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|  | **Minutes – MRM CBT Board Meeting**  **23 August 2023** |
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| **Venue:** | **McArthur River Mine MST Board Room** |
| **Present:**  **Presenters:** | Marlene Karkadoo – Co-chairperson (MK)  Jake Quinlivan – Co-chairperson (JQ)  Elizabeth Gillett (EG)  Emily Evans (EE)  Noel Dixon (ND)  Sam Strohmayr (SS)  Mike Burgess (MB)  Tracy Jones (TJ)  Jim Gleeson (JG)  Hayley Seears (HS)  Tim Maddock (TM) – Deloitte  Steve McAllan (SM) – Youth and Community Coordinator  Fiona Keighran (FK) – Li-Anthawirriyarra Sea Ranger Unit |
| **Apologies:**  **Absent:** | Corrine Coombes (CC)  Samuel Evans (SE)  Andrew Firley (AF)  Alan Baker (AB)  Nikita Baker (NB)  David Harvey (DH) |

| **#** | **Agenda Item / Action** | **Outcome / Action** |
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| **1** | **Welcome and Introductions** |  |
| Meeting start:  9:32am | * 1. **Welcome / Acknowledgment of Country**   MK opened meeting  ND Welcome to Country   * 1. **Members Present**   Members welcomed and apologies acknowledged.  Present – Marlene Karkadoo, Noel Dixon, Elizabeth Buffy Gillett, Emily Evans, Sam Strohmayr, Tracy Jones, Jim Gleeson, Hayley Seears (Project Officers)  Online – Mike Burgess, Jake Quinlivan  JQ advised that recommended candidates for NTG representative have been put up to the Minister for approval   * 1. **Apologies**   Alan Baker, Nikita Baker, Samuel Evans, Corrine Coombes  Absent – David Harvey |  |
| **2** | **Minutes and Actions from previous meeting** |  |
|  | * 1. POs to arrange gift and certificate for Stan Allen. JQ can assist from Katherine **In progress**   2. RR to acknowledge Stan’s contribution in the MRM Memorandum **In progress**   3. POs to make application to the Place Naming Committee to change name of Searcy Street – appropriate name needs to be determined **In progress – appropriate consultation needs to be undertaken and a name proposed for the street**   4. POs to advise Deloitte of the resolution for the Term Deposit **Complete**   5. TM to determine if there is an exit fee for the BT Fund **Complete – no exit fee**   6. CBT to engage the services of a Financial Advisor to assist with this decision **Complete**   7. POs to share with SS the original EOI and responses **Complete**   8. POs to develop a brief for the CBT Financial Management Services **Complete – refer Other Business**   9. POs to seek advice from Cozens Johansen on any legal implications for the Financial Advisor **In progress**   10. POs to provide feedback to RC on the scope of works to develop a brief to engage a Financial Advisor **Complete – refer todays meeting**   11. Interviews to be undertaken the week commencing 26 June **Complete**   12. POs to send personality test to potential candidates **Complete**   13. POs to prepare letters for the unsuccessful applicants **Complete**   14. POs to continue engaging with Purple House on the plans for integrating with CBT Development **In progress**   15. POs to send draft Procurement Policy to the Board for review **Complete – refer Other Busines**s   16. POs to seek advice from Cozens Johansen on new entity structure for CBT Development **In progress**   17. POs to provide update to the Board on the NIAA funding agreement once received **In progress**   18. POs to confirm distribution requirements for the Yanyuwa rock art book **Complete – book has been distributed to the libraries as required**   19. POs to advise the Borroloola Football and Sporting Club the final payment is to be rescinded **Complete**   20. POs to provide feedback to Many Rivers regarding program delivery **In progress – program on hold due to staff changes**   21. POs to provide feedback to MAWA on delivery of programs **In progress**   22. POs to work with Artback NT on a new program for beyond 2023 **In progress**   23. POs to prepare letters to applicants advising of outcomes of EOIs and Full Applications **Complete**   24. POs to remind grant recipients of social media / acknowledgment requirements **Complete**   25. POs to seek additional information from Dragon Claw Charity on their project **Complete – application withdrawn**   26. POs and local Directors to seek more information on BARC application and bring back to the board for an out of session decision **Complete – application approved out of session**   27. POs to provide feedback to GYRACC on the exhibition content **Complete**   28. POs to contact schools involved in the bursary program and seek feedback/outcomes, as well as any social media acknowledgement **In progress**   29. POs to include the bursary as part of Campaign Edge Sprout scope **In progress**   30. POs to continue to work on the place names for the signage strategy **In progress**   31. Local Directors to determine if the suggested name