



**nsw Federation of
Housing Associations inc**

ABN 86 488 945 663

Minutes

Board of Directors Meeting

Held 13th June 2007

Meeting opened: 9 am

Welcome

Present: Nick Sabel, David Matthews, Stephanie Cunningham, Judith Beveridge, Beverly Wiggins

Apologies: Mohamed Ibrahim, Ern Phang, (Patrick Yeung, leave of absence)

In Attendance: Adam Farrar, Wendy Rockwell

Ern Phang has sent an email indicating he was unable to attend this meeting, and potentially future meetings, and wanted to investigate if he could appoint a deputy, or else he may have to resign.

The President responded that it would be the Board's responsibility to appoint a replacement if there was a casual vacancy.

The Board agreed if Ern Phang resigns to move the Board meetings back to original Friday dates.

ACTION: Nick to follow up with Ern Phang regarding his status.

Patrick Yeung has finished his work at OCH, and will begin attending Board meetings again.

1. Declaration of Conflicts of Interest

None.

Additional Item for agenda

Impact of recent floods on member organisations:

| |
|--|
| |
|--|

ACTION: Check if associations' insurance covers both flood and storm.

ACTION: Write to flood affected members, noting our concern and sympathy - (Pacific Link, Coastal and Newmacq).

2. Minutes of the last meetings: (13 April meeting, 31 May teleconference, 12 June teleconference)

Motion: That the Board approves the minutes of the meetings, as presented, with amendments

Item 9, dot 5, Amend "700,000" to read: "\$70 million to allow providers to develop housing directly"

Item 12: Amend para 1 to read:" The Board discussed the target for growth and noted that the survey gave two options – a majority of providers believed the sector should grow by 20%, however, the combined aspirations of individual associations would see the sector grow by 50%"

13 April 2007 meeting:

Moved: Beverly Wiggins **Seconded:** David Matthews Accepted.

31st May 2007 Teleconference:

Moved: Stephanie Cunningham **Seconded:** Judith Beveridge Accepted

12th June 2007 Teleconf:

Moved: Stephanie Cunningham **Seconded:** Nick Sabel Accepted

Action List:

- Adam to locate article on Conflicts of Interest in AICD magazine
- Nick still pursuing Board training with Vivienne Milligan (she has been away and could not do until July) – with RPR providing facilitation.
- Judith reported back re Powerhousing meeting: they met with the Federal Minister to discuss funding
- Aboriginal Advisory Group – Nick has met with Di Chapman and they talked through other possible members, who will be invited and hopefully will be up and running prior to next Federation Board meeting.

3. Consultation on Planning for the Future (Maura Boland)

Maura Boland presented – Planning for the Future. (see powerpoint handout in papers)
Maura took the Board through the thinking behind the plan. (*bullet points from Maura's verbal presentation.*)

- NSW strategy does not sit on it's own
- Agree that one of the ways to deliver affordable housing is through the not-for-profit sector



Nick asked if a national approach would go towards creating an interest in NSW?

Maura responded that the next CSHA or Housing Agreement should offer support for community housing – working on the National Regulatory Framework should give private developers more confidence. It may however also create a risk for NSW, ie that a National market could mean business be taken over by interstate companies.

Adam asked about on the ground experts feeding information into capacity building (ie, this should be happening). Maura noted that these projects belong to the Ministers and OCH can only release information as per their authorisation. Victoria is running this particular project.

- Maura explained that government was advised by the CHAC that this draft was a largely completed document, and didn't recommend vision/ targets/ themes be open for change. However, Maura noted that OCH would welcome additional actions where there are gaps.

Adam commented that this is means that it is principally a plan for government rather than being fully owned by the sector.

Nick noted that then the critical issues will be in the delivery (and maybe need a third colour, green, to indicate actions led in partnership). Maura pointed out that although the lead was indicated by colour, there is an assumption of partnership in all the actions (and putting in a third colour might be interpreted as yellow and blue meaning *not* in partnership).

Adam suggested that this implicit intention to work in partnership, should be made explicitly in the plan.

- The Goals of the plan are: diversity, sustainable social housing system and more of both social and affordable housing.

Adam noted that more robust rent setting is a pre-condition to viability. Maura indicated that they had received financial advice that the growth options can work.

Adam noted that the stop/start timing has been a real problem, (the plan promised capacity building to create a level playing field, then suddenly announced the EOI for debt equity).

Maura agreed it was done poorly by government, however the sector should not turn down the money. Nick followed by asking if there was a timetable, to enable the actions to be achieved. Maura explained that government gives them a difficult timetable. Also, some of the information, ie the sequence of events, is confidential information to date. A recent email indicated the long term leasing timetable may be announced soon.

Adam commented that Treasury does not seem to be operating with business sense, with regards to these timing issues.

- Some of the 'new supply' is acquisitions.



- The issues discussed by the Board will be included in the Federation's submission to OCH.
- Maura reminded us that although growth may occur in high needs areas, that diversity (different models) will be valued. Also, 'non-growth' areas does not mean no growth, just not new supply.

It was pointed out that the government is now very skilled in Community Renewal and other issues like adaptable housing (Resitech), and it would be good if government could share its expertise with the sector.

