



**Mandandanji Ltd. Board Meeting**  
**11<sup>th</sup> - 14<sup>th</sup> April 2017**  
**71C Arthur St - Roma**

The board were participants in a range of workshops and activities, including board meetings and preparation for Mandandanji Dreaming Festival; the Official Opening of the Office and a Strategic Planning Workshop.

The calendar for the week was;

**Tuesday 11 April**

- 11:00am Limited Strategic Plan - Review and Workshop
- 3:00pm Tim Robson – John Pearson Consulting\* (to be confirmed)
- 3:30pm ME Board Meeting

**Wednesday 12 April**

- 9:30am MCHS Board Meeting
- 11:00am Limited Board Meeting
- 4:00pm Review newsletter draft (members & stakeholders)

**Thursday 13 April**

- 9:00am Cr Scheffe- discussion Tier 1 project Roma - Tourism Facility
- 9:30am Review Strategic Plan edits - approval
- 11:00am Grant Applications - review
- 1:00pm Prepare office/afternoon for 'Official Opening'
- 3:00pm - 4:00pm Official Opening - Mandandanji Office
- Evening Sale Yards Function - Welcome to Country and Official Opening

**Friday 14 April**

- 9:00am Executive review - Accountancy Tender submissions
- 10:00am Prepare float | Mandandanji Dreaming Set-Up

**Saturday 15 April**

- 9:00 - 12:00pm Gallery and Souvenir Sales - at Office
- 3:00 - 9:00pm Mandandanji Dreaming Festival (Parklands)

**NOTE** – while this was the planned agenda, the Board responded to other requests and issues that needed immediate attention

**Meeting – Tuesday 11 April**

**11am – 5pm**

**In Attendance**

Alex Combarngo (AC); Rebecca Landers (BL); Leigh Himstedt (LH); Darren Manns (DM); Theresa Manns (TM); Julie Thomas (JT)

**Apologies**

Rodney Landers (RL)\*from 12:30pm – present initial discussion;

Craig Jones (RREDD) - facilitator

Minutes: Kim Muhlen (RREDD)

**1 Meeting open**

Meeting opened at 11:50 am.

AC opened the meeting, paying respect to Elders past and present.

## 2 Correspondence

DM tabled a letter from A Somers – on behalf of Roma’s Easter In The Country – organizing committee; there had been different versions of the format of ‘Welcome to Country’ and participation in variety of activities by Mandandanji over the Festival.

After reviewing the letter, the board agreed that Mandandanji Limited needed to develop a Policy around ‘Welcome to Country’, who is approved to conduct them; how much and requests, how are they managed and how to involve Elders.

**ACTION** – TM and KM to draft a Policy statement and process for board to review.

The board tried to work through how to manage the current situation – the suggestion was that an Elder should do the ‘Welcome to Country’ and Lane Brooks do the dance ceremony.

CJ spoke to a colleague associated with the Easter in the Country committee and chair to get an impression of the issues.

TM has been invited to a Workshop on Governance Training in Gladstone (May 2017), only cost to participation is wages.

**ACTION** – TM to confirm attendance of all board members.

### ----- LUNCH BREAK (1:00 – 1:30pm) -----

Tim Roberts – Indigenous Workstars was welcomed to the meeting (1:50pm).

To date only only (39) thirty-nine Mandandanji people are registered as looking for work. Tim encouraged anyone looking for work to register, they are in contact with thirty (30) teir 1 contracting companies who all have a commitment to supporting Aboriginal people into work, especially Traditional Owners.

Indigenous WorkStars staff will contact every person and work on what skills they may need to get work

**ACTION** – All board members to encourage family and friend to register on-line with Indigenous WorkStars.

**ACTION** – KM and Tim to work on developing a MOU between Indigenous WorkStars and Mandandanji so that its clear what will be achieved in the coming year.

The board mapped out with Tim, the steps and process for Mandandanji people, it was summarised as:

- I. Mandandanji people register
- II. Indigenous WorkStars list what jobs and vacancy match their skills
- III. Indigenous WorkStars will identify gaps in skills to make sure job ready
- IV. Indigenous WorkStars will specifically identify opportunities with QGC and inform Mandandanji of these so they can be promoted
- V. Time will send through a copy of the questionnaire each Mandandanji person will complete with staff when they register.

### ----- BREAK (2:40 – 2:50pm) -----

General discussion between board members on current negotiations Applicants are managing and what opportunity this may have for future business – how Mandandanji can meet Strategic Plan aims.

After discussion with Alex Peace – QGC, QGC will pay for the venue and catering for Applicants to meet (in Brisbane) and review the Strategic Plan – to make recommendations and comment on where improvements could be made to this , especially to capture future business and contracts (ie: Job Search and Agency contract in Roma)

Tentative date for Brisbane meeting; 20 April 2017.

**Meeting - Wednesday 12 April**  
**9am - 5pm**

**Meeting open 9:10am**

TM opened the meeting, acknowledging Elders past and present.

DM arrive meeting (9:20am)

**3 Minutes of Previous Meeting**

After completing an audit of the minutes book it was identified a number of meeting minutes were still in draft, these were reviewed.

**MOTION (1)**

Minutes of the Board Meeting 26 June 2016 and 24 October 2016 were accepted as a true and correct record.