for the CBT Development is appropriate through engagement with community and families **In progress**   32. POs to formally engage Creative Edge Sprout for the creative services **In progress**   33. POs to continue to follow up on the Director IDs **In progress**   34. POs to prepare a letter for CBT Directors as reminder of Director responsibilities and Trust expectations **In progress**   35. POs to continue discussions with the art centre regarding master planning and the keeping place **In progress**   36. POs and local Directors to seek nominations for the CBT local male community representative **In progress**   **Previous Actions**   * AF to continue discussions regarding Savannah News / printer location **In progress – suggest this is removed from our project list and once an agreement can be determined a new application can be submitted – advise MAWA a new application is required with a new quote for a printer** * POs to implement a complaints process for the CBT **Not complete** * Explore Governance training opportunities **In progress** * Acquittal of sports courts **In progress** * POs to work with TJ on creating an acknowledgement/gift for people who have contributed to the community **In progress** | **Minutes accepted.**  **Incomplete actions to be followed up.**  **Advise MAWA a new application is required with a new quote for a printer.** |
| **3** | **Finance and Operations – Deloitte** |  |
|  | Presentation by Tim Maddock, Deloitte   * 1. **Quarterly Board Report**   Board report accepted.   * 1. **Term Deposit**   Requires an out of session decision in September.   * 1. **BT Investments Update**   Verbal confirmation there is no exit fee for the fund.  Resolution – roll over into the new fund | **Seek out of session decision on the Term Deposit in September.**  **POs to arrange signatures for BT documents** |
| **4** | **Investment Strategy** |  |
|  | JG – provided overview of the EOIs for the investment advisor and investment management  MB – supports Morgans proposal. JQ agreed.  ND – happy for the decision to go through the investment committee  JQ – for the development of the investment framework, the investment from the Trust is minimal  **Resolution: Engagement of Morgans for the Investment Strategy development**  **Moved – SS**  **Seconded – EG** | **POs to advise the three submitters of the outcomes of the EOI process** |
| **5** | **Youth and Community Program** |  |
|  | Overview of the program, engagement and activities done to date, future opportunities and ideas and next steps was provided by JG and SM.  The 15-25 age group is the key demographic that needs to be engaged. Programs could run from 10am-2pm – lots of activities and programs can be run out of there. Partnerships with other organisations can be established.  Next steps – establishment of entity and establishing governance. Welcome event for Steve and the program with the community. Establishing KPIs and a shared vision for the community. | **POs to contact the local Directors to get name suggestions for the program**  **Engage professional services to support the governance and establishment of the new entity**  **POs to provide the EOI response to the Board for the above once received**  **SM and TJ to organise an MRM briefing on the program**  **SM / Plan C to arrange a welcome event for the community** |
| **6** | **CBT Development** |  |
|  | **6.1. NIAA Funding Agreement**  JG provided update on the status of the agreement and overview of the meeting with Senator Malarndirri McCarthy  **6.2. Project Management and Client Representative**  **Resolution: Direct engagement of Louw Group for the project management services for the CBT Development, as per quote provided**  **All in favour**  **Moved – EE**  **Seconded – EG**  **6.3. Procurement**  Through the procurement process – ensure there are opportunities for local Indigenous employment through this project. Opportunities for apprenticeships, training, potential for CBT to subsidise some of these arrangements to maximise local employment.  **6.4. Name for the CBT Development**  ND – suggestion of Limurrangka (pronounced Limudunga) – hill on the highway out of town  Definition from Yanyuwa Dictionary (John Bradley) – place name. ‘Small hillock lying 4 km west of Borroloola. The hill is associated with a small Freshwater Crab Dreaming. Literally the name can be translated as "The place of freshwater crabs".’  MK – need to confirm with other local Directors | **POs to send the NIAA funding agreement and Cozens Johansen advice to the subcommittee**  **Advise Louw Group of the outcomes of the project management decision**  **POs to work with Cozens Johansen to establish TOR for CBT Development subcommittee**    **POs to talk to John Bradley about the use of the word**  **Local Directors to confirm the word Limurrangka is supported by the local community**  **POs to confirm the word Limurrangka with other local Directors** |
