



**nsw Federation of
Housing Associations inc**

ABN 86 488 945 663

Minutes Board of Directors Meeting Held 12th October 2007

Meeting opened: 9.05 am

Welcome and apologies

Present: David Matthews, Stephanie Cunningham, Patrick Yeung, Judith Beveridge, Nick Sabel, Coral Garratt, Bobbie Townsend (newly appointed to casual vacancy), Mohamed Ibrahim (arrived 9.28am)

Apologies: Beverley Wiggins

In Attendance: Adam Farrar, Wendy Rockwell

1. Declaration of conflicts of interest

None

2. Minutes of the Last Meeting

Motion: That the Board accepts the minutes of the meeting held 3rd August 2007 as presented.

Moved: Patrick Yeung **Seconded:** David Matthews Accepted

3. Business Arising

- Funding agreement – Have not received to date.
- Training fees
- IT progress – (see item 9)
- CHLP review – Viv Milligan busy at the moment, but happy to talk with Adam Farrar about later
- Brough submission – Finished and circulated.
- Capacity building update – (see item 9)

4. Correspondence – for noting

- Minister's Office – acknowledgement of Legislation letter

- FACSIA – consultation invitation
- OCH – Interim CHLP & consultation outcomes
- DoCS – Corporate Plan
- Additional correspondence tabled:
 - Mike Allen – response to Federation response to NSW Housing Appeals Committee.
 - Tasmania Legislative Council Select Committee on Housing Affordability.

5. Financial Overview

Reports tabled:

- Commentary on budget variations. Some items not currently in budget:
 - 25 year party
 - Extending IT contractors
 - Long Service Leave coming due for 3 staff
- Audited financial report 30 June 2007 – (to be discussed after lunch)

Discussion about membership fees – led to a question (by Stephanie) regarding fee for service contracts. Homes North has a number of different contracts. Does the Federation have a standard recommended contract? Adam responded that there may be an example in the good practice data base, but this would be an example only, rather than a recommended best practice contract.

Bad Debt:

One training invoice remains unpaid since April 2006. This person no longer works for the organisation, and they claim it was her personal debt. (\$110)

Motion: The Board agrees to write off invoice #2644, for \$110, to Amanda Fowler of City West Housing.

Moved: Mohamed Ibrahim **Seconded:** Judith Beveridge Approved.

Motion: That the Board accepts the financial reports for the period July – Sept 2007, as presented.

Moved: Patrick Yeung **Seconded:** Coral Garratt Approved.

Audited Financial report (30 June 2007) *This item was dealt with after item 7 in the meeting order.*

Regarding - Note 5:

Motion: That the Board agrees the value of the Community 21 Shares should be recorded at cost in the Audited Report: “The directors have determined that the valuation of the investment at original cost represents the future economic benefit of the asset.”

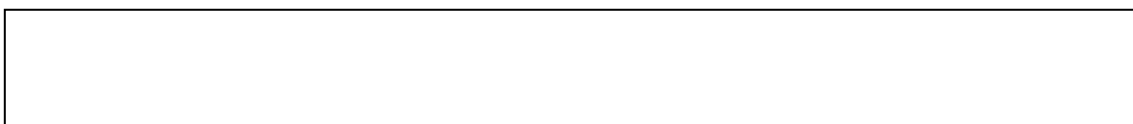
Moved: Judith Beveridge **Seconded:** Bobbie Townsend Approved.

Corrections:

Mohamed joined board in 2006

Coral’s name spelled wrong

Correction needed for first sentence under heading: “Financial Assets” – incomplete sentence.



Motion: That the Board accepts the Audited Financial Report for the year ending 30 June 2007, with corrections (above), as presented.

Moved: Judith Beveridge

Seconded: Patrick Yeung

Approved.

Motion: The Board moves that the ‘Directors Report’ and ‘Directors Declaration’ as presented (see below *), with minor corrections and typos, and moves they are to be signed by the President and Treasurer.

Moved: Judith Beveridge

Seconded: Patrick Yeung

Approved

*** DIRECTORS’ REPORT**

Your directors present their report on the association for the year ended 30th June 2007.

The names of the directors in office at any time during or since the end of the year are:

Nick Sabel	<i>President</i>
Beverly Wiggins	<i>Vice President (from 24th November 2006)</i>
Karen Andrew	<i>Vice President (until 24th November 2006)</i>
Patrick Yeung	<i>Treasurer (from 24th November 2006)</i>
Bobbie Townsend	<i>Treasurer (until 24th November 2006)</i>
Judith Beveridge	<i>Secretary</i>
Mohamed Ibrahim	<i>Member (from 18th July 2006)</i>
Stephanie Cunningham	<i>Member</i>
Ern Phang	<i>Member (from 24th November 2006)</i>
David Matthews	<i>Member (from 24th November 2006)</i>
Coral Garratt	<i>Member (from 24th November 2006)</i>
Brian White	<i>Member (until 24th November 2006)</i>

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

The surplus of the association for the financial year amounted to \$15,450.

The association is exempt from income tax.

