

**ACN Ordinary Board Meeting- MINUTES**  
**Friday 2<sup>nd</sup> September 2016**  
**7-15pm (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), Steve Drakoulis (SD), Erin Normoyle (EN), Terry Lynch (TL)

**Apologies:**

Item	Discussion	Action	Action Running Report:
<p><i>Minutes of the Previous Meeting 31/07/2016</i></p> <p><i>Minutes of the Previous Meeting (General- Additional- 12/08/2016- attached below)</i></p> <p><i>Minutes of the Previous Meeting (General- Additional- 19/08/2016- attached below)</i></p>	<p>-anomalie- minutes taken by JT/SD- should be JT/EN</p>	<p>Accepted WT, DG</p>	
<p><b>Business arising from previous minutes</b></p> <p><i>Meeting 31/07/2016</i></p> <p><i>General- Additional- 12/08/2016</i></p>	<p>^^carried over items Meeting 31/07/2016</p> <ol style="list-style-type: none"> <li>1. Zakumi- consult meeting</li> <li>2. GrillD Chain- WT try online Leichardt WT attempted- nothing back- difficulty having groups in many areas SD believes strong case because across Sydney area</li> </ol>	<ol style="list-style-type: none"> <li>1. ^^WT/TL</li> <li>2. ^^SD to update ask Amanda to follow up^^</li> </ol>	<ol style="list-style-type: none"> <li>1. Not done. In view of my role not continuing and that have never met Zakumi suggest SD arrange meeting.</li> <li>2.</li> </ol>

<p><i>General- Additional- 19/08/2016</i></p>	<p>WT: ask for address on online and we are in Sutherland Shire</p> <ol style="list-style-type: none"> <li>3. Ambassador- WT try Steve Edge, raise with Zakumi</li> <li>4. Marrickville Sensory Room- SD to confirm date with Principal for media event</li> <li>5. Treasurer assistance- SD arrange meeting Jenny &amp; Magdalena MO would like Jenny's telephone.</li> <li>6. ALDI- DG update re possible BBQ and possible Lions partnership DG been there twice but not JO mgr- will pass message on. Keith Paisley Lions keen to be fundraising committee. SD had wooden carving- company created and passed onto people. Keith and DG discussing ling have costed approx. \$150- 3D for commercial price. Purpose: DG has bansaw and can bring one to next meeting. SD t bring one example. Possibly to use as prizes in lieu of trophies for schools. Possibly DG to follow up. Requests fundraising meeting asap Other fundraising idea: selling items on gumtree/ ebay. TL:3Bridges- meeting John Raymer to discuss. All have many item that could be donated to sell. EN suggests 'night market' or JT car boot sale families register with ACN</li> </ol>	<p>3. ^^ WT/TL</p> <p>4. ^^ SD given up chasing. CW will follow up. SD report</p> <p>5. ^^ EN to talk to Jenny and pass on MO number and will be in contact. EN to pass on Jenny's number.</p> <p>6. ^^DG to follow up with JO Mgr</p> <p>^^SD bring example ^^DG follow up through fundraising committee- contact WT to set date to discuss 3D images and ebay/ Gumtree/ carboot sale ideas. Report next meeting</p>	<ol style="list-style-type: none"> <li>3. Steve Edge has offered to MC events which he is very good at doing. Have not asked him about Ambassador --- waiting to see what Zakumi advises.</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol>
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	<p>Keith 3D printing or scanning- perhaps apply for grant for equipment- 3D printing. EN ask uni if we can use for free. Fundraising committee to arrange a date and Keith to be invited to discuss above items.</p> <p>7. Cash Housie – Club Rivers- SD &amp; WT discussion possibility ^^ Nicole on holidays back on 12/09. Wait until she returns and discuss</p> <p>8. Moving costs- John Ajaka- SD to contact Eleni Petinos for moving costs to be covered ^^ SD next meeting WT/ SD Premises vacate until after next financial year Time lapse until sale property- use until then SD/ WT spoke to Mark Coure re commencing St G.</p> <p>9. New premises- TL/ DG investigate alternate office venue in St George area ^^ TL/ DG</p> <p>10. Pre paid visa- SD prepared statutory declaration for missing receipts- done</p> <p>11. Additional CBA account- SD to close account WT- good contact at Mortdale branch, Riverwood not good customer service WT and MO on signature Comm Biz Need to take Claudia off.