| **7** | **Current Grants / Project Management** |  |
|  | Presentation from Fiona Keighran - li-Anthawirriyarra Sea Ranger Unit  Fauna Surveys   * Provided an update on the status of the surveys and the key outcomes so far * Wanting to determine the Aboriginal names for the islands * Presenting at an NRM conference in November on the outcomes of the surveys * SS – is there evidence of cats on other islands? FK advised there was on South West Island but they need to revisit the findings – previously did an eradication program so need to see how it is going. Need to see if the families want to do something about the feral cats.   **7.1. Completed / Acquitted Grant Projects**  7.1.1. Borroloola Football and Sporting Club – Borroloola AFL 2021 – final payment rescinded  7.1.2. Waralungku Arts – Accessibility and Maintenance – refer PO Report for Final Milestone Report  **7.2. Approved Grant Projects**  7.2.1. John Moriarty Foundation – Scholarship – acquitted up to Milestone 6  7.2.2. Artback NT Remote Arts and Culture Program 2020-2023 – acquitted up to Milestone 4  7.2.3. Mabunji Li-Anthawittiyarra Sea Ranger Unit – Fauna Monitoring on Maria and North Island NT - acquitted up to Milestone 5  7.2.4. Borroloola School Breakfast Program 2021-2024 – acquitted to Milestone 5 - refer PO Report for Milestone Report  7.2.5. RGRC Sports Courts – acquitted to Milestone 1 - Overdue - acquittal in progress  7.2.6. RGRC Healthy Pets Healthy Communities 2022-2024 – acquitted to Milestone 3 - refer PO Report for Milestone Report  7.2.7. MAWA – Scrap Metal Clean Up – acquitted to Milestone 1 – on hold  7.2.8. Many Rivers Microfinance - Microenterprise Development Support to Borroloola and surrounding area – acquitted to Milestone 2 - refer PO Report for Milestone Report –  **Advise Many Rivers of decision not to proceed with the program**  7.2.9. MAWA – Back Roads Bush Tracks 2022 – acquitted to Milestone 1  7.2.10. MAWA – Broke n Spanners – agreement executed  **JQ – this project has not progressed since it was approved.**  **Recommend funding to be rescinded.**  **Moved – EE**  **Seconded – SS**  7.2.11. Vulcana Women’s Circus – Youth circus and empowerment – program to be restarted  7.2.12. Jarrdimba Bayamku Aboriginal Corporation – Seven Emu Infrastructure – acquitted to Milestone 1  7.2.13. JMF – After School Program – acquitted to Milestone 1  7.2.14. Borroloola School – Two Way Learning Program 2023-2024 – acquitted to Milestone 3 - refer PO Report for Milestone Report  7.2.15. Borroloola School – Jimblah Program – agreement executed  7.2.16. Borroloola School – Canberra Excursion – acquitted to Milestone 1  7.2.17. Borroloola Amateur Race Club – Rodeo Grounds Upgrades – acquitted to Milestone 1  7.2.18. Mabunji Li-Anthawittiyarra Sea Ranger Unit – Indigenous Knowledge Trailer – agreement executed  7.2.19. Borroloola School – Community Activities for Adults – acquitted to Milestone 1  7.2.20. Waralungku Arts – Markets and Events – agreement executed  7.2.21. Waralungku Arts – Airconditioning – agreement executed  7.2.22. MAWA NAIDOC 2023 – awaiting funding agreement  7.2.23. GYRACC – Virtual Reality Exhibition Waralungku Arts Centre – awaiting funding agreement  **7.3. Commitments / In-principle**  7.3.1. Flinders University – Archaeology on Marra Country – ARC funding confirmed. Project start delayed to January 2024. Awaiting funding agreement  7.3.2. MAWA/Outbush Photography – awaiting funding agreement | **POs to advise Many Rivers of the decision not to proceed with the program based on the recent outcomes**  **POs to draft letter to MAWA to rescind Broke n Spanner Project**  **POs to draft letter to BARC on the boards feedback on expectations and funding opportunities** |
| **8** | **Future Grants / Applications** |  |
|  | * 1. **Expressions of Interest**   **8.1.1 Jarrdimba Bayamuku Aboriginal Corporation - Seven Emu Pastoral Skills Program**  **Decision:** Consider the application at a later date once the CAG has been established as part of the Youth and Community Program to inform the program and activities. Consider establishing a program in town first.     * 1. **Current full applications**      1. **MAWA Christmas**   **Decision:** Application Approved  Moved – MK  Seconded – SS   * + 1. **Waralungku Arts**   **Decision:** Application Approved  Moved – EG  Seconded – EE | **POs to draft letters to advise applicants of the outcomes of the applications** |
| **9** | **CBT-led Projects – Plan C updates** |  |
