

BOARD MEETING PUBLIC RECORD

31 AUGUST 2012

THIS PUBLIC RECORD OF A BOARD MEETING ON 31 AUGUST 2012 WAS APPROVED BY THE BOARD ON 28 SEPTEMBER 2012 AS A TRUE AND ACCURATE REPORT FOR PUBLIC RELEASE ON THE SEHC WEB SITE

VICTORIAN GOVERNMENT CONSULTATION ON SOCIAL HOUSING

It was noted that there was no news on the outcome of the Victorian Government consultation on social housing.

It was noted that Rental Housing Co-operative sector submission was also being finalized.

ANNUAL REPORT

The draft Annual report was tabled and it was agreed that any feedback to be provided to the General Manager by 7 September 2012.

SECRETARY JOB DESCRIPTION

The revised job description for the secretary was adopted:

2.4 SECRETARY

1. With the General Manager and the Chair, develops Board agendas.
 2. Attends meetings of the Board and of members, and ensures that correct procedures are followed.
 3. Ensures with the Governance Adviser that Board minutes are accurately and impartially taken and are circulated in a timely manner in accordance with established guidelines and policy, and that a minute book is maintained.
 4. In conjunction with the Chair and Governance Adviser ensures the Board's decisions are carried out and given practical effect.
 5. Works with the Chair, Governance Adviser and the General Manager to establish and deliver best practice governance.
 6. Signs the accounts of the business.
 7. Acts for the Chairperson in-between meetings on a temporary basis until the Chairperson is able to resume duties or a meeting of members appoints a new Chairperson
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UK CO-OPERATIVE COLLEGE

The General Manager advised that discussions were underway for a Skills Audit of the board to be undertaken by the UK Co-operative College.

FINANCE AND BUSINESS

The report was tabled and noted.

The General Manager tabled a new carer's reimbursement form and finalization would be subject to advice from the auditor.

A brief report on Growth Options is to be prepared for the next board meeting.

ARREARS

The General Manager reported that arrears were \$21,588 but that this reflected the date when rent was due rather than the arrears situation.

COMPLAINTS

The General Manager reported that there were no complaints in August 2012.

CCB

The General Manager advised that DHS had approved proposed CCB activities for 2012-2013.

SEHC BOOK

It was noted that publication was proceeding with a publishing deadline end September 2012.