Maura agreed that more detail (or emphasis) could be given to Workforce Solutions.

The point was raised that a future workforce with movement between community sector and government will definitely raise issues around salary levels.

Maura agreed that 'Sustainable Business Models' may need unpacking.

Maura clarified that the Business Development Fund was a good idea that needs further fleshing out (for the detail). It's not more money than is currently spent, but the money will be spent differently.

The Board suggested that it would be good for the sector to be involved in Maintenance Reform. Maura agreed this deserved future discussion.

The final strategy is to be released at the end of September 2007.

Adam requested that the Federation/sector would like to be involved in the development of the Action Plan – Maura noted this.

4. Business Arising

Workplace Agreement – The Federation currently has an unregistered Enterprise Agreement, which can't be registered within the state, and would have to be altered drastically to register Federally. It may be necessary to use the agreement as the basis of a common law agreement, but this makes remedies far more difficult. *It was agreed that issue should remain on the agenda.*

ACTION: Keep the industrial agreement on the agenda.

5. Correspondence

National Housing Conference – Adam has been asked to be on a reference group for this.

OCH – Stock Transfer round table – waiting for further advice.

OCH – Planning for the Future (noted)

| |
|--|
| |
|--|

6. Financial Overview

Some OCH funded projects may not be completed this year and would need to be rolled over into next financial year, if OCH agrees.

ACTION: Adam to try to get confirmation next week.

The revised budget projection was presented for noting, pending OCH's approval of roll-over.

Adam reported that we are expecting a surplus at the end of the year, which after accruals, should be around \$17,500.

It was suggested that in future we need to set a target for a level of retained earnings needed to meet our solvency KPIs, and also look at spending on some infrastructure (possible I.T.)

ACTION: Discuss target and treatment of retained earning and cap ex needs at the next Board meeting

Adam reported that we have won another Dept of Housing contract: Training DoH staff involved in private rental assistance.

Motion: That the Board approves the financial reports as presented for the period ending 31 May 2007.

Moved: Stephanie Cunningham **Seconded:** David Matthews Accepted.

7. Business Plan Exceptions Report

Stephanie voiced concern that DoH contracts are taking precedence over other business plan projects. Membership issues seem to be falling by the wayside. Need a discussion about where we are going with these large DoH contracts, and what the implications are.

Adam indicated that due to staffing issues (parental leave, and secondment to OCH) some projects have been rolled over into next year, but that they remain priorities. These have been deferred rather than dropped. Some other discretionary 06-07 projects were dependent on government initiatives which didn't happen.

8. Business Plan – Summary of service evaluations

Noted.

Additional item:

Sector's 25th Birthday

Paper tabled.



The board suggested that government might provide half the funding, and participate in organising the celebration.

Make a particular effort to involve other partners, including private partners, government, ministers, Premiers, HIA. Make it a PR event. This will mean it will cost! If it includes dinner, may have to sell tickets.

Consider moving HAM to Oct/ (or Nov) and combine with AGM.

Board agrees to in principle funding (partial) of this event.

ACTION: Approach government for a contribution toward the 25 year party.

9. Community Housing Advisory Committee

Bobbie Townsend reported: There hasn't been a meeting since last September. Next meeting is 21 June, at Parliament House, and includes a visit by the Minister. Important agenda items include: Terms of Reference - CHAC, common access strategy, growth, modelling and finance sector issues. There will also be talk about accreditation.

The Board agreed that advocating for housing association sector to have a representative on CHAC is urgent. This point can be made to the Minister at the meeting with the Federation President and E.D. next week.

10. Executive Director Report

Legislation – The Executive Director was invited to a “private briefing”, conditional on signing a confidentiality agreement, and given 20 minutes to read the draft. It was suggested that as a process, this is worse than last time.

The Board indicated they were not happy with this process; arguing that it was not appropriate, and that it puts all the pressure on the E.O. They noted that the Board is the appropriate governing body of the Federation.

Despite this concern, the E.D. recommended that, if the timing is right, the Federation sends a letter of support stating our support for broad outcomes sought by the legislation. (this wouldn't say anything about the actual legislation).

In our meeting with the Minister, it was agreed that the President should take the approach that we are enthusiastic about the legislation and would like to see its success, and would like to offer input to assure its success; but that our concern and disappointment about the process also be conveyed.

I.T. – if this doesn't go according to schedule, larger organisations may go ahead with their own solutions.



External Stakeholders – Adam has attended a meeting with HIA (Housing Industry Association), and also with Tania Plibersek, who has a strong commitment to the sector.

Amalgamations and the shape of the sector – This continues to be a major issue for the future of the sector.

Common Access – Seeing a range of common access approaches across the state. These are different where there is no DoH presence vs where there is. It is also crucial when we look at the impact of Reshaping. This is an important issue for the next year or so.

ACTION: Have some discussion or briefing on Common Access for next meeting.

All other items noted.

11. Board discussion of Planning for the Future

Dealth with under Item 3.

12. Membership Fees

Motion: That the Board agrees to amend the membership fee structure to:

Associate = \$70 (incl GST)

Affiliate = \$130 (incl GST)

Full = \$350 (incl GST) + \$2.75 (incl GST) per property up to a cap of 750 properties.