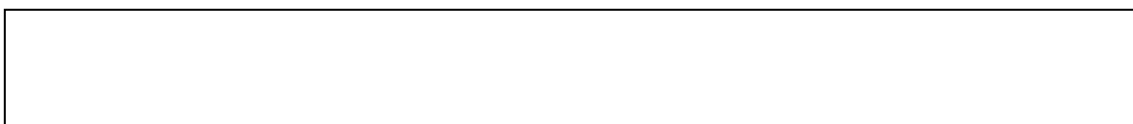
A review of the operations of the Association during the financial year and the results of those operations show that revenue has increased slightly to \$1,001,344 with a proportionate increase in costs resulting in an increased profit.

No significant changes in the association’s state of affairs occurred during the financial year.

The principal activities of the association during the financial year were Community Housing assistance and training.

No significant change in the nature of these activities occurred during the year.

No matters or circumstances have arisen since the end of the financial year, which significantly affected or may significantly affect the operations of the association, the results of those operations, or the state of affairs of the association in future financial years.



The association's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No indemnities have been given during or since the end of the financial year for any person who is or has been an officer or auditor of the association. Directors and Officers Liability Insurance premiums are paid by the association.

No person has applied for leave of court to bring proceedings on behalf of the association or intervene in any proceedings to which the association is a party for the purpose of taking responsibility on behalf of the association for all or any part of those proceedings.

The association was not a party to any such proceedings during the year.

Signed in accordance with a resolution of the Board of Directors:

*** DIRECTORS DECLARATION**

The directors have determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the association declare that:

1. The financial statements and notes, as set out on pages 4 to 9 present fairly the associations financial position as at 30th June 2007 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
2. In the directors' opinion there are reasonable grounds to believe that the association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

6. Business Plan Monitoring – Exceptions report to Sept 07

- Adam Farrar raised the issue of possible need for exceptional family leave, with regard to Indigenous employees.
- The Board agreed to get the opinion of the Aboriginal Advisory Group.
- The Board agreed it would be more appropriate to have a more flexible family leave policy that isn't necessarily linked to being Indigenous.

7. Summary of service evaluations

Report was deferred until, and noted, after morning tea.

8. Community Housing Advisory Committee

--

Bobbie Townsend reported. (report tabled)

9. Executive Director Report

Growth provider tender – Potential for division between large and small is real. Adam presented a projection of how the sector could split into three groups (based on size). Will the largest organisations look to the Federation to support their business development? What can/should we offer to them? How much of growth will be driven at a national level and how much at a state level? New Regulatory code in NSW (in legislation) will be very different to what is currently in place (ie Registration).

The Federation needs to be clear an explicit what we can and cannot offer, and to whom, in order not to become marginalised. Now is the time for the Federation to reposition itself in a changing environment. Does the Federation want to be involved in both the ‘aspirational’ as well as the ‘inspirational’? If the Federation gains expertise in new areas (ie development) it needs to promote this, so members look to the Federation for these needs.

This may include moving into other states. (The ACT peak body has been de-funded.)

Use the HAM, and the session with Vivienne Milligan and Anne Porcino, to really address these issues.

(ED report interrupted to deal with item 7 and audit)

National capacity building – (see point above for discussion)

Legislation – Federation’s letter of in principle support was quoted in Parliament.

Regulatory Code – to be brought into existence via the Legislation. Adam is flagging a concern regarding the new framework, which has been agreed nationally. Adam feels the outcome areas are wrong, and are focused on protecting the government.

Standards & Accreditation – organisations will now be charged for accreditation by OCH. This is part of the transition, which is anticipated, will move toward complete privatisation of the accreditation process (at full cost to organisations/ not known if subsidies will be available.) This will probably end accreditation.

Should the Federation look at delivering accreditation in some way? (as a new company).

ACTION: Write a letter to OCH which reflects the discussion - including that accreditation should remain subsidised after the transitional period, even if it still requires a co-payment.

Mohamed Ibrahim departed meeting 12:45pm

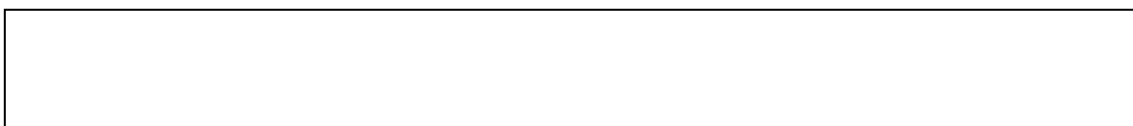
Minister – Executive Director met with the Minister and discussed I.T. and other issues. The Minister has asked to meet to discuss the place of limited tenure in community housing. Need to emphasize to the Minister that this will have an impact on tenanted stock transfers.

Raise the delay (blockage?) in SEPP approvals. Local councils are willing to be involved in projects but won’t go ahead without the SEPP.

New rent policy: Maximisation of CRA - a Cabinet Minute has now gone up on a new rent policy.

I.T. - Awaiting appointment a consultant to develop a business case (what the requirements of a new subsidised system would be).

CHLP Review – no further action.



