

Notes from the meeting of the Board of SWQC Ltd. on 15 November, 2011.

Attending: John Baker, Helen Bayes, David Johnson, Anne Felton (minutes); via GoToMeeting - online.

The meeting opened and closed with silent worship.

#### **Finance and budget**

It was noted that the food budget was tracking well after the first quarter of the financial year. Many expenses are one-off, associated with the purchase of Silver Wattle. Overall, a modest profit.

SWQC will pay the purchase stamp duty of ca. \$61,000 and consider applying for a refund when the education program is more fully developed.

The Board agreed to calculate and track the value of voluntary labour and travel that would normally incur a cost to Silver Wattle. This action will be included in the Finance Policy as it appears in the Centre Handbook.

Noted that the Handbook is at a late stage of finalising and formatting.

#### **Business arising from Planning Weekend**

Information flow - communications strategy. A draft strategy will be circulated to company and committee members for comment.

#### **Staffing**

1. *EOI for SWQC Director.* Advertisements have been sent to AYM Secretary's Newsletter (for November), The Australian Friend, all Regional Meeting Newsletter editors, to FWCC Asia-West Pacific Newsletter for December and placed on the Silver Wattle website. The closing date for EOI is 31 January 2012.

*Appointment of Selection Committee for Centre Director position.* The Advisory Committee has suggested four names. Anne to check for their availability.

2. *Advisory Committee members and other consultants.* Opportunity to serve on Advisory Committee will be advertised in December Secretary's Newsletter and at YM.
3. *Renewal of contract - Carol McKeown.* Helen and Anne to interview Carol.
4. *Fair Work Australia:* information concerning employees' rights. Deferred.

#### **Silver Wattle draft program for 2012**

Helen and David to circulate to the P&L committee for inspection and comment ASAP.

#### **Silver Wattle draft curriculum for 2012-2014.**

David to finalise.

#### **Reports**

1. **Advisory Committee report.**

Main business (Selection Committee) reported under 'Staffing'.

**2. Property management report.**

Water tanks. John obtained quotes for several types of tanks. Board agreed to purchase a 30,000 litre polycarbonate tank at \$2,990 and pressure pump to supply kitchen and/or hot water use in the staff area.

**3. Workplace Health and Safety Report.**

- a. Food Safety Supervisor. Helen completed on-line course with TTG and is now qualified to implement food safety procedures. Helen will register her qualification with Palerang Council.
- b. Kitchen design and replacement - deferred.
- c. Electrical work. John following up on quotes.
- d. Dual cab ute: 100,000k service includes replacement of timing belt is \$800. Board agreed to have Ogilvies carry out the service ASAP.

The next Board meeting will be on 13 December 2011, 10 a.m.