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Board of Director Meeting Minutes

Time/Date: 7.30am, Friday 17 September 2021

Location: Microsoft Teams

Present

Paul Lorenz, Joshua Himbury, Deb Meehan, Sarah Lyster, Jenna Shaw, Gemma McMillan, Nick Rankin

Apologies

Kylie Dwyer

Secretary

Suzanna Brown

Meeting Open

Meeting was opened at 7.30am

Agenda Items

Agenda Item	Action																				
<p>EAP Discussion</p> <p>The need to engage an Employment Assistance Program (EAP) for APSI Staff has become apparent.</p> <p>Three EAP Providers were put forward to the Board for discussion, these were:</p> <table border="1"> <thead> <tr> <th>EAP Provider</th> <th>Yearly Fee/Admin Fee</th> <th>Standard Session</th> <th>Manager Service</th> <th>Critical Incident Support</th> </tr> </thead> <tbody> <tr> <td>ACACIA Connect Program</td> <td>\$15 per employee (APSI c.<\$1,500)</td> <td>\$189</td> <td>\$199</td> <td>\$229</td> </tr> <tr> <td>CONVERGE International</td> <td>\$1,770.00</td> <td>\$180</td> <td>\$250</td> <td>possibly included in standard session</td> </tr> <tr> <td>ASSURE</td> <td>\$1,500 (excl. GST)</td> <td>\$205</td> <td>-</td> <td>not provided</td> </tr> </tbody> </table> <p>The Board needs to make a decision on the following:</p> <p>That the Board will engage the support of an EAP Provider: The Board unanimously approves this.</p> <p>That the Board will engage Acacia as the provider: The Boards approves this 4 – for / 1 – against</p>	EAP Provider	Yearly Fee/Admin Fee	Standard Session	Manager Service	Critical Incident Support	ACACIA Connect Program	\$15 per employee (APSI c.<\$1,500)	\$189	\$199	\$229	CONVERGE International	\$1,770.00	\$180	\$250	possibly included in standard session	ASSURE	\$1,500 (excl. GST)	\$205	-	not provided	<p>P. Lorenz & S. Lyster to make contact with Acacia.</p>
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<p>The President will speak with Acacia to obtain additional information to present to the Board for final approval. The EAP will be engaged for 12 months as a trial with regular reporting.</p> <p>Additionally, the Treasurer is to provide a list to the Board of additional options of Government and non-government support services.</p>	
<p>AWS Report The AWS submitted a report prior to the AGM. The report was not sent in time for it to be added to the AGM. P.Lorenz has provided assistance in suggesting structural and grammatical edits over the winter.</p> <p>The Board believes the report needs further work before being released to the membership.</p> <p>J. Shaw and K. Dwyer have offered to meet with the AWS to provide clarification and guidance.</p>	<p>J. Shaw & K. Dwyer to meet with AWS</p>

Meeting closed

Meeting closed at 8.30am