



## Minutes of AAA Board Videoconference

10th August 2021

7:30pm AEST

Via zoom

### 1. CONVENING OF MEETING

1.1. **WELCOME** President Brett Fallon opened the meeting at 7:35pm

**PRESENT:** Brett Fallon; Carolyn Austin; Julie Wilkinson; Mick Williams; Lee Sadler.

**APOLOGIES:** Prue Walduck.

**IN ATTENDANCE:** None

### 2. APOLOGIES, DECLARATION OF INTEREST AND WHS

2.1. **APOLOGIES:** nil

2.2. **REGISTER OF DECLARATION OF INTEREST** - It was noted by the Chair that the Register was to be used by directors for any listed agenda items or anomalies that arise during the meeting where an interest needs to be declared.

2.3. **WORK HEALTH AND SAFETY WHS** No issues identified.

### 3. AAA PERFORMANCE DISCUSSION

Extensive discussion took place balancing the options of the “ideal situation” with the current COVID effected “reality”. Ideally, the AAA would be able to support a CEO in Canberra who was able to advocate and lobby to key agriculture organisations and political decision makers, with the support of administration staff who are able to provide member support services and run the office. Regrettably, as a result of COVID, the financial restraint means that this has not been possible of recent times.

Due to COVID and the uncertain environment, it is imperative that the AAA be flexible. From an administrative perspective, it is anticipated that this can be achieved with lower fixed operating costs, including staff and the overall office structure. It was regrettably agreed that the AAA does not have the financial capacity to maintain the CEO role at present.

The Finance Officer role has been advertised and the processes to identify the preferred applicant, Monique Meacham, have gone well, including reference checks and a second interview. It was confirmed that the CEO is to offer Monique the Finance Officer position (30 hours per week), including a three month probation period.

Moving forward, this means that the office will be supported by two part time employees; the Finance Officer and the Member Services Officer. It is hoped that further discussion with AHA will lead to an expansion of the MOU with AHA that will facilitate their providing additional bookkeeper services for the AAA. These discussions are to be progressed by AO with the CFO of AHA.

Additional thoughts about the operation of the AAA office included:

- Contact hours at the office to be reduce, suggestion of Monday to Friday 9am to 2pm AET
- Member services officer hours offered to increase to address specific tasks, e.g. secretarial support for committee or Board meetings



It was agreed that BF will speak with AO about the outcome of this meeting in regard to her position. The CEO role is to be made redundant from 12<sup>th</sup> November 2021 and is to be replaced by the Office / Admin Manager early in 2022. Outplacement service is to be offered and confirmed as part of this discussion, including the option to have this amount as a gratuity payment.

The priority areas to be addressed include:

- Standard operating procedures for all regular tasks and responsibilities to be current
- Optimize knowledge and capacity of staff
- Key projects to be finalised

#### **8.0 Other Business**

None reported.

Next meeting– 17th August 2021 9am AET

Meeting closed 8:52pm

DRAFT