Moved: Theresa Manns

Seconded: Julie Thomas

Motion Carried

RL and BL arrive meeting 9:50am

\* All board members now in attendance

**MOTION (2)**

Minutes of the Board Meeting 11<sup>th</sup> March 2017 were accepted as a true and correct record.

Moved: Theresa Manns

Seconded: Julie Thomas

Motion Carried

**4 Business Arising**

**4.1 Update Company Merge**

M. Owens has completed documentation; expect to transact agreement on/around 16 May, timing to allow smooth transition to new contracts for staff at Muddy Waters.

The board to decide on who to sign agreement sin the ME – MCHS meetings.

**4.2 Veolia contract reassignment**

M Owens has yet to prepare letter for Veolia, will be sent before contract of sale completed.

**4.3 Executive Assistant role**

The only Expression of Interest received was from Brittney Hardy.

AC and LH declared conflict of interest – and left the room during the discussion.

The board wanted to see if they could secure funding support from Indigenous WorkStars for a full –time role.

Agreement to ‘trial’ position and offer the job as a casual contract for 12weeks /20hours week to Brittney.

**MOTION (3)**

The Board will commit to a casual Executive Admin position for (12weeks/20hours per week) to Brittney Hardy.

Moved: Rodney Landers

Seconded: Theresa Manns

AC and LH abstained

Motion Carried

***ACTION*** – KM to prepare draft Letter of Offer and DM to provide on-job support when Brittney starts in Roma.

#### 4.4 Office -Telstra

TM has been in contact with Telstra – still no result on getting landline installed  
**ACTION** – KM to follow-up with Telstra and if no result, contact the ombudsmen

#### 4.5 Mandandanji Dreaming

DM gave an update on planning, including bands and safety issues for site-

#### 4.6 Accountancy Tender Update

At close – 2 tenders had been submitted; expecting total of 4 will be received.  
Executive will review and shortlist – these companies will be invited to meet the full board at the next meeting.

#### 4.7 Mandandanji T-Shirt Design

RL hasn't had chance to follow-up.

TM has had contact with Kyle Dancy – Preston Campbell they are now designing and creating shirts; TM to work with them on designs.

**ACTION:** TM to present draft designs at next meeting.

----- **BREAK (10:30 – 10:45am)** -----

### 5 **Correspondence**

#### 5.1 Correspondence IN

- Trustee Permit (Lot 334) was received from Council – TM signed this permit on behalf of the board.

**ACTION:** KM to scan and forward signed copy to Council staff

- Ashurst – query DGR status and whether wish to progress

**ACTION:** KM to contact Ashurst staff (Melbourne) and complete work to progress registration for DGR status

- QRC – Invitation to Meet The Buyer forum – Brisbane ( 2May)

**ACTION:** KM to confirm attendance – TM and SF, and prepare promotional material; update Capability Statements

- Verbal complaint re: safety in office and safety procedures at Roma St office; board acknowledged that conference room would keep blinds closed and not be accessible to the public.

It was acknowledged the agreement needed clear measurable outcomes; on top of the listed items in the agreement, RREDD would also support the review and update of the Strategic Plan and the review of all Mandandanji agreements to ensure all income of the Trust was being captured.

#### 5.2 Correspondence OUT

Staff Check –further information on Director provided

Letters to A Gale (re: membership application) and T Carlo (Centre Link – Identity form) sent.

### 6 **Membership Applications**

There had been four (4) enquiries about membership, and application received from Reg Fraser.

#### **MOTION (4)**

The Board accepted the application from Reg Fraser, to become a member of Mandandanji

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Moved: Julie Thomas

Seconded: Theresa Manns

Motion Carried

1 members had been granted access to the member's portal.

## **7 Finance**

### **7.1 Management Reports**

Condon Treasure provided the board with management reports for all entities (Trust; ME and MCHS) through to March 31 2017.

The board briefly reviewed the reports – there were no questions and no variations required. The 2017.18 budgets have to be prepared and considered as soon as possible.

**ACTION** – KM and Executive to draft 2017.18 budgets to review at next meeting.

## **8 Mandandanji Assistance Fund**

The board was still receiving requests for MAF (4 new applications – M Greene; R Fraser; B Landers; F Moffat).

J Landers had asked for rejection of her application (medical equipment be reviewed)

RL and BL noted a conflict of interest (related to J Landers)

Discussion amongst board – clear there was no more money to contribute to MAF

**ACTION** – AC and RL to investigate alternatives (including hiring equipment) for requests for medical support and provide information to applicants for medical funding.

### **MOTION (5)**

The board of Mandandanji Limited restated that the MAF and MEF fund would be suspended, any remaining funds would be for funeral expenses.

Moved: Theresa Manns

Seconded: Julie Thomas

Motion Carried

**ACTION** – DM/KM to draft a letter to Jacque Landers with outcome.

## **9 Operations – Website Upgrade**

The board briefly reviewed the work Rob Manns has done to show how the website could look;

### **MOTION (6)**

The board of Mandandanji Limited agreed to appoint Rob Manns to update the Mandandanji website, Executive to monitor and support upgrade, at cost of \$2000 (excluding hosting fees).

Moved: Alex Combarngo

Seconded: Rodney Landers

Motion Carried

## **10 Next Meeting**

To be confirmed

## **11 Meeting Closed**

Meeting Closed 2:20pm