



In Attendance

Alex Combarngo (AC); Rodney Landers (RL); Rebecca Landers (BL); Leigh Himstedt (LH); Theresa Manns (TM); Julie Thomas (JT)
Darren Manns (DM)* - absent for the start of the meeting- working on the set-up of the Dreaming Festival;

Facilitator: Craig Jones (RREDD)

Minutes: Kim Muhlen (RREDD)

1 Meeting open

Meeting opened at 1:35pm

2 Minutes of the Previous Meeting

The board reviewed the draft minutes of the meeting of the 11th March 2017.

MOTION (1)

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

Moved by: Leigh Himstedt

Seconded by: Rodney Landers

Motion Carried

3 Business Arising

3.1 ASIC Company Record

Condon Treasure confirmed changes to the board, a copy of the ASIC record was in the board notes.

3.2 Cultural Heritage Officer (CHO) Induction – Update Handbook

This work hasn't been completed. Carried over until appointment of HR consultants / accountants.

3.3 Service Provider – Agreement QGC | Shell

QGC were reviewing the standard agreement clauses; Alex Peace to confirm stages of the process to assign Service provider status to MCHS. Hope to have material to review ready for next meeting (after Easter).

3.4 Contract Sale Me - MCHS

M.Owens still working on the contract terms, working towards finishing the contract to execute around 11 May (next meeting); transition letter to customers and staff new contracts ready to begin working under MCHS banner on 16May 2017.

MOTION (2)

The board nominated Leigh Himstedt and Theresa Manns as signatories to execute the Contract of Sale.

Moved by: Alex Combarngo

Seconded by: Rebecca Landers

Motion Carried

4 Correspondence IN/OUT

Letters were tabled from;

- Origin – thanks to CHO on recent field trip



Mandandanji Cultural Heritage
Services Pty Ltd

Mandandanji Cultural Heritage Services Pty Ltd
12th April 2017

71C Arthur St - Roma

- Request from Roma State College for a speaker

5 Finance

5.1 Management Reports

Condon Treasure supplied a copy of the Management Reports.

In reviewing the budget, there were a number of variations noted;

\$82,000 accountancy fees

\$10,000 insurance

\$45,000 wages

There were no other questions about the management reports.

ACTION – KM to contact Condon Treasure and advise variations and again request budgets be updated prior to the end of the month.

6 Operations

TM introduced changes with Arrow Energy and queries about the work area and claim areas; Mandandanji to contact Arrow and clarify what is changing. MCHS board would like a letter written to Arrow by Chelsea to confirm what impact the changes have.

ACTION – TM to contact Chelsea and Arrow and get more information on changes and implications for MCHS workloads.

7 Human Resources

Board discussion about wages and who was working with MCHS – questions about casual versus full –time staff and what is better value for the business.

After discussion the board agreed to the following principles;

1. Review all HR agreements after 30 June – against 2017.18 budgets
2. Need to review hours actually being worked by all staff
3. Recognise that need to review how many admin roles Mandandanji need and what staff will do in each business; can any one fund this ? Maybe Indigenous WorkStars – agree to review all positions and roles after 30June.

8 Next Meeting

11 May 2017* (time to be confirmed)

Roma

9 Meeting Closed

Meeting Closed 2:20pm