



**Mandandanji Ltd.**  
**Board Meeting**  
**Monday 26 September**  
**McConachie Stedman; Toowoomba**

**In Attendance**

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

**Apologies:** Alex Costa (AC);

**Minute Taker:** Kim Muhlen (RREDD)

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**1 Meeting Purpose -**

*Meet with auditor and review preliminary audit report*

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**2 Meeting Open**

Meeting was opened at 10:18am.

**3 Briefing from Auditor**

Ben Horner began his report and discussion with the board - advising his report was almost complete, he was waiting on final documents and material from Condon Treasure. RL advised new timeline for the AGM (meeting now Saturday 3<sup>rd</sup> December) – Ben confirmed he was available to attend and all work would be completed ready to be sent in AGM material to members.

DM gave background to Caretaker role and activity and outcomes of the review and operating budgets for 2016.17. The board confirmed focus was on ensuing;

- Profitable companies
- Reducing costs

Key actions included;

- Securing debt
- Reduction CHO day rates
- Recommendation to members to merge P/L companies
- Applicants to negotiate increased administration fee (20% to 30%)

Ben reviewed the Income and Expenditure figures and stressed that at current rates of spend the cash reserve would only allow companies to exist for a maximum of 3year.

Discussion of fraud risk, what this term meant, Ben encouraged the board to ensure all policies and procedures protected the assets of the organisation. The board acknowledged that cash cheques were not best practise and that all future payments should be direct debit/deposit. Ben reminded the board the accountants would take direction of the board and follow processes they set out.

**ACTION 230** – Final material related to expenditure for the office setup and /Cultural Festival would be submitted to Auditor/Accountant by 30 September.

Reviewed procedures of payments to suppliers where no ABN was provided; example given was security guards for AGM.

After reviewing the Interim Management Letter with the board, Ben left the meeting , he encouraged the board to send a formal reply so that members could get a sense of the complete picture.

**ACTION 231** – Response to be drafted to Audit Solutions Management Letter.



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**Break 11:20 – 11:40am**

The board worked through the AGM timeline and tasks to getting organised.

The importance of the Treasurer portfolio and role was discussed and concerned raised about Board member attendance at meetings and whether this should be reported to members in the Annual Report.

**ACTION 232** – Annual Report to include a table of board member attendance.

**MOTION (1)**

A letter be drafted to Alex Costa seeking his resignation from the portfolio of Treasurer

Moved: Rodney Landers

Seconded: Darren Manns

For: TM; JT;RK;BL

Absent; AC;

Against: Nil

**3.1 Accountancy Services**

The board reviewed the Scope of Works for Accountancy Services, but decision to hold this over till after the AGM and pending further discussions about costs and services standards with the accountants Condon Treasure.

TM, RL and DM had met with Johan Ferrier and were happy with the changes being made.

**4 Human Resources**

DM asked where things were at with the ME Program Manager role and return of Ltd and MCHS assets previously held by the General Manager.

**ACTION 233** – DM to complete a review of goods held by AC compared to asset register and ensure all materials returned to Roma.

**5 Preliminary Review Business Report**

The board reinforced preferred option to merge Pty Ltd companies and ensure that debt was secured.

**ACTION 234** - RL to discuss with Michael Owens and confirm AGM date and draft of motions to members.

**6 MAF**

Several board members had received MAF application forms from members (using the 2015.16 form) these applications were for; education and funeral assistance.

RL to send forms to all board members.

All the board members in attendance supported these applications in principal. There weer (3) applications, value approximately \$4000.

**7 Meeting Closed**

Meeting closed at 1:00pm



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**8 Next Meeting**

To be confirmed