



**PROTECT
ALL
CHILDREN
TODAY INC
PACT**

**MINUTES
BOARD OF MANAGEMENT MEETING
6.30pm Wednesday 30 November 2011
Ground Floor, Qld Police Service, Roma Street, Brisbane**

1. Opening/Attendance/Apologies

The Meeting was opened at 6.30pm.

Attendees: Nicholas Tucker (Chair), Jennifer Pouwer, Justine Milazzo, Shai Shandil, Bev Threlfo, Jim OBrien, Trevor Hook and Luke Short.

Apologies/Proxy: Jo Bryant (CEO), Hayley Lingard.

2. Minutes of Previous Meeting – 26 October 2011

Motion: That the Minutes of 26 October 2011 be accepted as a true and accurate record of discussions and decisions taken.

(Moved: Jennifer Pouwer Seconded: Jim OBrien)

Decision: Accepted.

3. Business arising from previous minutes

Nil.

4. Reports

4.1. Finance Report

Members were referred to the finance report.

It was noted that the decision has been made at Ministerial level for PACT's recurrent funding to be transferred from the Department of Communities, Child Safety Services to the Department of Justice and Attorney-General, Victim Assist Queensland (VAQ). A meeting has been arranged with relevant VAQ staff to discuss service agreement and reporting expectations.

The CEO was requested to provide a report regarding provision for long service leave at the next board meeting. Treasurer shall follow this up.

Motion: That the Board of Management accept the Financial Report and note that our new recurrent funding body will be the Department of Justice and Attorney-General.

(Moved: Shai Shandil Seconded: Trevor Hook)

Decision: Accepted.

4.1.1 Approval/Ratification of Expenditure

Members noted the payments issued since the last Board of Management meeting as outlined in the Bank Registers.

It was further noted that the Operations Managers is currently sourcing quotes to purchase a franking machine due to the rising cost of postage and that further information will be provided to the Board for consideration in due course.

Motion: That the Board of Management ratify the financial expenditure as set out in Agenda Paper 4.1.1.

(Moved: Shai Shandil Seconded: Jim O'Brien

Decision: Expenditure Ratified and Approved.

4.2. Staff Report

No exceptional matters were raised by the Board.

Motion: That the Board of Management:

- ***note the information provided by staff; and***
- ***approve the membership applications of Cheryl Bell, Stephanie Piers, Patricia Isaacs, Vanessa Hernandez, Rhonda Western, Michael Hadley, Kathryn Derry and Janice Samuels.***

(Moved: Shai Shandil Seconded: Bev Threlfo)

Decision: Noted and approved.

5. Specific Items:

5.1. Update on the establishment of the PACT Foundation

The Chairperson advised that he had met briefly with Her Excellency Ms Penelope Wensley AC, Governor of Queensland and PACT Patron. The Chairperson shall keep the Board updated and requested other Board members advise him personally if they would like to take a greater role in progressing the initial concept and design.

5.2. Supportlink Referral System

Members discussed the positive potential for PACT referrals to be placed on Supportlink to increase Police referrals. The Police Liaison Officer (PLO) will keep the Board advised of next steps.

5.3. Chief Executive Officer and Staff usage of PACT Motor Vehicle

Members noted that PACT is in receipt of a white Hyundai i30 wagon. The Treasurer referred members to the information provided and there was general discussion about the history and decision making of the grant, cost benefit and suggested recommendations. The Treasurer will meet with the CEO with the aim of recasting an agenda item for the Board's consideration at the February 2012 Board meeting.

Discussion also highlighted the need for the Board to be across Grant applications. The Chairperson will discuss this further with the CEO and will assess whether a revised policy and procedure needs to be developed to assist the Board with their decision making.

Motion: That this agenda item be set aside until a later Board meeting enabling the Treasurer sufficient time to examine the proposal and to discuss the matter further with the CEO.

(Moved: Shai Shandil Seconded: Trevor Hook)

Decision: Approved

6 General Business

Members discussed an appropriate gift for the Therapy Coordinator whose employment with PACT is drawing to a close following the decision to discontinue the PACT Therapy Program. The Treasurer will progress an option for consideration and this will be actioned out of session.

The Chairperson recently met with Mt Isa and Cairns Court Witness Support Volunteers (CWSVs) which was very productive and informative. The Police Liaison Officer proposed forwarding the contacts for Mt Isa Child Protection and Investigation Unit (CPIU) to CWSV, Ms Alison Van Steyn.

6. **Date of next meeting:**
6.30pm Wednesday 1 February 2012, PACT, 51 Jacaranda Avenue, Logan Central.
7. **Closure**
The meeting closed at 7:30pm.



Nicholas Tucker
Chairperson