</p>	<p>^^ EN ask SydUni for use of equipment</p> <p>7. ^^WT follow up Nicole when returns from holidays</p> <p>8. ^^SD report moving costs next meeting- discuss with Mark Coure relocating to St G</p> <p>9. ^^DG/ TL discuss Peakhurst and bowling club</p> <p>10. Actioned</p> <p>11. ^^WT/ MO close account and remove CW from sig and add TL to Comm Biz signatories</p> <p>12. ^^SD to request whether roll over can occur and report to MO</p>	<p>7. Have discussed this situation with my wife who attends the Cash housie most Sundays. We would need three workers for approx. 5 hours each session. Before we approach Nicole think we need to ascertain if we have people to do the job. It may be week days or weekends.</p> <p>8.</p> <p>9.</p> <p>10. actioned</p> <p>11. We did visit the Bank however the lady who was going to do the changes for us is in holidays. In hindsight we may need to wait to assign the new Treasurer as a signatory on our CommBiz account. Note; Claudia is still registered as signatory for A C N.</p> <p>12.</p>
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	<p>12. Grant from Hornsby RSL(Fit and Friendly) \$1000- to run Community Leaders Program- SD to update whether funds need to be returned SD non action- part of last financial year-</p> <p>Managers Report:</p> <p>13. Menai Fit N Friendly Group- SD report update different activities to vary it for children- update SD- new volunteer to discuss and investigate other options. New volunteer has given options for SD. MO suggests fortnightly. SD: Owner play centre has been bringing out laser tag equipment.</p> <p>14. Sydney Social Day- SD report funding application SD: successful. LD/ WT accepted. \$800 monthly. MO- registered Sydney Support Group with Carers. MO: Is it a support group for parents/ Fundign from Carers- we need to call it same group. MO- From beginning Social Day and Support Group. SD received money to run support group but failure. Clubs agreed to spend money as ACN see fit. SD/ LD- Jamie group had stopped before Social Day had commenced. Clubs agreed. Fortnightly group to catch up. Now monthly group. Previously fortnightly to play catch up. LD: Did we spend the money- MO Yes</p>	<p>13. ^^SD to look at options and report.</p> <p>14. ^^ SD has spreadsheet listing of all groups and applications/ budget breakdowns- to email Board ASAP</p> <p>LD draw up calendar for year</p> <p>Needs to occur soon so group can commence pending Board approval budget breakdown for each event</p>	<p>13.</p> <p>14.</p>
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	<p>Is it going ahead?  \$2800- plus \$500-  Amanda back on Monday to assist office back end.  SD has spreadsheet and will email.  LD wanted to start in Sep. Can it be flexible day? So cater for all families?  LD: draw up calendar for year.  Board to discuss breakdown and budget per event.</p> <p>15. Club Rivers: \$5300 inc GST: GRLC- SD report on application funding grant and update re options to move art group to alternate location  SD: grant given. Thought it was for Menai but was form Art Group and Fitability.  SD/ LD to look at moving art group OR Youth Group.  LD- can get storage at Oatley Snr Citizens for Art.  Leave Youth Group there.  LD wants to change Art Group Day because difficulty on a Friday.  Bianca has difficulty committing on Fri.  MO: not aware of received grant. \$6300 for cooking Club  LD: Are we paying a portion to GRLC- rent for art group?  SD- checking.  LD- Barry and Ray have looked after ACN perhaps should contribute.  SD: shows MO spreadsheet.  JT asks re breakdown and what is received by us.  SD add to admin portal- grant applications for all</p>	<p>15. ^^ LD lock in the day and check availability venue and then Bianca. Move Youth Group</p> <p>^^Discussed portion of fundraising to contribute to GRLC venue costs as Goodwill gesture- discussed after close of meeting</p> <p>^^SD add applications and budget breakdown to admin portal</p>	<p>15.</p> <p>16. Actioned</p> <p>16. Actioned</p>
