

BOARD MEETING PUBLIC RECORD

Held: 01 07 2016, at the SouthEast office (for the June 2016 scheduled meeting)

MEETING CALLED BY:	Chairperson
TYPE OF MEETING	Ordinary
ATTENDEES	<p>Directors: Andrea Lee (Chair), Shirley Faram, Debbie Dioguardi, Gayle Koubwere, Jan Dickson, Greg Nolan, Steve Grange (Independent Director).</p> <p>Guests: Steve Bowman</p> <p>Others: Nil</p> <p>Apologies: Tracey Hall</p> <p>Absent: Nil</p> <p>Note taker: Dale Carroll</p>
BUSINESS ARISING	<p>Reports were made related to business arising matters including investment of cash funds, the establishing of a board xmas party committee, and the review of governance arrangements and structures in line with best practice standards.</p> <p>The Conscious Governance Review reports were considered by the board.</p> <ul style="list-style-type: none"> • Strategic Governance and Operations Audit Report • SouthEast Housing Co-operative Board Self Evaluation Report <p>The reports and recommendations were distributed to the board prior to the board meeting at which the author, Steven Bowman, was available to answer questions from the board.</p> <p>It was suggested the mission (and values) of South East be kept at the forefront of the discussion.</p> <p><i>“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”.</i></p> <p>A suggested process was to proceed with a question and answer time to be followed with formal board acceptance of the review recommendations and time frames for implementation including developing a work plan for the board.</p>

	The reports were accepted.
MANAGEMENT	<p>CEO Report for June 2016:</p> <ul style="list-style-type: none"> • Steven reported to the board of the unexpected and untimely demise of the Housing Registrar (HR), Anthony Hardy, and that condolences had been passed on from the board, staff and members of SouthEast. Anthony was highly regarded and well respected across the sector and by SouthEast and will be sadly missed. • It was expected that Rapid Housing Assistance Funding (RHAF) applicants would be advised by June 30 2016 however SouthEast has been advised the minister has not yet signed letters and is expected to do so in the next week or two. • The revised CEO succession plan was discussed and it was generally agreed the existing process was adequate and followed correctly and the members informed appropriately. The Secretary reminded the board that the explanation provided by the board was accepted by the Housing Registrar (HR) and the CEO reported the HR had verbally stated he was happy with SouthEast explanations. <p>The CEO stated SouthEast is fully compliant. The CEO and other, listed management reports were accepted.</p>
BUSINESS AND FINANCE	<p>The financial Statements for May 2016 were discussed.</p> <p>Moved: That the Financial Statements and reports be accepted:</p> <p>Moved: Debbie Dioguardi; Seconded: Steven Grange; (Carried).</p>
GOVERNANCE AND POLICY	<p>GPC to meet on the 15th July and the agenda may include: CEO KPI's, donations and sponsorships, director leave of absence criteria, and fine tune the revised CEO succession plan..</p>
OTHER BUSINESS	<p>Nil</p>