

**ACN Ordinary Board Meeting- (Additional)- MINUTES**  
**Friday 19<sup>th</sup> August 2016**  
**7-30pm (following dinner)**  
**Club Rivers**

*Chair: Warren Thompson*  
*Minutes: Jane Tzakos*

**Present:** Warren Thompson (WT), Jane Tzakos (JT), Magdalena Oszywa (MO), Liz Diab (LD), Richard- Dick Goodfellow (DG)

**Apologies:** Terry Lynch (TL), Steve Drakoulis (SD), Erin Normoyle (EN)

| <b>Item</b>   | <b>Discussion</b>  | <b>Action</b>   |
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| <i>Minutes of the Previous Meeting 31/07/2016</i>                                       | ^^ As this is an extra meeting the minutes from the previous meeting/ s will be carried over to the regular meeting on 3 <sup>rd</sup> Fri Month   |   |
| <i>Minutes of the Previous Meeting (General- Additional-12/08/2016- attached below)</i> |  |   |
| <i>Business arising from previous minutes</i>   |  |   |
| 1. Gala Carers Day – Update   | <p>WT- Auburn Community Centre- Main Hall and outdoor BBQ 11am-3pm confirmed<br/>           1 Susan St, Auburn 2144<br/>           Original invoice \$840 inc \$700 bond<br/>           Lucy D- waived the \$140 therefore no cost; bond to be paid from untied funds and reimbursed: tbc<br/>           Jumping Castle and Kindifarm permitted but need insurance</p> <p>JT- Petting Zoo- \$915/615<br/>           MO- Coffee- \$277 for 1-2 hours: minimum 50 cups</p> <p>LD: Jumping Castle- half price \$400 from \$850-for 6m x 7m Football mania<br/>           0425 331 227</p> <p>EN- \$152-90 for face paints which ACN retain remainder<br/>           \$12- baby wipes<br/>           x4 superheros for free, 2 who will do face painting</p> | <p>JT ring up Kindifarm and get final price for large, 2 people<br/>           WT to ring Auburn<br/>           WT and DG talk Auburn to see if visit required</p> <p>LD to find out insurance re jumping castle If we are covered if they don't send a man or price if they do?</p> <p>EN and LD to order paints and wipes to be paid using visa (prepaid)</p> <p>MO ring up re pricing alternate coffee van<br/>           LD to still discuss with Taf</p> |

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|  | <p>LD: puregelato- \$390- x 400 cones and 7 flavours- our choice including gluten/ dairy free<br/>Tubs 5 litres</p> <p>BBQ- \$200 for drinks and BBQ in total.<br/>LD to make enquiries re halal sausages<br/><b>Estimated total \$2,344.90</b></p> <p>Massages: still need massages</p> <p>Raffles- no raffles<br/>Donation tins on day:</p> <p>*EN- photos: \$200 for day fee- each person take home printed photo either 8x10 or 7x5 plus edited to be emailed home later</p>  | <p>WT to ask</p> <p>Tbc after final prices for jumping castle and insurance are determined</p>  |
| <p>2. Spring Festival – Update</p>   | <p>Lugarno: ^^ carried over</p>   |   |
| <p>3. Carers NSW acquittals –</p> <p><i>^^ carried over from previous meeting @ Club Rivers 12/08/16 &amp; brought forward</i></p> | <p>MO- At the beginning of the financial year and for each grant application then the board should decide the proportion of funds to be allocated to special/ specific purpose and ACN operations costs (proportion). Each facilitator needs to be informed about the guidelines, and budget for the duration of the grant-timeline.<br/>Facilitators should also be in contact if they have particular needs.</p> <p>-Previous financial years groups have 50% specific purpose (purchased iPads and lunch) and \$500 spent on admin</p> <p>MO indicates that Carers money can be acquitted with proportion for admin and specific purpose.<br/>2014-15 12 groups registered Carers<br/>2015/16 invoiced for 9 groups b/c x2 not run incl Jamies group Sydney city and eastern suburbs \$500 plus GST received beginning last financial year<br/>Historically money had to spent by 30<sup>th</sup> June and always problem is rush to spend it by due date<br/>Problem previous highlighted last meeting re communication- E.g.</p> <p>MO was contacted from Carers- Amanda- to contact each group individually</p> <p>Issue prepaying visa- difficulty</p> | <p>SD to forward spreadsheet to Board outlining current grants, application dates, amounts and acquittals dates.</p> <p>For future applications (as per previous meeting) MO needs to be informed and provide recommendation for budget breakdown prior grant use/ action.</p> <p>MO to be involved in acquittal process.</p> <p>MO and other board members to be forwarded a table of all groups and</p> |