This cap = \$2412.50 (incl GST)

Moved: David Matthews **Seconded:** Judith Beveridge Accepted

ACTION: Send renewals, with an accompanying letter telling members that fees have not been increased for three years, that this is an incremental increase to the cap, with the possibility of removing the cap in future to make it a more equitable system.

13. New members/renewals

No new member applications. Renewal to go out immediately after this meeting.

ACTION: Membership renewals sent, with new fee structure. (see item 12)

14. Discussion of revised Federation Mission Statement

The board discussed the values and roles for the Federation that should be reflected in a new Mission Statement. The following were agreed:

Leading
Representing
Developing
...the sector
Including capacity building, etc.

ACTION: come back with a few sample/draft mission statements which encapsulate those themes discussed.

15. Priority Risk Assessment (cont) – Audit & Risk Management Committee

16. Development Committee – Ahouse *(information for noting)*

There has been three part funding so far: the initial group of members, the Federation (as part of brokerage role to find new opportunities), Ahouse.

Ahouse is now agreeing to pay the Federation \$10,000 up front to undertake support for housing associations in the Ahouse proposal. There are some risks associated with this arrangement, and the money is contingent on the project getting up (still waiting on a tax ruling).

Motion: That the Board agrees the Federation goes ahead with this Ahouse proposal (see details in briefing paper)

Moved: Nick Sabel **Seconded:** David Matthews Accepted.

It should be noted that the Board looked at the costs and benefits to the sector prior to making this decision.

17. Staffing & contractors

1) The Board welcomes all new staff.

2) Jacqui Moreno-Ovidi has been working full time for some months, although she is on a contract of four days per week.

Motion: That the Board approves increasing Jacqui Moreno-Ovidi's contract to full time.

Moved: Judith Beveridge **Seconded:** Nick Sabel Accepted.

3) Adam Farrar is requesting approval to begin superannuation salary sacrificing for his employee contribution.

Motion: That the Board agrees to allow all employees to salary sacrifice superannuation, as there is no impact on the organisation

Moved: Beverly Wiggins **Seconded:** Judith Beveridge Accepted.

18. Options for Federation Workplace Agreement

To remain on future agenda.

19. Full year return to OCH

Noted.

20. Sector Issues

Covered in previous discussions

21. Code of Practice Report

The Board needs to appoint three new members to the Code of Practice Committee, due to an existing complaint.

ACTION: The Board to approach Patrick, Coral and Mohamed to see if they are willing to be on the Code of Practice committee, otherwise Judith Beveridge, and then David Matthews have agreed.

22. Other business

Signing of lease for Federation office. This is a three year lease, with the same terms as the previous lease. There will be increased on costs due to fit out for fire safety. Check previous lease to see if it had an option to renew/ and question legal fees.

Motion: The Board agrees to sign the new lease, subject to further examination of the previous lease to ascertain whether there was an option to renew, and would this involve a new lease and corresponding legal fees.

Moved: Stephanie Cunningham **Seconded:** Beverly Wiggins Accepted

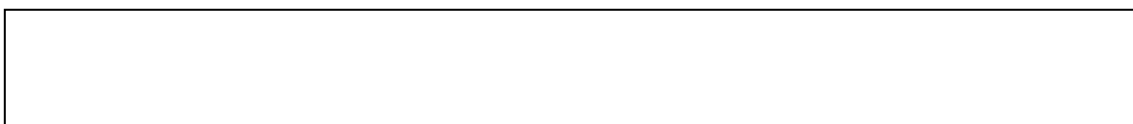
ACTION: Wendy to check on option to renew current lease

23. Next meeting: Friday 3rd August 2007

Revert back to original Friday meeting dates:

ACTION: email revised Friday dates to all Board members.

Stephanie – apologised for the August meeting.



Actions – June 2007 Board Meeting

1. Nick to follow up with Ern on his decision on board membership.
2. Check if associations' insurance covers both flood and storm.
3. Write to flood affected members, noting our concern and sympathy - (Pacific Link, Coastal and Newmacq).
4. Adam to locate article on Conflicts of Interest in AICD magazine
5. Nick to pursue Board training with Vivienne Milligan – with RPR providing facilitation.
6. Adam to try to get confirmation of funding roll-over by 22 June.
7. Discuss target and treatment of retained earning and cap ex needs at the next Board meeting
8. Approach government for a contribution toward the 25 year party.
9. Have some discussion or briefing on Common Access for next meeting.
10. Send membership renewals, with an accompanying letter telling members that fees have not been increased for three years, that this is an incremental increase to the cap, with the possibility of removing the cap in future to make it a more equitable system.
11. Bring sample/draft mission statements which encapsulate those themes discussed to the next Board meeting.
12. Keep the industrial agreement on the agenda.
13. The Board to approach Patrick, Coral and Mohamed to see if they are willing to be on the Code of Practice committee, otherwise Judith Beveridge, and then David Matthews have agreed.
14. Wendy to check on option to renew current lease
15. E-mail revised Friday Board dates to all directors.

