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## Board of Director Meeting Minutes

4pm, Monday 27 April 2020

Online meeting via Skype

### Present

Anthony Hill, Deborah Meehan, Richard Jameson, Kylie Dwyer, Adam Hosie, Dive Burton, Richard Hocking, Zac Zaharias, Tom Hodges, Tiff Ingle

### Apologies

### Secretary

Suzanna Brown

### Meeting Open

Meeting was opened at 4.04pm

### Agenda Items

Agenda Item	Action
<b>Acceptance of Minutes from the previous meetings</b> Proposed by: Zac Zaharis Seconded by: Ant Hill	
<b>Jobkeeper Update</b> Ant still speaking with Julie and ATO about Trainers and TD's regarding Jobkeeper payments. Ant to make contact with the ATO to clarify Jobkeeper payments for TD's and Trainers NSW Grant of \$10K has come through. Penalties – what is the understanding around if we get it wrong when applying for JobKeeper? <b>Outcome:</b> Continue to be discussed on a fortnightly basis	A Hill to contact ATO
<b>Break Even Analysis</b> Richard provided updated analysis with last month's figures. Office Rent – paperwork has been submitted to real estate agency with RH waiting to hear back from the Real Estate/Landlord.	RH to follow up with Real Estate

<p><b>Outcome:</b> Reassess Break Even Analysis on a week to week basis. Continue with Monthly Financial updates from Julie</p>	
<p><b>Communications Committee Update</b>          Kylie to continue working through Comms Plan and open up submission requests to Technical Committees for contributions.          Keep engagement happening with membership via socials with stories etc of what the team are currently working on etc to give some light to the organisation.          Kylie happy to continue driving the Communications program with support of the Communications Committee (including office staff) to keep consistent message.          Deb – what are we doing to evaluate the comms strategy and is it meeting the needs of the Members?</p>	
<p><b>AGM Committee Update</b>          AGM Comms Pack with key timeframes to be sent out to members by end of this week or early next week.          AGM committee meeting Tuesday to finalise processes and to report back to the Board at the next meeting.</p>	

### Meeting closed

Meeting closed at 4.58pm

### Next Meeting

Next Board meeting to be held on Thursday 30<sup>th</sup> April at 4pm. An updated agenda will be sent around closer to the time.