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|   | <p>9 groups operated last financial year- and still existing- still need to cover groups insurance<br/> WT and DG- are we covered with existing acquittals?<br/> MO:SD stated that he is going perform acquittals.<br/> SD not logged into Saasu therefore difficulty with accurate acquittals without tracking.<br/> MO difficulty with numbers and spending so late and SD changing how money being spent together with applications for different grants city/ fitability and art group.<br/> MO: different due dates for acquittals poses added difficulty.</p> <p>Sydney City Group: has the acquittal been taken care for?<br/> WT: Yes</p> <p>Currently:<br/> JT: Questions record keeping of acquittals- and Saasu, who doing it? How? When? It doesn't seem organised?</p> <p>WT: pulls up email from SD re breakdown of new acquittal and SD putting together spreadsheet – <b>see email dated 7<sup>th</sup> August.</b><br/> Issue- double up of grant applications and who's doing it<br/> Need to see spreadsheet.</p> | <p>facilitators and contact numbers (SD action required)</p> <p>Facilitators to have MO contact details so that if specific needs then can be addressed and noted for reconciliation</p> <p>Carers Planning:<br/> LD making sure money is spent and making payment from cards<br/> MO will need receipts and forms- expenses forms</p> <p><b>LD needs all invoices for all expenses by Carers by Wed 24<sup>th</sup> deadline.</b></p> |
| <p>4. Budget to present to Mark Coure re application to employ part time employee</p> | <p>Coming to Youth Club next Friday<br/> WT want to give him a document as a funding proposal<br/> LD- perhaps make a meeting time following youth club<br/> MO- will prepare estimated cost for casual employee for 1 year-</p>   | <p>MO to prepare document for WT and email.</p>  |

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| <p>5. General Business</p> | <p>Oatley Spring Fair: LD, DG- make enquiries re whether ACN can have donation tins as opposed to stall given all booked out<br/>Do we have clothing with logo?<br/>LD- suggests similar to Scouts – BYO and then get logo made-<br/>Perhaps purchase black shirt and have volunteer printed on back with inset logo<br/>WT and TL have 2 existing shirts and will notify location</p> <p>Re ACN shirts: looking at 10-12<br/>Each person to get own from possibly LOWES in either black or navy<br/>LD to enquire about printing</p> <p>Donation Tins:</p> <ul style="list-style-type: none"> <li>- Other tins in shops around Sydney (possibly 9)</li> <li>- Timber tins from DG- look at security prior to using</li> <li>- SD has spreadsheet with tin numbers and location</li> <li>- Time to collect tins in and look at quarterly change over?</li> <li>- People who placed tins to collect them back in</li> </ul><br><ul style="list-style-type: none"> <li>- ACN external hard drive? What is the current method of backing up- when- frequency once per week set it on a cycle- where is it located?</li> <li>- Amanda access to be discussed or any other ACN Board member</li> </ul> | <p>DG to ask whether ACN members can roam for donations from Brian/ Terry</p> <p>WT to talk DG re shirts available to use for Oatley</p> <p>JT to check out LOWES or availability<br/>LD to get quote printing<br/>DG to inquire re Lioness to cover cost of printing</p> <p>SD to forward spreadsheet to WT with tin location and numbers or place on admin portal</p> <p>TL, SD, WT collect existing in or replace-<br/><b>Update next meeting</b></p> <p><b>SD: To be discussed next meeting</b></p> |
| <p>Time sheets</p>         | <p>WT: MO: DG: if SD were to make a workers compensation the ACN doesn't have any record of his working terms of employment<br/>If SD works from home is he covered by our insurance?<br/>Unless time is logged then workers compensation is not covered.<br/>JT: Groups- who facilitates which group<br/>SD to put in time sheets to comply with Workers Compensation</p>  | <p>SD to email a spreadsheet of all facilitators for all groups –</p> <p>MO to check whether insurance covers work at home.MO/<br/>WT- Request that SD logs timesheets with SAASU for insurance</p>   |

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|               |   | purposes- log productive hours.<br>All agree |
| SAASU contact | SD has received email from Saasu re volunteer   | WT to follow up                              |
| Photos        | Need to have consent forms for parents to sign prior to photos being taken- LD shows form<br>Need to be added on admin site and facilitators notified | LD to ask SD to place on admin site          |

