



Email: apsi@apsi.net.au

Post: PO Box 131

Jindabyne, NSW 2627

Phone: +61 2 64561255

Board of Director Meeting Minutes

Time/Date: 6.30pm (AEDT), Tuesday 15 February 2022

Location: Microsoft Teams

Present

Joshua Himbury, Gemma McMillan, Sarah Lyster, Jenna Shaw, Scott Sanderson, Tina Burford, Suzanna Brown

Apologies

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 6.30pm

Agenda Items

| Agenda Item | Action |
|--|--------|
| Welcome, Acknowledgment of Country and Apologies No apologies received | |
| GM Recruitment/Interview Manager <ul style="list-style-type: none">Josh thanked the Interview Panel for all their efforts during the interviewThe Panel provided a comprehensive report to the Board that provided an extensive overview of the Interview process.Of the 5 final candidates, 4 of them applied due to the Board making the role more flexible.Robust discussions and time was taken by the Interview panel to discuss pros and cons and what skills each candidate could bring to the table.G.McMillan very supportive of the process and recommendationsOverarching goal to provide longevity and stability for the next period of time for the APSI <p>7.15pm J.Shaw left the meeting</p> <p>Upholding the Report and recommendation, the Board supports the recommendation provided to the Board by the Interview Panel.</p> <p>The Board supports this proposal 5 in favour, 0 against</p> | |

| | |
|---|--|
| <p>Next Steps</p> <ul style="list-style-type: none"> • Successful candidate to be contacted, followed by a Letter of Offer and provisional contract • Unsuccessful candidates to also be notified • Suggestion to reach out to candidates regarding options for consultancy work and potential future Board members along with assisting with mentoring and professional development. • The Executive finalising Contract including KPI's, remuneration and flexibility of remote working. <p>7.30pm G.McMillan left the meeting</p> <p>Remuneration</p> <ul style="list-style-type: none"> • Given the experience of the selected individual, the remuneration to be based on experience and the ability to hit the ground running, with KPI incentives to include salary increases. • Suggestion to engage AiGroup regarding finalising the contract. <p>Communications</p> <ul style="list-style-type: none"> • Communication to candidates to come from J.Himbury as President with the assistance from S.Lyster. Communication to be a formal written response with the option for a face to face/phone call. • Communication to membership to be sent once contract negotiation has been finalised. | |
| <p>Other Business</p> <p>S.Lyster has requested that we thank Brad and Ross for their time and expertise during the Interview process with a gift. Board agreed.</p> <p>S.Lyster and S.Brown to arrange a suitable gift.</p> | |
| <p>Next Meeting</p> <p>Next meeting scheduled for 6.00pm, Thursday 24th February 2022</p> | |

Meeting closed

Meeting closed at 7.52pm