**MINUTES OF THE BOARD MEETING HELD ON SATURDAY 17th DECEMBER 2016**

**(For Publishing)**

**This was a re-convened meeting from 10th December 2016.**

**Present:** Dorothy Rook, Carol North-Samardzic, Glen Burns and Ian Becker.

It was determined Dorothy would be Chair for this meeting.

Tim Miller was again invited to the meeting but did not respond to the invite to the meeting.

**Apologies**

Apology received from Daniel for last week’s board meeting – the apology was received prior to the start of the meeting. However, was not available in the meeting room at the time.

Daniel had to work on Saturday.

Motion to accept Daniel apologies for the December 10th meeting.

Moved: Carol North-Samardzic Seconder: Glen Burns

Motion to grant him leave absence for December 10th meeting

Moved: Glen Seconder: Carol

No apologies received for the meeting of December 17th

**Minutes**

Motion to publish the minutes for November 12th 2016

Moved: Ian Becker Seconder: Carol North-Samardzic

Motion to accept the minutes of the 10th December 2016.

Moved: Carol North-Samardzic Seconder: Ian Becker

Decision to merge the minutes for the meetings of December 10th and 17th.

Moved: Ian Becker Seconder: Glen Burns

**Agenda items**

**Position paper on how the board vacancies have been filled in the last ten years.**

Carol tabled a report outlining the history over the last ten years and options for filling vacancies.

Discussion was held.

**Motion:**

Following the resignation of the chair and one director, the board calls for expressions of interest from the membership to fill two casual vacancies. Once the casual vacancies are filled, the board as a whole will elect one director as Chair until the 2017 Annual General Meeting.  
Moved: Ian Becker Seconder: Nil

Amendment to the proposed motion - Replace the last sentence with the following wording “The board will fill the vacancies as per 173 (3) of the Co-operatives National Law.”  
Moved: Glen Burns Seconder: Carol North-Samardzic  
  
Amendment carried

Revised motion   
  
Following the resignation of the chair and one director. The board calls for expressions of interest from the membership to fill two casual vacancies. The board will fill the vacancies as per 173 (3) of the Co-operatives National Law.

Moved: Ian Becker Seconder: Glen Burns

It was decided to send the roles and duties for the Chair and the Director with the notice calling for expressions of interest. Expressions of interest to close on: January 10th 2017.

**Agenda item - Studio 3**A box of wires had to be removed from Studio 3.

**Secretary Report**

Correspondence In

* Another letter from Jim Tumeth
* Response from Marthese Caruana regarding the return of a specific use donation for an OB trailer. The Board previously advised that further investigation is required to purchase a trailer to consider the operational impact and additional ongoing costs.

Marthese has asked the Board to donate the funds to another charity.

The Board discussed the situation. It was noted if we receipt the money the Co-operative would need to pay additional licensing fees as it would be considered revenue. It would be more appropriate for Marthese to make the donation to the charity directly.

Motion:  
To return the donated money to Marthese so that she can make the donation to her charity of choice.  
  
Moved: Carol North-Samardzic Seconded: Ian Becker  
  
Motion carried.

* Strata manager letter regarding latest developments within the building
* Ben Hollist declined to take up the casual directorship due to the time involved.
* Received some apologies regarding Xmas gathering.
* Letter from Queer Out West – decision to end their program.
* Letter from Wattle Grove Public school for an upcoming event. Agreed that we will provide them some on air CSAs.
* Letter from Liverpool Council. The new café in Bigge Street (pop-up in the park) appears likely to stay. A DA has been submitted.
* Tim had been invited to the 10th December meeting but declined.

He was invited again to the reconvened meeting today if he wished to attend.

* Fairfield Trolley run was covered again this year. Another successful year.
* Xmas gathering was successful in December.
* Liverpool Council has been contacted about the Australia Day stall.
* Carol will be unavailable from the December 23rd – 29th
* Xmas programming cover discussed.
* Stolen Microphone

Carol presented a statutory declaration that stated (a named person) had sold the Microphone on February 17th 2016 to Ezy Pawn in Fairfield.

Carol had invited the person to attend a meeting. He has not been in to do his program for weeks and we understand he has some personal issues.

A letter sent to the person to determine what has happened. He had been asked to attend a meeting with Carol and Dorothy.

Report moved  
Mover: Carol North-Samardzic Seconder: Ian Becker

**Treasurer’s Report**

* Monthly financial reports tabled.
* 5 year fixed loan term has expired. The loan will not revert to a variable rate for the last 5 years of the loan’s term.

Review the standard bank account balances.  
iDirect (Saving Account) will now hold $10,000 instead of $20,000.

Any surplus funds will be directed to the 5 year fixed loan.

The Operating Account will hold no more than $10,000.

Will be reviewed again after the Xmas period. The intention is to move all the money from the Savings account into the 5 year fixed loan, as there is no longer an early repayment penalty with the move to a variable rate.

* Insurance renewals  
  The following insurances policies have been renewed:
* Public liability (20M)
* Business insurance (property)
* Volunteers insurance
* Defamation and Directors Liability insurance

AON was able to provide a much lower quote for the Business Insurance – so it was decided to switch brokers to gain a group policy discount that AON is able to provide.   
  
Overall, cost for the insurance policies have been reduced compared to the previous year.

* Volunteer Grant application has been submitted.
* Completed Aboriginal awareness training as part of training provided by the CBF
* Telstra has notified us that all our existing PSTN phone lines will be disconnected in March.

We will need to connect new lines via the NBN (VoIP or Fiber).

Discussed requirements for the phone service connections.

Report moved.

**Moved: Glen Burns Seconded: Ian Becker**

**Directors Report**

Ian presented a report with the following items:

* Update on cart process
* Studio install – still waiting on the availability from the vendor.
* Programming Committee decided to have a meeting last Tuesday. Ian got invited as the board representative.

The board had not nominated a representative as yet and the other directors had not been notified that a meeting was being held.  
  
Minutes have been produced but not yet distributed.

Chris Sparrow was also invited to the meeting even though he is not on the Programming Committee or the Board. He was invited to help with the handover. However, he was not able to assist as he returned the paperwork to Carol.

Carol said it was very devious. There was discussion on how the other directors were not invited to the meeting or had any awareness of the planned meeting. It had been in the November minutes that Carol would attend a programming meeting to clarify the Programming Committee election results as there had been a query.

Discussion was held on the Committee’s main priorities at the moment. It was decided Program Application Forms need to be a key focus as they are usually sent out in early January.  
Carol asked Ian is he wanted to be Program Director. He declined.

Motion:

Carol be appointed interim Programming Director until the casual vacancies on the board are filled.

Moved: Glen Burns Seconded: Carol North-Samardzic CARRIED UNOPPOSED

Carol will arrange a meeting in January prior to the next board meeting to ensure the application process gets underway.

**Planning meetings**

January meeting – Board Meeting

February 11th – Planning Day

Meeting closed: December 17th 1:30pm