

**Minutes of the Management Committee Meeting of  
Campbelltown Meals on Wheels and Housebound Resources Held At  
Campbelltown Civic Hall office on 10<sup>th</sup> October 2018 at 11:27am**

Mr Gary West called the meeting to order at 11.27am

<b>Attendance &amp; Apologies</b> - as per the attendance book and listed at the end of these minutes
<b>Quorum</b> was established at 11.27am
<b>Previous Minutes:</b> N/A
<b>Business Arising from Meeting:</b> <ul style="list-style-type: none"> <li>• FACS pilot project</li> <li>• CHSP Growth Funding</li> <li>• Policy &amp; Procedures Section 19 Return</li> </ul>

**Treasurer and Financial Reporting**

Item	Date Raised	Issue	Action/Recommendation	Action/Recommendation
<b>Treasurer &amp; Financial Reporting</b>	10/10/2018	Financial Report attached	As per attached report. - Changes noted: Retail arm and Audit Surplus - Rose noted September budget figures out, Barry advised a mistake regarding an extra pay week added which shouldn't have been. To be adjusted accordingly.	Barry

## Marketing & Promotions

<b>Marketing &amp; Promotions</b>	14/02/2018	Hotel Budget IBIS Campbelltown	\$300.00 was raised by Hotel Budget Ibis from the BBQ they held on behalf of Campbelltown Meals on Wheels.	Completed
<b>Marketing &amp; Promotions</b>	10/10/2018	Fishers Ghost	Awaiting a reply from Council regarding our Fishers Ghost street fair application. Looking for volunteers on the day (10/11/2018)	All members

## General Business

<b>General Business</b>	10/10/2018	CHSP Growth Funding 2018/2019	Additional funding available for CHSP services. A response needs to be sent before October 19 <sup>th</sup> /2018 to be considered. Samantha Watson to follow up.	Sam
<b>General Business</b>	14/02/2018	Special Strategic Future Planning Meeting	Tabled for future discussion	All Committee
<b>General Business</b>	11/10/2017	Pilot Project with Family and Community Services	Project was declined by Andrew Green. Gary will be following up with the CEO of NSW Meals on Wheels asking for a letter to be written to our local member.	Gary
<b>General Business</b>	08/08/2018	New Brochures	New Client and Volunteer brochures/handbooks proofs were shown to the Committee as an update. Errors to be corrected before printing.	Lyn
<b>General Business</b>	08/08/2018	Price Changes	All changes took effect September 1 <sup>st</sup> , 2018. Bookkeeper Sam Watson did a phone around to inform all affected clients of the changes. Received well.	Completed
<b>General Business</b>	08/08/2018	Macarthur Gardens	It was brought to our attention that Macarthur Gardens hot lunches program ceased. Upon further enquiry, we found out that the program was taken over by another party.	Completed

<b>General Business</b>	10/10/2018	Christmas Raffle Fundraiser	The Fundraiser Raffle is in full swing. Tickets are being sold as One for \$5.00 and Three for \$12.00. Tickets sales are open to the public and can be bought over the phone and through our online store. Volunteers are also taking ticket books on their runs to ask our clients. Committee members are free to request a ticket pack to sell.	All members
<b>General Business</b>	10/10/2018	Meals on Wheels State Conference	Lyn will be attending the Conference. A vacancy is available and offered to a Committee Member. Committee felt it would be more beneficial if another staff member went. All staff to be asked.	

**Operational Report:**

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

Co-ordinators Report	<ul style="list-style-type: none"> <li>• Meal outputs for August - 3217 / September - 2962 as per report (aged)</li> <li>• Intake of New: Clients. - August - 21 / September - 11</li> <li>• Exited Clients: August - 3 / September - 6</li> <li>- Upcoming Shopping Centres: Minto Marketfair (October 18th), Campbelltown Mall (November 8th)</li> <li>- Paid in Advertising on 2CH Radio under the NSW Meals on Wheels Umbrella. All relevant calls made to them will be forwarded to individual Meals on Wheels.</li> <li>- Gary's Coles Minis fundraiser raised \$170.00</li> </ul>	Lyn
----------------------	--	-----

**Equipment Management:**

1. iCRM	- Accounts seem to be running smoothly. Small adjustments still required. Looking at going live end of November/beginning of December 2018.	Ongoing/Lyn
---------	---	-------------

**Work Health & Safety:**

1. Office Audits	Nothing to report	
2. Adverse event, Accident and Incident	- Lisa B returned to work with an allowance of 3 hrs per day, 5 days a week.	

**Policy & Procedures:**

1. Policy Section 18 - Independence	No changes documented	All Members
2. Policy and Procedures Section 19 – Staff Appraisal Report	Policy Section 19 was given to all Committee Members. To be read and returned with proposed changes (if needed) at the next Meeting.	All Members
3. Compliments and Complaints Register	Register updated constantly. Presented at next meeting	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
Peter Parawa	Secretary
Nevine Youssef	Committee Member
Rose Fernandes	Committee Member
Ross Kelly	Committee Member
Lennie Hayes	Committee Member
Sam Watson	Bookkeeper

Amy Furtner

Administration Officer

**Apologies**

Joan McIntyre

Committee Member

Lyn Moores

Operations Co-Ordinator

**Next Management Committee Meeting**  
**Wednesday 12 December 2018**  
**at the Campbelltown Meals on Wheels office**  
**STARTING TIME 10:00 AM**