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	<p>16. Visa Card- SD was going to cancel- update Personal Card-</p> <p>17. Youth Group- SD update Mark Coure visit SD- came. WT/ SD asked about funding. MC offered NDIS and preferred contact. WT- should invite him to office and speak about NDIS ^^ TL: we charge families with NDIS- how do we differentiate between families who have it. SD: how do we continue without tapping into NDIS JT: Club grants WT: Not stand for President AGM but would like to continue as a lobbyist for Clubs Contribute through contacts. Clubs have significant funding to donate to smaller organisations such as ours and to include administration costs.</p> <p>18. Expense limit- SD request increase form \$100 to \$200- board revisit proposal</p> <p>19. EN update form contacts who may be able to offer IT services for free EN was going to make contact with Syd Uni contact to email SD- update</p> <p>SD- not one person to rely on- MO- form for difficulties/ ticketing system- difficulty in billing per job: working for free.</p>	<p>17. ^^WT will ask Mark Coure to office to speak about NDIS options and ACN</p> <p>WT not standing for President but continue as Clubs Lobbyist for ACN</p> <p>18. Actioned- limit remain same</p> <p>19. ^^EN to contact Syd Uni to determine skills capacity and email SD to follow up ^^EN to meet with Amanda husband to see what technical ability</p> <p>^^ All IT helpdesk requests to be forwarded to TL by SD via email/ CC TL. TL to keep board updated.</p>	<p>17. Discussed with Terry. WT reluctant to make appointment due to expecting to be in hospital any day now.</p> <p>18.</p> <p>19.</p>
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	<p>Spreadsheet for Arun for end of month to log jobs?  SD- difficulty is keeping up with the logs but not have capacity to keep it going.  SD requires better order to follow up.</p> <p>20. Change IT Admin set up for access- SD discuss with Arum- update</p> <p>21. Claudia Walters website ownership- SD was requesting transfer- update  SD spoke to CW- company not exist.  SD to speak Arun ^^</p> <p>22. Events and projects- SD to contact YMCA Revesby- update  Cancelled meeting not rescheduled.</p> <p>23. Blacktown Council contact- SD was to make contact with Council and Bianna- update  SD went out of meeting. Brianna organised meeting with Blacktown Council- become partner. Gave free access to community space to run support group and other activities.  Brianna to go onto a new committee. Beginning of good relationship</p> <p>24. Wollongong Group partnership- SD update</p>	<p>20. ^^ SD report next meeting change IT Admin set up</p> <p>21. ^^SD speak to Arun re website TFR ownership</p> <p>22. ^^SD contact YMCA</p> <p>23. Actioned and partnership continuing</p> <p>24. ^^SD contact and update</p> <p>25. Gen Business heading only</p>	<p>20.</p> <p>21.</p> <p>22.</p> <p>23.</p> <p>24.</p> <p>25.</p> <p>26</p>
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	<p>^^ SD wait</p> <p>25. General Business:</p> <p>26. Acquittals for Together Program- WT contact Zakumi update Asking what other groups happen and governance assistance. JT needs to be priority TL ^^ report next meeting. Private and Auxillary funds – company to make donations philanthropy TL to investigate and find out which organisations have interest in ASD</p> <p>27. Georges Rivers Lioness Club possible donation- DG update ^^ hold over Oatley Festival</p> <p>28. Minutes to be published on website- SD report best location SD to place all minutes one approved</p> <p>29. Raj joining fundraising committee- SD make contact- update DG set meeting and contact</p> <p>30. New Board Member-SD forwarded resume- Board to discuss when can come to meeting and questions to be asked.</p> <p>^^ Board meeting SD- has expertise, come to meeting and tell about her background-</p>	<p>26. ^^TL report which other company's organisations have interest in ACN re philanthropy donations</p> <p>27. ^^ DG- hold over Oatley Festival</p> <p>28. Actioned- SD place approved minutes on website currently admin portal but will locate publicly once approved</p> <p>29. ^^SD contact Raj, DG organise meeting date</p> <p>30. SD Invite to next Board meeting. Members to review resume and have questions ready. Board meeting a meet and greet. ACN Board discuss suitability following Board Meeting.</p>	<p>27.</p> <p>28.</p> <p>29.</p> <p>30.</p>
