



**Mandandanji Ltd.
Board Meeting
Monday 24 October 2016
Tele-conference**

In Attendance

Theresa Manns (TM): Rebecca Landers (BL): Rodney Landers (RL): Julie Thomas (JC); Robert Klaas (RK)

Absent

Darren Manns (DM)

Apologies

Alex Costa (AC);

Minute Taker: Kim Muhlen (RREDD)

1 Meeting Purpose -

General Business; preparation for AGM

2 Meeting Open

Meeting was opened at 7:44pm, with a quorum.

3 Adopt Minutes

The board began reviewing minutes of previous meetings;

MOTION (1)

The minutes of the 25th September 2016 were accepted as a true and correct record.

Moved: Theresa Manns

Seconded: Julie Thomas

For: RL; BL and RK

Absent; AC; DM

Against: Nil

MOTION (2)

The minutes of the 26th September 2016 were accepted as a true and correct record.

Moved: Theresa Manns

Seconded: Julie Thomas

For: RL; BL and RK

Absent; AC; DM

Against: Nil

JT asked if all the receipts had been lodged with the Auditors – it was noted these were still outstanding.

29th and 30th September – the board acknowledged these draft minutes but they weren't adopted, as a quorum of Limited Board Members was not in attendance.

4 Action Items

4.1 Completed Actions

A234/A231/A229/A227/A226/

A228 – partial completion, letter sent to owners



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4.2 Ongoing Actions

A232 – still waiting on material from Chair/MCHS to include in the Annual Report

A224 – Mipela is still waiting on payment for the outstanding invoices; RL to follow-up

5 Correspondence - OUT

Letters have been drafted for AusIndustry and the Auditor (x2) - .

Approval for letters to be sent as drafted.

6 Correspondence - IN

- Ergon Energy – power bill
- Macquarie Bank – reinvestment of the Term Deposit confirmed for 6months (through to 3April 2017)
- Telstra (x3) - outstanding bill, and demand letter for account #308 9657 542; and outstanding accounts for account #136 2712 968

ACTION 235– RL to confirm with Condon Treasure that final payments be made to account #308 9657 542 and this account be closed.

7 Finance

RL confirmed he authorised a transfer between Limited and MCHS (\$20,000) for payment of ATO and BAS liabilities.

General review of MCHS and ME management reports and importance of continuing to review costs and budgets.

There are frustrations with invoices being sent out on time

MOTION (3)

Approval to write off Mandandanji Enterprises bad debts (total of \$6252) as per Ageing Summary report (21/10/16) tabled at the meeting.

Moved: Robbie Klaas

Seconded: Julie Thomas

For: RL; BL and RK

Absent; AC; DM

Against: Nil

No budget had yet been drafted for the SANTOS compensation funds. The (Applicant Administration) account has been opened, but no funds have yet been transferred. The Limited board hopes to meet with the applicants and make some of these decisions some time in November.

8 Human Resources

8.1 Executive (Administration) Officer

A position description was been drafted and sent through to all the board (10October16).



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Recommend the title change to Executive Assistant –

The board reviewed the Position description and hours of work, no decision was made.

8.2 ME – Program Manager

The board asked where things were at with WorkCover it was confirmed that WorkCover can take up to (21)days to make a decision and they were still gathering information on the claim.

RREDD on behalf of ME have discussed redundancy with the Fair Work Ombudsmen particularly when an employee has been on leave. Both WorkCover and the Fair Work Ombudsmen confirmed the matters were exclusive. The Board needed to be satisfied that any redundancy was associated with structural changes in the business and this could be proven and that the decision was independent of any absence from work.

The restructuring of the companies and working to reduce costs was well documented and goes as far back as July/August 2015.

MOTION (4)

4.1 The Program Manager (ME) role is to be made redundant and revisions to the Administration role to make sure important tasks are done.

4.2 A letter/email be sent to the Program Manager (ME) confirming his absence is leave without pay by Wednesday. Pending this response a Redundancy letter will be drafted.

Moved: Theresa Mannes

Seconded: Robbie Klass

For: RL; BL and JT

Absent; AC; DM

Against: Nil

9 MAF and MEF

9.1 MAF

This was deferred until after a meeting with the Applicants and it is clear how much money can be added to the fund.

Some discussion about the dates of a meeting with Applicants and whether it can be coupled with a SANTOS meeting.

A number of MAF forms had been received medical/emergency assistance (3) families (A Combarngo - \$1000 relocation; N Landers -\$1000 (medical transfer)

T Manns (advance of pay \$1500; repaid at \$100/week).

9.2 MEF

An email was received from Jude Saldanha on behalf of Keith Weribone who is making ottomans with indigenous artwork on; RL to forward details through to RK.

MOTION (5)

The board endorsed (emergency) MAF payments to total of \$2000

Moved: Theresa Mannes

Seconded: Julie Thomas

For: RL; BL and RK

Absent; AC; DM

Against: Nil



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10 AGM Preparations

General discussion about who would be contacts for the AGM Notices – preference is that all Board Members be contact officers for the proxy notice and questions about the AGM.

Administration and sending of the material for the AGM to members would be done by RREDD.

11 MCHS Operations

11.1 Company Secretary

Confirmation that Shirley Frid has been approached to act as the Company Secretary of MCHS; the board has endorsed the appointment.

ACTION 236 – KM to confirm with Shirley Frid the role of Company Secretary and her acceptance of the nomination.

11.2 CHO – new contract

TM confirmed that the new contracts have been drafted with the day rate set at \$300, travel/accommodation and meal allowances will stay the same.

There has been feedback from one of the CHO and concerns, about some of the details in the Position description and the Letter of Offer ie: why is an (unrestricted) drivers' license essential – this will be changed to a desirable characteristic.

By Wednesday (9) CHO will have copies of the new contract /Letter of Offer– the aim is to have all of them complete by the end of the week (28 October)

ACTION 237 – RL/TM to draft a reply to the questions about CHO role.

11.3 Update MCHS Board Members

The MCHS board members were concerned they were not being kept informed of changes - TM has spoken at length to ST. ST had asked a meeting be held in Brisbane to bring the MCHS board members up to date – the board talked about a meeting being held in Toowoomba or Roma, possibly mid-November before the AGM.

12 ME Operations

No further progress of QGC grant purchases (ie: utility) as PM vehicle yet to be returned.

13 Other Business

RL would like to lodge a claim for payment of the Chair Allowance.

MOTION (6)

The board approved the payment of the Chairman and Secretary allowance

Moved: Theresa Mannes

Seconded: Robbie Klaas

For: RL; BL and JT

Absent; AC; DM

Against: Nil

14 Meeting Closed

Meeting closed at 8:18pm(QLD time)

15 Next Meeting

Saturday 5/Sunday 6 November

Roma