

**Minutes of a
BOARD MEETING OF THE DIRECTORS
Held February 13, 2020**

Tonkin Office, 170 Frome St, Adelaide

1. Attendance

1.1 Present

Rod Ellis (Chair)
Madeleine Bekavac
Phillip Burton
Joshua Bowen
Ben Clark (via teleconference)
Rita Excell
Chris Haskas
John Hutton
Kathryn Johnson
Megan Woodward

1.2 Apologies

Stephen Fines-Phillips
Andrian Wiguna

1.3 Absent

Nil

1.4 In attendance:

Minutes: Julie Kerr
Observer: James Mitchell

2. Declaration of Interests

Nil.

3. Confirmation of Minutes

3.1 Minutes for adoption of the IPWEA SA Division Board Meeting held on December 6, 2019

Moved: Phil Burton
Seconded: Kathryn Johnson

It was resolved that:

The minutes of the IPWEA SA Board meeting held on December 6, 2019 be accepted as a true and correct record.

CARRIED

3.2 Minute of out of session resolution, signing of IPWC agreement with IPWE Australasia

Moved: Joshua Bowen

Seconded: Megan Woodward

It was resolved that:

The minute of the out of session resolution, signing of IPWC agreement with IWE Australasia, be accepted as a true and correct record

CARRIED

4. Items for decision

4.1 Draft Strategic Plan

The plan was discussed in the meeting held in December 2019, changes were drafted by the EM, then further refinements made by the Executive prior to circulation for input from the Board.

- The sub-committee charged with growing revenue has met and made some amendments to their suggested actions.
- The sub-committee responsible for growing membership has met and will soon provide some documentation about their recommendations. They may need an additional member, eg Peter Porch who could provide a regional perspective. Joshua Bowen then volunteered to join that committee.

Moved: John Hutton

Seconded: Madeleine Bekavac

It was resolved that:

The Strategic Plan be viewed as a working document, with any feedback to be provided to the EM prior to the next Board meeting in order to resubmit for Board endorsement

CARRIED

4.2 Draft delegations policy, procedures and schedule

The draft delegations schedule was discussed, with agreement reached that the execution of contracts should be a Board decision, with the schedule to be amended accordingly

Moved: Chris Haskas

Seconded: Rita Excell

It was resolved that the Board:

1. Endorse the Delegations Policy & Procedure
2. Further consider the schedule and provide feedback to the Executive Manager by the next meeting of the Board for adoption of the schedule
3. Direct the Governance Committee to develop a Policy and Procedure for Register of Interest
4. Keep a register of declared Conflicts of Interest in addition to minuting these at meetings

CARRIED

4.3 IPWC Conference Committee ToR

It was agreed that Megan join the committee meetings via teleconference, noting that it may be necessary to form sub-groups to focus on sponsorship, social activities and technical groups. Requirements for reporting to the IPWC committee and the local events committee are to be added to the Terms of Reference. It was noted there needs to be clarification of what delegations pertain to the local committee.

Moved: Megan Woodhouse

Seconded: Kathryn Johnson

It was resolved that:

The Board endorse the draft Terms of Reference for the IPWC Volunteer Committee, with the agreed amendments.

CARRIED

5. Items for discussion:

5.1 Board induction manual

A copy of the Australasian Code of Conduct is to be provided by Rita for consideration by the Governance Committee. It was agreed that the manual should not be on the website.

Moved: Chris Haskas

Seconded: Madeleine Bekavac

It was resolved that:

The Board endorse the Board Induction manual with the updates to the strategic plan and delegations schedule when complete and approved

CARRIED

5.2 Finance report

To assist with the issue of tracking members who change employment but don't notify IPWEA of their new details, it was agreed that a list of non-contactable members be circulated to the Board for sharing of new details where possible. It was noted that there may be a requirement for a marketing and communications committee to be established. The relevant sub-committees are to identify short term actions to address the projected shortfall in revenue this financial year.

Moved: Joshua Bowen

Seconded: John Hutton

It was resolved that:

The Board note the financial reports for December 2019 and immediately action the concerns raised in this report to improve the current financial situation

CARRIED

5.3 NAMS Update

Chris Haskas spoke to the report, outlining recent initiatives at a state and national level.

Moved: Chris Haskas

Seconded: Rita Excell

It was resolved that:

1. That the report be received and noted.
2. The SIG membership changes be accepted
3. The Board adopt the asset management training model and the Executive Manager liaise with IPWEA Australasia to include the asset management training program in the IPWEA SA training program where practicable.
4. The Board endorse the approach adopted by the Interim Special Interest Group – Asset Management to hold a pre-conference event and develop an action plan, including terms of reference, to form a Special Interest Group – Asset Management.
5. IPWEA SA President and Executive Manager, in conjunction with the IPWEA Australasia CEO, organise a meeting with LGA to discuss IPWEA Asset Management training with the view of promoting our training through the LGA.

CARRIED

5.4 Strategy Sub-Committees (discussion only, no report)

It was agreed that the sub-committees be rostered to report on progress at Board meetings throughout the year to ensure that momentum is maintained.

6. Items for noting

6.1 Reports (discussion by exception)

6.1.1 President's report

6.1.2 Executive Manager's report

6.1.4 Sub-committee reports:

6.1.4.1 YIPWEA report

James Mitchell provided an update on YIPWEA activities, including the outcome of the recent meeting of national YIPWEA chairpersons. The YIPWEA SA committee has divided into two groups, events and membership. They currently need a student observer so suggestions for these are sought from the Board.

6.1.4.2 State Conference and Awards

The board is to be kept informed of the status of awards nominations and to encourage applications.

6.1.5 Bundle memberships background

6.2 Action items

6.3 Board calendar and Work Plan

Moved: Joshua Bowen

Seconded: Madeleine Bekavac

It was resolved that:

The recommendations in all agenda items for noting, ie 6.1 – 6.3, be moved and resolved en bloc

CARRIED

7. Other Business

There was none

8. Next Scheduled Meeting

The next meeting of the Board is scheduled to be held at 4.30pm on Thursday March 19 at the offices of ARRB, Featherstone Place, Adelaide, noting that Rod Ellis will be an apology and Ben Clark will chair.

9. Meeting Close

The meeting closed at 6.05pm