Community Housing Strategy – CHAC has considered a draft of the Strategy and recommended it to the Minister

Mike Allen – Adam met with Mike Allen. IT project has been signed off. Talked about overall direction of the sector and Brough's announcement.

Web site – Federation's new website is up and running.

Aboriginal Advisory Group – Briefing paper and minutes (tabled). Nick reported. It is going very positively and the AAG wants to develop a workplan, and wants to be concrete in what it achieves.

(Tabled) AHO - Future is now assured, and they have a new Chair and Board.

HAM agenda– Go with the existing agenda. If nothing valuable comes out of the dialogue with OCH (ie OCH seems unable to discuss many questions) reconsider the function of the dialogue at the HAM. Also clarify with OCH: what is going to happen in the geographic areas that are not covered by the Growth provider associations. Will there be growth in other areas?

10. Common Access

- Stock transfers - (NCCHC) revised their policies to take into account public housing having a wait-list allocation (as well as priority/needs) policy. Trying to combine the two somehow, in order to accommodate applicants from DOH waiting list who are being taken over by a housing association.
- Implications of changing allocation system vary between regional and metro areas.
- There are also I.T. implications if you are forced to adopt/integrate an existing DoH allocation system, or change your existing I.T. systems in order to deal with a changed allocation system.
- Homes North is involved in contributing to policy development around a shared waiting list/register.
- Hume has a mixed allocation policy – 50% priority 50% wait list.
- David noted that policy (or interpretation of policy?) varies even amongst different DOH areas.
- To complicate the matter, there are different situations/models:
 1. Social Housing Register (common) – Issues: who/how interviews, application form, can it capture all data necessary for all organisations involved? This was an issue with the Common Application Form pilot by the Federation – it had to be such a long form to capture all info for all parties, nobody wanted to use it.
 2. Where DOH doesn't exist in an area (ie complete stock transfer in an area) – applying or integrating DoH allocation principles to some extent, for equity.
 3. Growth providers – Due to the proportion of transfers/new stock given to community housing, government wants some right to house people from their list (not sure how this might be achieved).
 4. Local negotiated strategies

Need to look at / do some work on:

Information sharing

--

Identify some threshold issues (ie: I.T. issues)

Good practice issues – allocations, working with partners.

11. Discussion of revised Federation Mission Statement

- It was pointed out that mission statements are usually short and succinct. Suggested that the first paragraph says it all.
- Another suggestion was to have a Vision Statement, then a Mission Statement, then Strategic Plan/goals.
- Proposal agreed by the Board - Heading: NSW Federation of Housing Associations – Leading, Developing and Representing the sector, The Federation’s mission is to (first paragraph), then our vision is to: (revised 2nd paragraph).
- The board can endorse it, but it’s a good idea to pass it by the HAM.

ACTION: Take revised draft Mission Statement to the HAM. After endorsement or amendment by the members at the HAM, draft to come back to the board for final approval.

ACTION: Get a consultant in to facilitate a review of Strategic Plan in early 2008.

12. Conflicts of Interest (AICD article)

Deferred

13. Annual general Meeting

- Change of date for AGM – to Thursday 29 Nov (same day as HAM).
- Proposal to use a designer for Annual Report. Board Agreed.
- Identification of skills gap on the board, and desired areas of expertise for board election:
 - Sector spread – (covered)
 - Geographical cover - non metro (risk)
 - Federation business development – (yes, development area? Commercial?)
 - Generic governance needs -
 - Stakeholder understanding – directors / Aboriginal

It was generally agreed that you usually have to ‘buy in’ legal expertise.

- David Matthews and Stephanie Cunningham have indicated that they will no longer be affiliated with a full member organisation after the next few months.

14. Priority risk assessment cont. - Audit & Risk management Committee

Deferred – to be placed high on the Agenda for the December meeting.

15. 25th anniversary of housing associations

Updates:

- The Minister will be attending the party.
- Venue selected is the cheaper of a few looked at.
- Try to get Minister to launch the revised 'Planning for the Future' at the party.
- If election has happened – invite the housing spokesperson.
- If guest speaker(s) from corporate world, could also be asked to sponsor.
- Possible Federation contribution could be around \$5,400. This figure is not in current budget. Board approves this expense, with the consideration that it may be more if identified sponsors do not come through – willing to take that financial risk.
- Need to think about an M.C. (Jenn Crowe?)
- Media – Annie O'Rourke, media consultant, will be approached to organise media coverage.
- This is also a promotional event – will look toward the future, as well as celebrate the past and achievements to date.

16. Any issues raised by directors

Hume has staff member on Shelter Board, could the Federation (as a Shelter member) second her nomination? The Board agreed to support her nomination.

17. Q2 (07-08) of OCH reporting year

Noted.

18. New members & renewals

Noted (remove Queanbeyan, as they are now part of Argyle).

19. Options for Federation Workplace Agreement

Continue to monitor, particularly after the election.

20. Code report

Noted.

21. Schedule policies for review at next meeting

List provided. To be dealt with at future meeting(s).

22. Any other business

23. Next Meeting - 14 December 2007

(AGM – 29 November 2007)

Meeting Closed: 4 pm.

