Meeting minutes

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| **City of Knox & Teleconference**  **Dial In Numbers Teleconference / Web Conference Moderator Code:** 81328192 **Teleconference / Web Conference Participant Code:** 62370605  **Teleconference Toll Free Dial In Number:** 1 800 896 323 | | |
| **Date 19/12/13** | | |
| **Present: : James Maw (Chairperson) Louis Papageorgiou, David Esmore, Carolyn Anderson, Nick Lund, Sam Salamone,**  **In Attendance, Bernadet Ferraro, Matthew Chambers** | | |
| **Apologies: Leanne Johnson,** | | |
| **Item #** | **Discussions** | **Actions / Responsible** |
|  | **Welcome Meeting** |  |
| **Welcome** - Welcome All.  **Resolved:** That the Minutes of previous meeting be adopted  **Moved: Louis Papageorgiou** | **Carried** |
| **Previous Business** | | |
|  | Roles & Responsibities of Board Members  Governance Polices for the Board , SIG’s & Regional Groups  **Resolved:** That the above listed policy documents be adopted.  **Moved: David Esmore** | **Carried** |
| **Correspondence In** | | |
|  | Letter from the Dept of Industry re available Grant | **Noted** |
| **Correspondence Out** | | |
|  | Nil |  |
| **Reports** | | |
|  | * **Presidents Report** * Nick Lund advised that he wrote to Mark Dwyer advising that we would get back to get back to them next year. * Nick provided information to Deakin University on Health & sustainability questionnaire.   Jim Maw advised that a meeting was held with Sarah West EPA, advisory panel to be set up to be chaired by EHPA. James Maw will set up terms of reference. Sam Salamone stated that we need to get a common position  and that all parties should endeavour to achieve this.  **Treasurers Report**  Financial papers tabled   * **Membership Report**   New members to be admitted or upgraded:  *Student Member*  Marc Dickerson  *Upgrade from Student to Member*  *Associate Member*  *Member*  Robert Meagher Wodonga City Council  Emily Howes  Melissa Wilson Buloke Shire Council     * **SIG Reports** * **Aboriginal Environmental Health**   Meeting to be held early in January   * **Food Safety & Security**- letter to be written by the President acknowledging the active former members. * Food SIG Seminar planned for April – May   Approval for the seminar to be held in April /May and other subject to budget  Budget be amended to show when the money comes in.  **Emergency Management**  Certificates going out for the EM Course shortly  Nick Lund invited by Elizabeth Birabillis to on the Pandemic Committee   * **Environmental Management**   No Report   * **Public Health & Wellbeing**   Steve Meloury has done a survey onwhar mmbers would like   * Student & New Graduate SIG   Thank the SIG Convenor for all his hard work  **Resolved:** That the reports as presented be adopted  **Moved: C Anderson** | **Carried** |
| **General Business** | | |
|  | RTO Management  EHA (Vic) Inc Domain ownership  Leave of Absence – Nick Lund  The board of EHPA approved a leave of absence for Nick Lund for 4 months and this role be undertaken by the Vice President for this period.  Workforce study – Caroyn , Corinne,Jim & Jim Smith – looking at March to get the study done. The Executive Officer to send an email to all members advising of the study. Do we invite MAV to participate.?  The Board approved the Governance Training for the Company Secretary/EO. |  |
|  | **Meeting Closed at 3.10pm** | |
| **Next Meeting: Thursday 6th Feb 3.00pm Whitehorse City Council** | |

Name of Chairperson:……………………………………………………….

Signature of Chairperson……………………………………………………

Date:…………………………………………..