

BOARD MEETING PUBLIC RECORD

25 SEPTEMBER 2015

THIS PUBLIC RECORD OF A BOARD MEETING ON 25 SEPTEMBER 2015 WAS APPROVED BY THE BOARD ON 30 OCTOBER 2015 AS A TRUE AND ACCURATE REPORT FOR PUBLIC RELEASE ON THE SOUTHEAST WEB SITE

ATTENDANCE

DIRECTORS – SHIRLEY FARAM, GAYLE KOUBWERE, ANDREA LEE, TRACEY HALL, JAN DICKSON, DEBBIE DIOGUARDI, STEVEN GRANGE, STEVE KROPF AND GREG NOLAN

APOLOGIES: NA

ALSO IN ATTENDANCE – JOY HAINESA/MANAGER (OPERATIONS) AND DAVID GRIFFITHS A/MANAGER (GOVERNANCE)

STRATEGIC DEVELOPMENTS

First Street – No Update

Knox Council – No Update

Greater Dandenong Council – No Update

ANNUAL REPORT

The board commended the Acting Managers on the Annual Report and the report was adopted.

MANAGEMENT

The A/Manager (Operations) reported that SouthEast was fully compliant and that:

- (a) One tenant had vacated.
- (b) There was one vacant property – First Street for re-development.
- (c) No Transfers or Retirement Leave requests.
- (d) No reportable complaints for the month of May.

FINANCIAL STATEMENTS

The financial statements were accepted – Profit and Loss, Balance Sheet, Cash flow and Charts on Profitability, Return on Assets, Revenue Analysis, Maintenance, Quick Ratio, Tenancy Management and Expenditure of Income.