

## BOARD MEETING PUBLIC RECORD

Meeting held: 31 05 2019, at the SouthEast Office.

*“Our mission is to provide affordable, secure, financially and environmentally sustainable housing for people on low incomes, primarily in the South and East of Melbourne who are committed to cooperative democracy and engagement.”*

<b>MEETING CALLED BY:</b>	Chairperson
<b>TYPE OF MEETING</b>	Ordinary
<b>ATTENDEES</b>	A quorum was present
<b>STRATEGIC ISSUES</b>	Nil

## CEO MANAGEMENT REPORTS

### Management Reports:

#### CEO Report

Noted: Office rental has fallen (\$17,462) due to downsizing and wages expenses are also below expected (\$14,109). Members expense have also less than expected (\$12,905).

#### Solar Panel Project Costs.

There will be some end of year adjustments to report in more detail to the Board in June. It is expected there will be a surplus of unexpended solar panel funds and that the responsible authority may permit SouthEast to use the funds for future energy saving initiatives.

The Board considered other types of growth opportunities. SouthEast may be able to form a partnership with developers, for example Burbank may have properties available in time for SouthEast to present a grant application to the White Foundation in April 2020 when applications open. SouthEast could apply for funding based on all tenants being from the VHR, creating new social housing stock, and rightsizing to create better utilization of existing stock.

SouthEast continually seeks opportunities to partner with developers, philanthropists and local or state government. The focus in 2019/20 will be on growth in housing stock and membership.

The activities report was taken up in the CEO Report and the CEO report was approved.

The compliance, tenancy and other management reports were accepted.

**Activities Report:** The April 2019 activities report was accepted.

The financial reports were approved, and standing reports as presented were accepted.

**GENERAL AND  
OTHER BUSINESS**

The Board adopted the 2019-2020 Business Plan and Budget

**Rental increase time frames.**

The CEO indicated that, due to an administrative error, SouthEast had historically not been adhering to DHHS guidelines for rent-setting for members on market rent. The process had now been adjusted to ensure compliance, and letter detailing the adjustments had been sent to affected tenants on the 07 February 2019.

For the sake of clarity there was explanatory discussion about the issue of not charging tenants more than 25% of their assessable income. When tenant incomes rise above set limits then market rent may be charged, and SouthEast may only charge up to 75% of market rent.

Both the Department of Health and Human Services (DHHS) and the Australian tax Office (ATO) annually set market rents and SouthEast must always charge no more than 75% of the market rents levels set by both entities. Any failure to follow this process could affect the co-op's capacity to claim back GST for maintenance expenses on properties where the incorrect rent has been charged.

Further discussion followed on Commonwealth Rent Assistance and how it fits into the calculation of rent charged to members.

**Family Violence**

SouthEast is drafting a Family Violence (FV) Policy and Procedure and once approved by the Board the policy will be available on the SouthEast web site early July 2019 and information will be shared in Housing Futures newsletter with the aim of supporting those affected and bringing much needed change to a family's quality of life and lived experiences. Members adversely affected by FV are encouraged to contact the SouthEast office on 9706 8005. All matters will be treated confidentially.

**General Meeting Review**

Feedback from the meeting evaluation has generally been highly positive.

MEETINGS	DATE
Board	28 06 2019
Risk, Audit and Finance Committee	TBA
Governance	TBA
AGM	18 11 2019
Member Christmas Party	Sunday 01 12 2019

**DISTRIBUTION**

CEO  
CP\SEC\CONVENOR  
COMMITTEE

**DATE**

04 05 2019