance explanation of 2018/2019 budget. Budget Accepted Motioned: Gary Second: Martyn MOVED	Barry

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
Treasurer & Financial Reporting	8/8/2018	Financial Calendar	Requested for staff member Samantha to make a finance calendar checklist	Samantha

Marketing & Promotions

Marketing & Promotions	13/06/2018	C91.3 Voice Over Ads	West's Tigers voice overs completed and now being played on the radio.	Completed
Marketing & Promotions	14/02/2018	Hotel Budget IBIS Campbelltown	Raised a small donation, not received yet. They have asked if they can do Bunnings BBQ's on behalf of Campbelltown Meals on Wheels.	Ongoing
Marketing & Promotions	14/06/2018	Advertising General	Advertising on social media has been increased and will continue. Positive review as Stuart Craney has seen our posts and asked us to inform his as well so he can speak about it on air.	Ongoing

General Business

General Business	14/02/2018	Special Strategic Future Planning Meeting	Tabled for future discussion	All Committee
General Business	11/10/2017	Pilot Project with Family and Community Services	Project was declined by Andrew Green. Gary to follow up to get more information as to why.	Gary
General Business	08/08/2018	Staff Appreciation	Staff was thanked by the Committee Members for all the hard work that they have put in. The numbers reflect the performance. Lyn to convey at the next staff meeting.	Lyn

General Business	08/08/2018	Combined Food Forum	Lyn attended a combined food forum over 2 days. Good information given regarding funding changes in 2020. Campbelltown Meals on Wheels is advanced in comparison to other services.	Completed
General Business	08/08/2018	New Brochures	New Client and Volunteer brochures/handbooks designed to keep up with standards and our new look. Approved for use. Lyn to obtain two quotes for approval. Motioned: Martyn Second: Barry MOVED	Lyn
General Business	08/08/2018	Price Changes	To keep up with changing costs from suppliers, a change was requested for: Sweets: from \$1.80 up to \$2.50 Modified Meals from \$6.50 up to \$6.80 Remove Meal/Sweet Packages Committee accepted new prices New pricing in effect on 01/09/2018 Motioned: Gary Second: Barry MOVED	Lyn
General Business	08/08/2018	Macarthur Gardens	It was brought to our attention that Macarthur Gardens hot lunches program ceased. Pursuing the idea of supplying them with meals. Lyn will be talking to the Coordinator of the village on Friday 10/8/2018.	Lyn
General Business	08/08/2018	AGM	The AGM will be held October 10/2018. Advertising for Committee Positions and Community Awareness of the event will commence promptly.	Lyn
General Business	08/08/2018	Campbelltown Meals on Wheels Vehicle	The Committee agreed that Campbelltown Meals on Wheels will continue to pay the FBT on the CMOW Vehicle with the Operations Co-Ordinator continuing to meet all fuel costs	Completed

Operational Report:

Issue	Action/Recommendation	Action/ Recommendation
Correspondence	<ul style="list-style-type: none"> • Newsletter from NSW Meals on Wheels Association for Committee FYI (July, August newsletters given) 	

Co-ordinators Report	<ul style="list-style-type: none"> • Meal outputs for June - 3012 / July – 3009 as per report (aged) • Intake of New: Clients. - June – 14 / July - 19 • Exited Clients: June – 1 / July - 2 - Promotional Stalls at Wests Tigers Game 23rd August 2018. Staff organizing volunteers - New Council worked for Aged Care very involved. Holding expo at Glenquarie Library 13/9/18 which we were invited to attend. - State Meals on Wheels Conference has been booked (October) - Upcoming Shopping Centres: MarketFair (August), Minto Marketfair (October), Campbelltown Mall (November) 	Lyn
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Equipment Management:

1. iCRM	<ul style="list-style-type: none"> - iCRM program tweaking still ongoing. With new changes to prices, accounts should run smoothly. - Program charges are changing. Lyn will advise next meeting 	Ongoing/Lyn
2. New Phone	New phone + phone line to be installed in meeting/conference room for Operations Coordinator Business call use.	Lyn

Work Health & Safety:

1. Office Audits	Nothing to report	
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2. Adverse event, Accident and Incident	<ul style="list-style-type: none"> - Volunteer Peter was bitten by a dog while delivering a clients meals. Proper procedure followed, incident documented. New delivery procedure in place and recorded on the run sheet. - Staff Member Lisa started physio 7.8.18 and currently unfit for work. We will hear more information after her review on 13.8.18 	
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Policy & Procedures:

1. Policy Section 7 Human Resource Management	Changes made and accepted by Committee.	All Members
2. Policy and Procedures Section 18	Policy Section 18 will be posted to all Committee Members. To be read and returned with proposed changes (if needed) at the next Meeting.	
3. Compliments and Complaints Register	Register updated and presented to the committee	ongoing

Meeting closed at 11:47am

Present at the Meeting 08/06/2018

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

Apologies

Nevine Youssef	Committee Member
Rose Fernandes	Committee Member

Next Management Committee Meeting
Annual General Meeting
Wednesday 10 October 2018
at the Civic Centre
STARTING TIME 11:00 AM