

BOARD MEETING PUBLIC RECORD

28 FEBRUARY 2014

THIS PUBLIC RECORD OF A BOARD MEETING ON 28 FEBRUARY 2014 WAS APPROVED BY THE BOARD ON 28 MARCH 2014 AS A TRUE AND ACCURATE REPORT FOR PUBLIC RELEASE ON THE SEHC WEB SITE

ATTENDANCE

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

ALSO IN ATTENDANCE – IAN MCLAREN (GENERAL MANAGER) AND DAVID GRIFFITHS (GOVERNANCE OFFICER)

OPERATION FUTURE

The General Manager advised that the CHFV White paper on future directions for community housing was being finalized for a possible release before the next State Budget in May 2014. still in p

Between 30 October and 1 November 2013 Chairperson Shirley Faram, Deputy Secretary Jan Dickson, Director Greg Nolan and General Manager Ian McLaren attended the AHURI National Housing Conference. Greg Nolan has prepared a report on the conference - [A.H.U.R.I. National Housing Conference](#) - [Adelaide Convention Centre - A New Way Home](#). Greg's report is on the SEHC web site: <http://www.sehc.org.au/index.php/members/member-articles/723-ahuri2013>

SENATE SUBMISSION

A submission to the Senate Standing Economic Reference Committee on Economics inquiry into affordable housing was approved. When the submission is forward, it will be uploaded to the SEHC web site and there will be a summary in the next issue of Housing Futures. The reporting date for the Senate Committee is **26 June 2014**.

SUCCESSION PLANNING

It was agreed that the Governance and Policy Committee would prepare a report for the board meeting on succession policy and planning i.e. recruitment processes and outcomes for future directors.

UK HOUSING CO-OPERATIVES

The general Manager will visit the UK for a holiday in August 2014. The board agreed to take advantage of this visit, and the General Manager will add some work days to his holiday to explore the experience of housing co-operatives. The Co-operative College in the UK has agreed to organise a program. On his return, the General Manager will present a report to the board. The report will be published on the web site and summarized in Housing Futures.

GENERAL MANAGER

The General Manager reported that SouthEast was fully compliant and that:

- (a) No tenant had vacated.
- (b) There were three new tenants.
- (c) There was one vacant property – the property for redevelopment.
- (d) No reportable activities and no new complaints.
- (e) Rent arrears were \$14,892.

FINANCIAL REPORTS

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.

CODE OF CONDUCT

The board adopted a revised code of conduct:

1. Uphold SEHCs organisational values.
2. Directors must avoid conflicts of interest, both direct and indirect. They must always try to put the interests of the co-op before their own personal interests. They must declare any conflict of interest at a board meeting and have this recorded in the minute as it occurs. The board will deal with the conflict of interest using the procedures set out in the Conflict of interest Policy.
3. Actively prepare for board meetings (including but not limited to reading all board papers in advance of meetings) and be on time and ready to start board meetings and stay for the whole meeting.
4. A director who disagrees with a proposal the board is considering has a legal responsibility to say so.
5. All directors will state their position clearly when the board is making an important decision.
6. Each director will comply with the policies and rules of the co-operative and pay their rent on time.
7. All directors will work together in the interest of the co-operative and treat fellow board members and the General Manager (GM) with respect and politeness which includes listening to each other and not interrupting

or talking across each other. They will not let personal dislikes or grudges affect their decisions.

8. All directors will comply with all relevant legislation including privacy and anti-discrimination legislation.
9. Each director must maintain confidentiality at all times and follow the board's policy on confidentiality.
10. Put mobile phones on vibrate or turn off.