**Meeting Closed: 11-03pm**

**^^ Item to be carried over to next meeting**

**## Items brought forward**

**Next Meeting: WT to advise: Board meeting tbc**

**Minutes from previous meeting 12/08/16 Club Rivers- Additional Meeting**

| <b>Item</b>  | <b>Discussion</b>   | <b>Action</b>   |
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| <i>Minutes of the Previous Meeting 31/07/2016</i>                | ^^ As this is an extra meeting the minutes from the previous meeting will be carried over to the regular meeting on 3 <sup>rd</sup> Fri Month   |   |
| <i>Minutes of the Previous Meeting 12/08/2016</i>                |   |   |
| <b>1. New minute format-</b>                                     | JT proposed new minute format so that items being discussed and action decided could be viewed more easily.<br>All agreed that changes should also include issues that are carried over and brought forward.<br>Acronyms for members names in brief<br>Minutes to be rotated around board members each meeting possibly 'opt in' to take minutes<br>Published within a week – emailed to Board members<br>WT proposed to exclude Magdalena given workload<br>and board members opt in to take minutes-<br>EN: public publication after approval ;<br>following any changes/ amendments<br>To include, items to be listed as carried over and/or brought forward as relevant | Unanimous Board decision for each of the following:<br><br>-Board members to 'opt in' to take minutes and conducted on a rotational basis<br><br>-Publication- within one week emailed to board members<br><br>-Items arising and/or anomalies to be addressed as agenda item no.1 at next meeting then published on site following meeting |
| <b>2. All Areas Carers Day- Organisation, costing, equipment</b> | WT, LD: Payment in advance required<br>WT got through to Auburn Council- September Sundays are all available- possibly Sunday 25 <sup>th</sup> Sept tbc<br>Fees are 140-/ hour for the room and \$30-hour BBQ area = \$170 per hour but entitled to charity subsidies   | Board agree that 25 <sup>th</sup> September from 11-3pm Auburn Community Centre   |