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	<p>WT: does she have contact with children with ASD          Katrina conversation believes that the introduction of someone without ASD should be considered if they can contribute.          E.g. Lions who are community minded.          SD- not opposed.          WT- greater reliability          TL- if bring expertise then could be a good thing</p> <p><b>^^carried over items General- Additional- 12/08/2016</b></p> <ol style="list-style-type: none"> <li>1. All Areas Carers Day- Organisation, costing, equipment</li> <li>2. All members need to have costing to MO by Fri 19<sup>th</sup>; MO to advise what can be prioritised / confirmed prior to final booking.</li> <li>3. Grant Funding/ Acquittals and obligation: SD requested to present to Board current grant applications/ approvals including budget breakdown for review- next meeting (point number 1 below)</li> <li>4. Office admin: paid hours/ time sheets productive hours/ work location: SD commence submission, role description and differentiation</li> <li>5. Workers compensation: MO report what is covered (also point 7 below) MO to call and find about Workers Compensation          ER- lists examples</li> </ol>	<p><b>^^carried over items General- Additional-12/08/2016</b></p> <ol style="list-style-type: none"> <li>1. Actioned:MO has provided costing of all requirements- Treasurers report</li> <li>2. Actioned above</li> <li>3. point 14 above. SD place on admin portal.</li> <li>4. ^^SD commence logging onto Saasu- review next month</li> <li>5. ^^MO confirm Workers Compensation requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. Actioned</li> <li>2. Actioned</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
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	<p>WT- discusses timesheets and location-procedure in place to be covered  SD- ACN exists because flexible working hours  EN- Need to look at hours to help Steve and have evidence  SD 7am-7pm? In various locations  WT- need to log for productive hours  DG- insurance is ruthless  TL- productive block  SD: works more hours then logged  WT suggests to log hours on Saasu  ER- imagine how much everyone  MO- suggests use timesheets as evidence to show how much work is not paid</p> <p>6. Contractual employment options- MO report options, WT report M Coure assistance (point number 3 below)  SD: has numbers;  MO sent through contractual options \$26 per hour and sent through Fair Trading  M Coure- NDIS  WT- try to get away from use of volunteers^^</p> <p><b>^^carried over items General- Additional- 19/08/2016</b></p> <p>1. Grant applications: SD forward spreadsheet to Board of current grants/ application &amp; acquittal dates and</p>	<p>6. MO has provided report to Board of costing.  This can be used as guide when submitting funding applications government.  No further action given limited untied funds.</p> <p><b>^^carried over items General- Additional-19/08/2016</b></p> <p>1. Addressed point 3 above- SD place on admin portal.</p>	<p>6.</p> <p>1.</p> <p>2. Actioned</p>
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	<p>amounts – following email dated 7<sup>th</sup> August (point number 3 above)</p> <p>2. Groups- SD forward table to Board of all groups, facilitators and contact numbers</p> <p>3. Budget for contractual employee- MO prepare document for WT to forward Mark Coure – (also point 6 above)</p> <p>4. General Business: Oatley Spring Fair- DG report whether ACN can roam with donation tins given stalls are booked out  LD: Cake stall because do best  DG: cooking on fry pans/ perhaps pancakes/ tea and coffee  LD- council for food safety issues?  DG: Ask Café Little Taste for cakes  DG will do it commercially- pay \$100 for cakes  DG has done food course certificate.  EN check whether in date- certificate  DG to report Oatley yes we want stall &amp; power 15/10  ACN acknowledge Lions generosity.  WT certificate for Lions  Should we have Sensory Tent?  TL talk to Lions about Menai tent?  Depends on stall location?  DG- on grassed area choice of two.  EN- could the tent be adjacent to the Oatley stall?  DG to investigate  TL going to food handling course.</p> <p>5. Shirts for ACN- JT investigate Lowes options and report, LD investigate printing costs, DG</p>	<p>2. Actioned. On admin portal.</p> <p>3. Actioned. Point 6 above.</p> <p>4. DG: choice of 2 stalls for free with power  ^^DG donate money so Little Taste can provide cakes- generous gesture- thank you  ^^LD to find out from Council what food handling regulations  ^^EN check certificate in date  ^^WT organise certificate to Lions  ^^TL report re sensory tent  ^^DG investigate location of proposed tent</p> <p>5. ^^LD/ EN investigate options for logo and printing  ^^DG ask assistance Lionesses</p>	<p>3. Actioned</p> <p>4.</p> <p>4. WT-Will forward names to SD.</p> <p>5.</p>
