

*Minutes
Committee Meeting
Monday 28th October 2013
36 Barton Street, Hawthorn @ 8.00pm.*

1. Opening & welcome

Caleb opened in prayer

Apologies – Donald and David.

Present – Caleb, Matt, Warren, Brian, Steve, Alison, Connie, Amanda & Tim

2. Guest: Rob Leslie, CEO Yarra Community Housing.

Rob shared his personal story and the story of Yarra Community Housing. It has grown enormously in the past few years since registering as an Affordable Housing Association, both through acquisition and projects. He believes Servants has a lot to offer the sector as a model, especially in terms of relationships between staff and tenants, and strong community connections.

3. Previous Minutes

Minutes have been circulated. **Accepted.**

4. Items from Previous Minutes:

- *Annual Report – friendly format*

The rough draft was presented. There was discussion regarding how informal the language and grammar should be. It was agreed on the format and structure, language to be friendly but grammatically correct.

Action: Matt and Warren to finalise the report for the AGM. A colour copy will be made for electronic distribution.

- *Risk Committee Charter*

It was noted that the wording regarding dishonesty should be fixed. Note that the governance body is the Registrar, not the committee. The Risk subcommittee will provide oversight to the Performance review process, not necessarily do it.

Action: Connie to fix wording. Amanda to update REGIS once amended.

- *Strategic Plan (2014-16)*

The adjustments have been made.

- *Makeup of Committee*

There was discussion regarding conflicts of interest arising out of the committee's makeup. It was agreed that "experience and capability trump conflicts of interest as long as the conflict is clear and declared".

Action: Warren to structure agenda so that Brian and Amanda can leave when necessary.

5. Chairman's Report – Warren

Circulated and accepted.

Before the meeting Matt thanked Caleb for his contribution. There was a reference to the words of Hotel California – “you can check out but you can never leave”. Everyone expressed thanks to Caleb.

Funding Matt and Amanda's studies – around \$24k over 3 years. **Agreed.**

A method of completing electronic meetings needs to be finalised. **Action: Warren to investigate.**

6. Treasurer's Report – Dave (Warren presented in Dave's absence)

The Treasurer's report has been circulated.

A great start in the first quarter. Almost \$44,000 operational profit. Significant grant spending this quarter. Matrix did not contribute to this report although collaboration with them has started.

Report accepted.

7. CEO's Report – Matt

The CEO's report has been circulated.

\$30k donation received last Friday, no conditions attached.

Matt provided an update on progress with Romana – still tied up with Lawyers but progressing. Rotary advised on need to slow down until after AGM, progressing with Council. “Outside the box” was a success, it will be Candlelight's 2014 major production (with a more homeless focus).

All indicated they were happy with the structure of the report.

Report Accepted.

8. Annual Agenda 4th quarter items:

i. Operations Report (includes vacancies, arrears & complaints) – Amanda

Last significant incident was 9 months ago, in January 2013.

Very few empty room nights, well under the budget.

The rent increase at Hamer was delayed by a tenant complaint about incomplete increase letter, made to Consumer affairs. Letter and template now fixed and increase has gone through.

One death, which was upsetting and one eviction.

Rent arrears are improving.

Martin working at Hamer, part paid, part volunteer, working well.

Amanda is glad that Romana has not started yet as she has getting stuff in order.

Report Accepted.

ii. Grants & CCB update – Matt

Report accepted. CCB has been approved by department without any real queries.

iii. Service Fee update – Matt

Deferred to next Meeting

iv. *CEO performance review.*

Agreed to include staff feedback.

Risk Committee to complete the review this year.

Action: Warren to set up Survey Monkey questionnaire

v. *Annual return by Fundraiser*

Will be sent after this meeting.

vi. *Accept Special Purpose Financial Report*

Accepted.

vii. *Accept Audit Management Letter*

Accepted. Finance committee have addressed the Auditor's concerns.

viii. *Financial Performance Review*

David is working on this. Recommend he ask Registrar for some help.

ix. *Annual Information statement*

Due 12th of December Matt and Nicole are completing this.

x. *Annual Agenda 2014*

Accepted.

10. Other business

Brian reported the Community Building subcommittee is up and running, a purpose statement has been drafted. Members are Matt, Amanda, Pat Hall and Brian as chair. **It was noted that there will be no "voting" committee members on this subcommittee if Brian's status changes.**

There was discussion on the revised leases and the handing over of assets to Housing organisations. Department will provide a report in November or December. CHFOV have a workshop scheduled after this.

Action: This needs to be addressed by Risk Committee before next meeting.

Discussion regarding the model rules. These will take effect in November. Registrar needs to review.

Action: Warren to follow up with registrar.

Committee nominations - Donald and David need to sign their nominations.

Stephen raised the issue of Directors Insurance.

Action: Warren to check.

11. Date & time of next meeting: Monday 10th February 2014 @ 8.00pm.

12. Closed in prayer at 10:29pm.