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|  | <p>Aim to aquit money by deadline at end of month (Aug)<br/> LD- 8-% charity discount<br/> MO &amp; LD- prepaid visa over the phone can be used for payment though there has been reported difficulties with this<br/> MO- difficulty with payment of Ryde as SD uses private cards but SD said it was not working.<br/> MO will have a go to use prepaid visa, LD brings up issue of using tied funds to use- where can we withdraw from if council not accept this type of payment?<br/> Perhaps use prepaid visa as first option<br/> 2<sup>nd</sup> option- pre paid chq<br/> EN:Discuss location: Auburn- new group, geographical central- and possibly time (allow people to use public transport particularly on a Sunday)<br/> MO discusses payment , LD pays for venue at full price and submit the paperwork later to ask for Charity discount<br/> Ideally payment deadline should be by next 19<sup>th</sup> August<br/> 3 hour package to include bump in and bump out total extra hour<br/> EN- Kids: face painting etc<br/> Carers: possibly include massages<br/> Time consideration 12-4pm a possibility.<br/> EN proposes consideration 11-3pm- all agree<br/> LD- organsing food- BBQ pre-purchase sausages, rolls, and drinks and chips<br/> Inquire about coffee van and gelato machine<br/> DG to be consulted re food safe handling \$2350- with priority for food, castles and venue hire<br/> EN propose to enquire UNSW Circus Soc.- perhaps USyd and UWS- EN to ask how much to cost and report.<br/> MO- requires all preliminary costing prior to decision making</p> <p>Re bread rolls- MO offers to prepay rolls out of bank account<br/> LD- sausages- estimates \$100 to buy x300<br/> Drinks- approx. \$80-<br/> Bread rolls free<br/> Question- Ice? ACN to purchase on day</p> <p><b>MO requests ensure when making enquiries that payment is to before 31/08</b></p> | <p>WT complete the request form to Auburn Council by Monday 15<sup>th</sup></p> <p>EN to follow up Circus Society from various universities and fees required. To be tabled and presented to MO for consideration-</p> <p>LD to cost up food and pre-purchase food following confirmation from WT (date) and MO budget.</p> <p>JT to report back petting zoo cost and availability</p> <p>WT to make contact with Lucy D re gelato and coffee vans and DG re food safety</p> <p><b>All members need to have costing to MO by Fri 19<sup>th</sup></b><br/> <b>MO to advise what can be prioritised / confirmed prior to final booking.</b></p> <p><b>In costings ask whether payment is permitted before 31/08</b></p> |
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| <p><b>3. Carers funding and acquittal arrangements/ obligations</b></p> <p>^^ This is a carried over item from the previous meeting general -12/ 08/16 Club Rivers</p> | <p>3. LD- Original funds was \$500 per year/ group at the end of last year plus additional \$500- bonus per group (9)<br/>MO confirmed April/May 2016 awarded each group (9) groups x \$500- and raises issue that additional (bonus) money in its entirety should be spent on Carers</p> <p>Some groups have acquitted some or part thereof of the amount which is this money remaining totalling \$2350- (decided to be used on Auburn Carers Day)</p> <p>MO: 50% of each \$500 has been allocated to admin e.g. telephone. internet, rent- absorbed into grant application in first offer- but the second offer- which is a bonus from Carers-raises issue that shouldn't that funding then be used for the Carers in our network? And acquitted accordingly.</p> <p>Unanimous agreement</p>   | <p>SD to provide clarification to the board as to where the second portion (bonus \$500- per group) from Carers funds have been used (specific purpose) or proposed future spending.</p> <p>SD to forward to the board any proposed spending of future allocated tied funds which would require a vote before funding used or acquitted.</p>  |
| <p><b>4. Paperwork for Grants, proposed and awarded budgets and acquittals</b></p>   | <p>MO- difficulty and time in reconciling accounts for tied funds when hasn't seen the grant application of budget and the amounts projected for various expenses. She hasn't seen the paperwork from the beginning.</p> <p>The added difficulty when funds are spent and where that money should be reconciled to/ from and what is the budget? Example given of new art group Parramatta and supplies purchased but MO not aware of the budget.</p> <p>Budgets that are being proposed for grants from SD should go through MO because she is not aware of amounts being proposed for grants and possibility the need review prior to application.</p> <p>Issues raised about Cooking Club budget- \$500 for equipment proposed.<br/>LD: \$200 max for equipment is needed.<br/>\$1000- for promotions is too high when really cut and paste on website/ weekly mail out, does it require a paid volunteer – as additional or is an aide suffice? Perhaps we should contribute to venue hire? Given 3 Bridges have been offering us rent free &amp; originally we said we would contribute when grant received.</p> | <p>SD review proposed Cooking Club budget and present to MO and board. LD to be consulted.</p> <p>All unanimously agree that SD to work with MO who needs to see the grant application and budget breakdown (including that for volunteers) for opportunity to review and report recommendations to Board prior to any application and/or funding being used to purchase items.</p> <p>Following this Board vote on proposal. Groups are not to commence without Board approval on budgets.</p> |

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|  | <p>MO: issue raised with volunteers- not knowing who/ amounts spending and from where? and who is the volunteer</p> <p>MO not informed/ involved in how the budgets are proposed to being spent including the break down-</p> <p>-historically Claudia Walters role was grant applications and SAASU reconciling.</p> <p>MO has taken over the role of Saasu reconciling without information about proposed expenditure. SD taken on role of grant application. Both Ops Mgr and Treasurer need to liaise.</p> <p>Boards responsibility to know what the budget is, for whom, and proposed expenses and projected costs involved. Groups shouldn't start without board approval for budgets.</p> <p>LD: Sydney Social Day- budget allocated should be reviewed.</p> <p><b>^^ to be carried over next meeting</b></p> | <p>SD requested to present to Board current grant applications/ approvals including budget breakdown for review- next meeting</p>   |
| <p><b>5. Bunnings BBQ:</b></p>                           | <p>JT: for fundraising perhaps % to target specific areas whether it is school holiday projects and this is promoted at event.</p> <p>WT: public don't really want to know that money is being raised to go into admin only</p> <p>MO: funding required to pay wages and admin costs like insurance &amp; rent.</p> <p><b>^^ to be carried over next meeting</b></p>   | <p><b>^^^ to be carried over next meeting</b></p>   |
| <p><b>6. Office/ Admin hurdle/ funding and wages</b></p> | <p>Concerns about current SD health</p> <p>Concerned raised about present untied funding amounts and SD wages and sick/holiday leave</p> <p>MO- SD pay currently part time rate according to Fair Work Ombudsmen- 20 hours weekly which includes holiday and sick- no sick leave available</p> <p>Currently lack of policies and informal way of sick pay and holiday pay which is problematic- needs to be clearer</p> <p><b>^^ governance issue to be carried over</b></p> <p>ACN needs to generate significant funds to cover expenses</p>  | <p>Board believes best interests for SD take leave for both physical health and mental well being</p> <p>WT &amp; JT to discuss with SD how the balance can be achieved in regards to improving personal health, &amp; ACN hours/ days .</p> <p>WT to discuss with SD</p> |