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	<p>investigate Lioness assistance to cover costs          DG requesting Lioness assist with printing costs.          SD: consider variation of logo to work on polo.          LD- gaps in rainbow issue.          TL- embroidery cost- has it been considered.          LD/JT- too expensive</p> <p>6. Donation tins: SD forward spreadsheet to Board with location and tin numbers or place on admin portal, SD/WT/TL collect existing / replace and update spreadsheet          Move onto little bins          LD: facilitators are in charge of tins not parents unless approved</p> <p>7. Timesheets- SD commence logging timesheets, MO input into SAASU, MO report whether insurance covers work from home option (also point 5 above)</p> <p>8. Email from SAASU volunteer- WT to update with SD</p> <p>9. Photos of children &amp; consent forms- LD ask SD to place on admin site and notify facilitators          SD: form available for facilitators          EN- register kept with facilitators with a list of parents consent          JT-Facilitators to keep list?          TL/ LD/ SD- attendance list- add column tick yes or no re photos          EN? Re RSVP Carers- add tick column for photos?</p>	<p>6. ^^SD update spreadsheet and place on admin portal. Arrange collection of tins/ replace with bins</p> <p>7. Actioned point 5 above. ^^review next month.</p> <p>8. ^^SD/WT follow up</p> <p>9. LD modify last years Rosehill template to suit Carers needs.</p> <p>^^SD email template to all facilitators so record kept at each group/ event</p>	<p>6.</p> <p>7. Review required- SD/MO</p> <p>8. WT-Forgot this one. Have emailed SD about it this week.</p> <p>9.</p>
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	<p>SD- email list and give template Carers/kids/ dietary needs LD- last years Rosehill and cut and paste- modify to suit needs SD- request Lions volunteers to assist with supervising</p> <p>10. ACN hard drive- backing up and access for Board Members and Amanda// Office Assistant- SD to report current process and Board to review EN: suggests lifespan hard drive two years. Perhaps ask Arun about cloud back up EN- use storage already paying for with website Arun backing up database.</p> <p><b>Additional Outstanding from previous meetings:</b></p> <ol style="list-style-type: none"> <li>1. ACN access to various information: admin portal, member details, office keys, emails, ACN iPads Which office volunteers have access and to what? SD/ WT MO paid bonds for keys SD has lists of everyone iPad have all same password. SD: TW/CW had list. SD has record.</li> <li>2. Is there an updated spreadsheet with all facilitators and members WWCC?- SD</li> <li>3. Liz- confirmation whether conflict of interest being contractor and director- LD/ SD</li> </ol>	<p>10. ^^SD to ask Arun about cloud back up and report.</p> <p>SD back up ACN every Sunday on external hard drive</p> <p>SD backs up personal on personal</p> <p><b>Additional Outstanding from previous meetings:</b></p> <p>1. SD has record- will forward to WT.</p> <p>Keys Meagan and Husband- sets returned</p> <p>2. SD Yes confirmed.</p> <p>3. Actioned.MO reports NO</p>	<p>10.</p> <p>1.</p> <p>2.No Action required</p> <p>3. No Action required</p> <p>4.</p>
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	<p>EN was going to check- SD to check with acronym</p> <p>4. Have facilitators been informed of mandatory reporting requirements for child protection? SD issues guidelines for running support group- Clause about report intent of 'harm or self harm'</p>	<p>4. SD: working on registration</p> <p>SD all clean- no one starts without checking and on ACN staff page &amp; police check</p> <p>^^SD add information to induction and facebook page.</p>	
