



In Attendance

Alex Combarngo (AC); Rodney Landers (RL); Rebecca Landers (BL); Leigh Himstedt (LH); Darren Manns (DM); Theresa Manns (TM)

Apologies

Julie Thomas (JT)

Minutes: Kim Muhlen (RREDD)

1 Meeting open

Meeting opened at 11:05am

2 Minutes of the Previous Meeting

The board reviewed the draft minutes of the meeting of the 12th April 2017.

It was noted the draft version did not include Julie Thomas name as attending;

MOTION (1)

Minutes of the Board Meeting 12th April 2017 were accepted as a true and correct record, with the amendment to attendees.

Moved by: Theresa Manns

Seconded by: Rebecca Landers

Motion Carried

3 Business Arising

3.1 Reassignment Veolia Agreement

The formal letter has been sent to Veolia – Veolia has also requested a Deed of Novation MO to also draft this.

3.2 Contract Sale ME- MCHS

DM, as Chair tabled a Contract of Sale drafted by Michael Owens Solicitor. The board read and considered the contract, DM pointed out that the Special Conditions to the Contract, particularly that MCHS will take over all of the debts and liabilities of ME (ie: wages, superannuation etc) as and from the date of Completion of the Contract (16May 2017). Chairman also pointed out that MCHS would be entitled to collect and retain all uncollected trade debtors of ME as and from the date of settlement.

DM also noted that the sale price was \$1.00 having regard to the fact that MCHS is taking all of the debts and liabilities of ME.

ACTION – KM to email Insurance Broker to request refund of insurance premiums and change to responsible company.

ACTION – KM to email M.Owens and J.Ferrier to confirm the Contract of Sale has been transacted and provide original to MOWens.

ACTION – KM to contact JF (Accountants) to confirm transfer of WorkCover insurance responsibility.

ACTION – KM to draft letters to employees confirming sale and change to employer.

MOTION (2)

Resolved that was in the best interests of the shareholders that the business of ME be sold to MCHS.

Moved: Theresa Manns

Seconded: Darren Manns

Result: Carried

Abstain: Nil

ACTION – KM – MMc for finalise letters to supplies and customers of ME confirming sale, advising new account and admin details.

3.3 Update sale trailer- purchase of spray unit

This hasn't been finalised.

RL asked if the trailer could be used anywhere else in the business – did it really need to be sold ?

Clarified that Veolia staff had been involved in the assessment of all the Muddy Waters equipment and regarded this trailer wasn't necessary – and the value could be better spent on other equipment.

3.4 Update staff contracts

A letter would be sent to staff confirming changes to Muddy Waters; recommendation that contracts be reviewed early in the start of the new financial year when the Accountancy/HR service provider commenced – they could review the whole structure and advise gaps and changes.

4 **Correspondence IN | OUT**

No correspondence was tabled

5 **Finance**

5.1 Management Reports

Condon Treasure had prepared management reports, which were tabled, and copies provided to the board.

These reports were not reviewed.

The board requested more time to review and that a meeting be scheduled to review all entity reports and consider the 2017.18 operating budgets. This meeting could also begin to prepare for the audit and make sure all projects were properly reported and receipts available.

ACTION – DM-TM to confirm availability of Condon Treasure, in coming fortnight and to schedule a meeting.

6 **Operations**

6.1 Monthly Report

DM asked that Muddy Waters and all business units prepare a monthly report for the board which covered off, number jobs, amount invoiced, HR issues (ie: number sick days); new customer enquiries etc.

ACTION – KM to work with MMc to draft a template and prepare for the next meeting.

6.2 HR Update

MMc is on leave from 17-24May, Brittney (Trainee) will help manage office while Mary is away; TM and DM to also provide backup.

Medicals – Veolia has required that all staff must have a current medical; ME needs to pay for this. Four (4) staff need to complete, expected cost \$407 per person, will be done in Miles.

AC mentioned there was also a Dr in Chinchilla now doing cheaper –

ACTION – MMc to check if Dr in Chinchilla available and get medicals done there.

7 **Next Meeting**

30 June 2017

Chinchilla - staff to be invited to lunch

8 **Meeting Closed**

Meeting Closed 11:35am