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|  | <p>Acknowledge SD input into ACN and hours historically outweigh 20 hours per week. Current difficulty is that hours are not predictable given health situation- perhaps make clearer arrangements regarding office hours/ days/ times/ tasks and SD commit to time off.</p> <p>Board: Need to address work commitments and hours available to work &amp; and prioritise commitments</p> <p>Re functions: All board members could be representative at functions, shouldn't fall solely on SD. All members able to speak if required about ASD issues from a personal perspective.</p> <p>EN: important to balance work commitments and looking after SD as given current health issues may 'break' if health is not a priority &amp; SD best in public relations role not admin role which he has always stated preference.</p> <p>All agree that sustainability is important.</p> <p>WT &amp; JT raised issues of employing Amanda for admin role as paid contractor for fixed term</p> <p>EN: perhaps fixed term could be considered in time e.g 60 hours as opposed to days per week.</p> <p>Discuss consideration of admin assistant to hand over designated/ defined admin tasks that can be actioned independently.</p> <p>JT- if we are paying wages then there is an extra element of commitment from employee as opposed to volunteer (to be present and on task) and also accountability and tasks completed should be reported back to the Board</p> <p>Board discusses SD being in office 3 days per week/ or equivalent hours across 4 days (equal 20 hours) and Amanda other times/days.</p> <p>Discuss job accountability/ tasks/ time sheets and board knowing how time allocated for employees was used and what tasks were achieved/ completed in designated timeframe and what tasks require prioritising and further action for follow up. Particularly if replacement was required and another person to take it up- (both from SD health perspective and if contracted employee on board)</p> <p>All agree- communication, accountability and reporting to Board is important.</p> <p><b><i>^^ How this can occur to be discussed &amp; followed up next meeting</i></b></p> | <p>-re paid hours</p> <p>-Also discuss communication tasks requiring immediate and/or follow up action; especially if contract additional admin assistant and needs role description/differentiation &amp; accountability</p> <p>WT &amp; JT to discuss with SD time management and separation e.g. disciplined to have work time and designated tasks/ priorities and home time-personal time.</p> <p>Functions/ Events: Board members to be notified and discuss who is available to attend (share the load- perhaps rotational basis or member representative of area etc) which removes pressure and expectation from SD that he is required to be at all functions especially given current health concerns.</p> <p>MO is going to forward to board possible options for contractual employment with the purpose of improving back-office admin commitments and allow time for SD to improve health.</p> <p>WT to speak to Mark Coure for possible funding and report next meeting.</p> |
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|  | <p>JT: Discussion involves if Mark Coure <i>did</i> commit funding then there would be a time lag between notification and receipt.</p> <p>MO- emphasises that not about cutting SD rate and terms of employment, instead additional funding is needed to pay contractor as untied funds majority go towards wages existing</p> <p>JT: acknowledges the huge time commitments (and unpaid) that others have put into ACN particularly WT and LD and MO</p> <p>WT: important to get balance right in looking after SD and meeting admin and project commitments.</p> <p>All agree. Discuss accountability and reporting. Board agree that SD health is important also acknowledge needs to be balanced with ensuring ACN admin tasks are actioned.</p> <p>WT: <b><i>^^Possibility of Ajaka office funding-</i></b> can we ask for that money to be redirected towards us to pay for Amanda employ office assistant</p> <p>MO: money still will be required for new office- existing rent and new equipment etc</p> <p>LD: didn't we know that we already had to move from 2015 December?</p> <p>WT advised we were not advised by council about the centre closing for rebuilding until well after we had taken possession of the new office.</p> <p><b><i>^^ to be discussed next meeting following MO report on viability &amp; award and costs for Administrative Office Assistant</i></b></p> | <p><b><i>^^ new office possibilities to be discussed next meeting</i></b></p> |
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**Meeting closed at 10-23pm**

**^^ Item to be carried over to next meeting**

**## Items brought forward**

**Next Meeting: WT to advise.**