<p><b>AGENDA ITEMS</b></p> <p>1. Gala Carers Day – Update- organisation and acquittals MO/ LD</p>	<p>Template required- WT/ SD- Spoke to John Copson former president Parra Lions now secretary- Auburn Lidcombe Lions- to ask for their assistance minimum 6 volunteers and safety officers</p>	<p>1. SD to forward template and LD modify from Rosehill.</p>	
<p>2. Spring Festival – Update Lugarno: ^^ carried over 12/08/16 WT/ TL</p>	<p>WT sent email Wayne Bollinger- not replied. SD spoke to Elvio- forward</p>	<p>2. ^^ SD report. Board decide whether continue- as per previous meeting discussion Time/ hours/ potential funds earned</p>	<p>Board decided NO.</p>
<p>3. Bunnings BBQ ^^carried over from 12/08/16 :(item 5)</p>		<p>3. ^^fundraising committee to decide events</p>	
<p>4. Treasurer Update: MO</p>	<p>MO not accept position at AGM as Treasurer. Difficult with time hours input and family commitment. MO to prepare document for handover. JT acknowledge the time and effort and thank you.</p> <p>Bank Reconciliation July / August come- refer to email.</p>	<p>4. Board to review sent documents with attention to Profit and Loss and Balance sheet. MO to highlight points of attention at next meeting. ^^Allocate 30 minutes for MO to instruct Board..</p>	

	<p>Need details for Illawarra contact.  Will send pictures ComBiz bank statement.  Carers: prepared expenses see sheet  Total Gala Day cost \$3,434.40  Total received \$9000-spent  Sydney City wasn't registered so not included</p> <p>Prepared excel spreadsheet- for funding/  projects-  Total \$45,831.30  This money is tied.  Approx \$30,000 for covering admin/ office/  wages/ bills.  Board to look closely and how much longer we  can continue before insolvency.</p> <p>Receipts missing \$100- EN</p> <p>MO- will highlight changes in balance sheet for  next meeting.  Need to move money from Together Account for  COH B/c money on prepaid visa will be  managed by LD to finish it off.  Looks like there are multiple accounts but there  are not for prepaid visa.  MO wants us to look at Balance sheet and  liabilities. The liabilities in balance sheet also  show amount of GST how much we need to pay  be the end of the quarter. It will inform us when  we are in the danger zone.  Profit and Loss- amounts received in grants and  donations and also amounts paid for venue hire  is expensive  FnF- expensive  Cash injection required- hope that fund raising  committee to commence  Perhaps DG might know someone to assist with  raffles etc  Take picture of expenses and send it to MO</p>	<p>EN to scan and forward MO</p> <p>LD to use prepaid visa and use to pay  Gala</p> <p>MO send guidelines to SD and SD to  report.</p>	<p>4.</p> <p>4. continued.</p>
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	Marrickville Sensory Room- not spend enough- need to finish the formalities- not been acquitted.  ^^ next meeting 30 minutes allocated for MO.		
5. AGM: Date & Organisation What is the time frame, what needs to be prepared etc? It must be organised in November and we need to meet some regulatory requirements: preparation of Audit & paperwork to Fair Trading WT/ SD/ MO	Month notice for AGM WT set date in Nov: proposing Sat 26 <sup>th</sup> November Board to confirm LD: ask for exemption for audit	^^ Board to confirm proposed date for AGM  LD investigate Audit and report.	5.
6. Signatories for Banking-WT	Covered prior	CW to be removed. TL to be added-MO	6.
7. Recognition Julie Peterson donation-WT	SD:Appreciation	WT to draft letter Thanks and certificate of appreciation.	7. WT-Asked SD to do this as Julie knows Steve and that is the reason she gave the donation.
8. iPad Update- AKC project- SD	^^ SD: notice for alternate training dates for those who cannot make nominated dates.	Discussed after close- ^^SD proposes alternate venue and training for successful applicants run by ACN who cannot attend Apple dates.	8. SD-
General Business	No general business-	^^	

**Meeting Closed 10-07pm**

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

**## Items brought forward**



**Next Meeting: WT to advise:**

