

FORWAARD Aboriginal Corporation



Board Minutes– 2019.008

Date of Meeting:	30 October 2018		
Meeting Commencement time:	05:30 pm 29 Fleming Street		
Present:	Ms. Margaret Rajak (Chair), Ms. Lorraine Tomlins, Ms. Margeret Friel, Mr. Joe Brown (phone) Mr. Steve Versteegh (ED)		
Apologies/Absent:	Ms. Rosie Tipiloura, Mr. Leon James		
Declaration of Interests <i>ED to request the meeting participants to read the items on the agenda of the meeting and to declare any real or perceived conflicts of interests</i>	<i>Staff Name</i>	<i>Agenda Item</i>	<i>Action taken to manage the conflict¹</i>
	<i>None to report</i>		
Approval and signing of previous minutes 2018.005	Moved – Lorraine Tomlins		Seconded – Margeret Friel

Agenda Ref	Agenda Item	Discussion Points	Action to be Taken during and post meeting	Action status
2	Review and approve minutes of the last meeting	No	Minutes approved Lorraine and Seconded Meg	No action items from this meeting there are from previous meetings either

¹ The senior staff need to discuss and decide how the conflict will be managed – Options are:

- Senior staff participates in the discussion but removes themselves from the meeting while the decision is made in relation to the matter.
- The meeting agrees that the senior staff member declaring the conflict can remain in the meeting while the matter is discussed but cannot participate in the discussion and then the senior staff member removes themselves from the meeting when the matter is decided upon.
- Senior staff removes themselves from the meeting while the matter is being discussed and decided upon.

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3	Actions from last meeting Delegation of authority review	Request for the Directors to review the Delegation of Authority Policy and register LOGIQC Document 014 and 016	Directors to review the documents and recommendations	Ongoing since meeting 2018.007
	Actions from last meeting Working with Children and Police clearance	Directors to complete paper work for these certificates	Certificated have been reattached	Ongoing since meeting 2018.007
4	Treatment report was accepted by the board	20 clients 1 of whom is commit 3 day clients	Numbers have been steadily increasing with Gen Y and X client	DOB beds are at 100% capacity still some commit beds available these are provided when the courts allow the clients to come in
		self-empowerment workshops have been running	These are assisting clients to identify their different needs in care plans and counseling	They have been welcomed by both clients and staff
		We are looking forward to the new Tablets being operational	Providing interactive information to keep our technology starved clients busy	This will go a long way to assist with the development of a client centered program
		Banyan house have challenged FORWAARD to another volleyball completion	They want their trophy back	And they got it back – Bugger!
5	The financial report was accepted by the Treasurer and board	The Auditors have now finished the financial report and I will send that out as soon as I have a copy	Expecting a copy by Friday this week	Expecting an overall profit of just under \$5000.00
		September P&L has a large net loss	This has been attributed to the NT Government providing our funding in the last financial year instead of when it is due	The auditors will make the required adjustment and move those funds into this financial year when they can
		Request for the Directors to review the Delegation of Authority Policy and register as this hasn't been updated since 2014 and 2015	As per email provided to the Chairperson 24 September 2018 Doc #014 Delegation of authority Doc #016 Delegation of authority register	Margie to provide email to the Directors for comment – as per item 2 above
6	ED report – was accepted by the board	ED highlighted the main points of his report	Forum was held 18 October at the Vibe; All staff attended other than the CLO who was supporting clients along with a casual staff member	The forum was successful, and the ED now has the basis for a Business plan

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				to be developed for implementation in 2019
			ED provided end of year statistical overview relected on our activity in 2018	<p>Referrals</p> <ul style="list-style-type: none"> • Self-referrals 40% • Corrections 36% • Other 22% • Health 2%
			Given the success of the Business Growth Program for our WEB development. I have requested from the Dept. of Trade Business and innovation some Governance Training for the Board of Directors	Given that our Strategic plan has a clear focus on building and maintaining a robust and stable Board of Directors – Target 3 Capacity Development. With the Board’s approval, I would like to introduce a Governance training program conducted similarly to the staff training proposal. Commencement to occur after the AGM
			NIDAC18 Leon, Rikki and Kathy attending on behalf of FORWAARD	<p>Rikki and Kathy presenting a Family Circles program</p> <p>Margie a finalist in the Coralie Orber Honor Roll</p>
			Rikki a Director on the DAIWS Board and Steve a Director on the AADANT Board	Both positions are up for renewal in 2019
7	Touch Football	ED showed the board the trophy won by FORWAARD in the Touch for Heart football completion	A wonderful experience for the clients and for the general society	We have been invited back in 2019
8	External Complaint	ED outlined that an external complaint of a sexual nature was made against a staff member	ED is still reviewing this however has not discussed this with either the client or staff member at this point	An external counselor has raised this with us and we ate looking into this
Standing Items				
1	Policies or Procedures requiring Board endorsements (non-financial)	All policies and procedures will be reviewed at the BOD forum. This will be conducted when the	No action required for this meeting	

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		quality system has been finalised		
2	Policies or Procedures requiring Board approval (Financial)	ED has sent the delegations policies to the Chairperson for a review	To be discussed at the next meeting	Chairperson will review these and get back the ED
3	Progression of the strategic KPI's, Objectives and Targets	The three strategic areas have each been actively driven in 2018; the dashboard reflects that each area has been active throughout 2018 and 2019	Family Circles and the Transitional home activity has been discussed at the Board level Staff forum to be conducted on 18 October to review the new Strat plan with staff and commence the development of the business plan Board members have requested an invitation to this event	ED to continue to action these targets and report to the BoD at each meeting
4	Correspondence to note	FROM	SUBJECT	DATE
		Employsure	Casual staffing arrangement if employed for more than 12 months	3 October 2018
5	New FORWAARD members	New FORWAARD members are:	Rita Lippo Eve Favreau Shaun Quinn Augustine Tunmuck Danny Wanambi Thomas TysonJackie Marika Dylan Bridges Kim Pryor Terrence Barawanga Lindsay Mason Rhys White Phillip Wilfred	
6	Certificates of Aboriginality	Certificates have been provided to:	Nil	
7	Confirm date of next meeting	Tuesday 20 November the AGM		At 33 Charles street
6	Time meeting closed	8:15 pm		