



# BOARD OF DIRECTORS MEETING MINUTES 10/1/2018

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## Present

Michael Combarngo (MC) Michelle Leslie (ML) Rodney Landers (RL) Raylene Manns (RM)

Tracy Landers (TL) Jude Saldanha (JS) Leigh Himstedt (LH)

## Absent

## Also Present

Rob Manns – Company Secretary (RCM) Johan Ferreira – CondonTreasure (JF) Michael Owens – Solicitor (MO) Chris Phillips – HR (CP)

## 1. Meeting Open

At 6:40pm the meeting opened with a quorum.

## 2. Mandandanji Cultural Heritage Services Board Of Directors

Resolution - Remove the incumbent Board of Directors of MCHS (Rodney Landers, Rebecca Landers, Julie Thomas, Leigh Himstedt, Alex Combarngo, Theresa Manns, Darren Manns) and replace them with the new Board of Mandandanji Limited.

Moved by Tracy Landers

Seconded by Michelle Leslie

6 in favour

1 opposed

Motion carried

**7:00pm Michelle Leslie left the call**

**7:05pm MCHS Board of Directors Meeting**

**7:10pm Michael Owens left the call**

## 3. Appointment of MCHS Co-ordinator

Discussion about the future of the role, credit card usage, payment rate of wages, whether Applicants, MCHS or ML Boards appoint to that position.

Chris Phillips recommends extending Theresa Manns's contract until the position is reassessed and advertised – 6 week maximum

Chris will reassess the current role description.



**Resolution** – Keep Theresa Manns on in her current role for 2 weeks with a possible extension until a new coordinator is appointed. Theresa will be required to supply each MCHS Board member with a weekly (at minimum) report detailing worksapes and rosters before assigning Cultural Heritage Officers to jobs. Theresa will also be paid only for each workscape with a maximum of 5 hours per workscape.

The revised role of MCHS coordinator is to be advertised from Monday 15<sup>th</sup> January 2015

Moved by Raylene Manns

Seconded by Michael Combarngo

Motion carried unanimously

**Note Leigh Himstedt left the call without notice before a vote could be taken**

#### 4. Muddy Waters

Chris Phillips to reassess administration staffing requirements for Muddy waters including amalgamating the coordinator role into the MCHS coordinator job..

Chris stressed the need to focus on three main roles: organisation, reception, financial

New positions to be advertised once the above is completed.

#### 5. Other Business

Johan to speak to Kim Muhlen regarding the details of the Queensland Government grant application submitted on behalf of MCHS by Kim and Rob Manns

**8:40pm MCHS Board meeting closed, Mandandanji Board meeting commenced**

#### 1. Office Administrator

Board to review the position description drawn up by Chris Phillips and if it is approved Chris will create and advertise the position

Bec Landers will fill the role on a temporary basis

#### 2. Ronnie Manns

Ronnie currently maintains Mandandanji Park, Combarngo Camp, Yuleba well and Judd's Lagoon as well as keeping on eye on various other sites. No actual position description exists

Resolution – Chris Phillips to speak to Ronnie about the work he does and the equipment he has then create a Position Description on the basis of that interview



Moved by Tracy Landers

Seconded by Raylene Manns

Motion carried unanimously

**8:45pm Chris and Johan left the call**

**3. Letter from Lorraine Tomlinson**

Board to read and provide feedback

**4. Letter to Craig Jones**

Reviewed by the Board and approved

Resolution – Rob Manns to send letter to Craig Jones on behalf of the Board

Moved by Raylene Manns

Seconded by Tracy Landers

Motion carried unanimously

**5. Other Business**

- Sitting Fees -Raylene to speak to Johan about sitting fees for Tracy Landers and Leigh Himstedt who were not able to attend the last face to face Board meeting but were present by phone
- Director's Allowances – Raylene to speak to Johan about payment schedule
- Muddy Waters – Raylene and Michael to visit Muddy Waters and assess the situation Thursday 11/1/18
- Leigh Himstedt - Concern regarding Leigh's behaviour at Board meetings; walking out or hanging up abruptly. Chris Phillips reviewed the Director's handbook – there is no policy regarding behaviour unbecoming of a member of the Board of Directors however Chris will draft a letter to Leigh raising these issues

**8:55pm Meeting Closed**



Approved by the BOD

**Raylene Manns**

Chairperson

Mandandanji Limited &

Mandandaji Cultural Heritage Services