



MINUTES

Executive Meeting

Minutes for the meeting of the Wangaratta RSL Sub-Branch Executive Committee, held in the Club rooms on Tuesday 21st June 2022, at 1644hrs.

PRESENT:

A Power AO, CSC (President)(Via Video Conf), A Kay (Snr Vice President)(via Video Conf) , R Sneddon (Vice President), G Larkins JP (Secretary, J Bailey (Treasurer), C Simsen (General Manager).

APOLOGIES:

None.

Conflicts of Interest:

In accordance with section 191 of the Corporations Act 2001 (Cth), the act states that a director who has material personal interest must give other directors notice of any matter that relates to the affairs of the organisation.

Disclosure must occur immediately before the matter is considered or discussed.

BUSINESS:

1.0 REPORTS:

1.1 Venue.

- Bistro Deck Structure – Steel work is currently being constructed. GM to check with builder re how long & disruptive the work will be. GM to also follow up with builder for the final firm quotation.
- Solar Panel Proposal - Elect Solar have started the paper work.

2.0 POLICY & PROCEEDURES REVIEW:

- 2.1 Disciplinary Policy & Procedures Oct 2013 - This policy was formulated to clarify the processes and procedures for disciplinary action for staff.
- 2.2 Reimbursement Policy Aug 2018 - The purpose of this policy is to articulate what circumstances reimbursement of expenses may occur on behalf of Wangaratta RSL Sub-Branch, and the process for doing so. This policy relates to both staff and volunteers acting on authorized Wangaratta RSL Sub-Branch business.
- 2.3 Privacy Policy inc notifiable data breaches Oct 2018 – The Sub-Branch has business practice standards to reduce the risk of a data breach and these practices should be updated and changed from time to time.



3.0 RISK ASSESSMENT:

Following from the workshop that was conducted on Thursday 19th May, a draft Risk management plan was tabled for further discussion. Committee to be updated on work done so far with a further draft to be worked on prior to the July meeting.

4.0 STRATEGIC PLAN:

4.1 Work Plan:

5.0 OTHER BUSINESS:

None.

6.0 CONFIDENTIAL MATTERS:

6.1 Salary Reviews:

Following the recent Fair Work Commission decision on a 5.2% wage rise the Executive discussed the flow on effect to the Sub-Branches wage bill.

The meeting closed at 1727hrs .

President