|  | **Borroloola Signage Strategy**  Need to get the place names for each location  Short term solution – just use the current names on the signs and leave space to put the additional place name when they have been determined  MK – to check with community members on the appropriate names. POs to continue working with John Bradley.  Suggestions: Borroloola (Malandarri) or (Rumbarriya Country); King Ash Bay (Lhuka Point)  Resolution: Use the current signs and leave space to add the place names underneath  Moved – EG  Seconded – SS | **POs to circulate the artwork for the signage to the Board.**  **POs to progress with the redesign of the signs and confirm the process with RGRC / NTG** |
| **10** | **Other Business** |  |
|  | **Procurement Policy**  **Resolutions:**  **1. The Board resolves that the CBT adopts the Procurement Policy**  **2. The Board resolves to engage Cozens Johansen to develop a Code of Conduct, incorporating a Conflict of Interest clause that will apply to all staff and contractors**  **Moved – JQ**  **Seconded – EE**  **Financial Management Services**  **Resolution: The Board resolves to engage the services of Deloitte to undertake financial management services of the Trust for the 23/24 Financial Year.**  **Moved – EE**  **Seconded - ND**  **Community Director**  JQ – suggested offering an information session to run through the requirements of being a director and seek nominations after that  SS – ensure the process of nominating is in line with the Constitution  **Board Meeting Attendance**  Under the new legal framework, non-Directors are unable to attend CBT Board meetings unless invited to present on CBT related business or projects.  **Town Camp Roads**  Local CBT Directors raised the issue of Town Camp Roads with the NTG representative  JQ – there are associations who own the land the roads are on. They hold the title to the land and they must approve the upgrades. Government, RGRC and Mabunji do not own the land and therefore cannot undertake improvements.  EG – suggest JQ emails this information to board members  JQ – email the information to board members  **Fishing Comp**  EE – the fishing comp moved to King Ash Bay, away from Borroloola  EG – the rules and regulations have changed. Want to get more local people involved. Have a local Borroloola fishing comp in March next year.  JQ – suggect contacting the Katherine Rod and Rifle store (Trent DuWitt) to help with the event  EG – competition to design a fishing shirt.  **Dentist**  EG – need for a regular dentist service to town. EG will provide the name of the current dentist to JG  JQ – suggest sending a letter to the NT Health Minister and get them to provide the schedule of visits and advocate for them to come more often rather than funding it as it is an NTG service.  **Director attendance**  SS – have a look at other Boards and their requirements for attendance  JQ – Get advice from Cozens Johansen on how many meetings can be missed without reason  **Meeting location**  MK – Need to have more meetings in town  JG – POs will endeavor to hold more CBT Board meetings in town if the space is available  **Director Training Opportunities**  **Resolution: POs to work with MRM to seek quotes from a suitable organisation to undertake the training gaps analysis and identify the training opportunities for local Directors**  **Next Board Meeting – 22 November**  Suggest a Darwin board meeting with an evening event to celebrate the end of year / launch for programs and development  JQ – book a board meeting room in NT House  JG – we will work with Campaign Edge Sprout / MRM to organise this event | **POs to advise Cozens Johansen of the resolution to adopt the Procurement Policy and to make amendments to the Policies and Procedures document to reflect the adopted policy**  **POs to arrange a community information session for potential new community Director**  **POs to check requirements of the Constitution for nominating Directors**  **JQ to email the information about Town Camp Roads to the local Directors**  **JQ advised to provide his phone number to local Directors to talk about the concerns with housing and town camp roads**  **POs to work with the local Directors to establish a local fishing competition**  **POs to draft letter to NTG Health Minister requesting information on the dental services for Borroloola**  **POs to seek advice from Cozens Johansen on the requirements for attendance at Board Meetings**  **POs to work with MRM to seek quotes from a suitable organisation to undertake the training gaps analysis and identify the training opportunities for local Directors**  **POs to work with**  **Campaign Edge Sprout / MRM to organise this event and board meeting on 22 November**  **POs to send date claimer for board meeting on 22 November** |
|  | **Summary of actions arising** |  |
| **Meeting closed: 3:19pm** | 1. **Incomplete actions to be followed up from previous meetings** 2. **Advise MAWA a new application is required with a new quote for a printer.** 3. **Seek out of session decision on the Term Deposit in September.** 4. **POs to arrange signatures for BT documents** 5. **POs to advise the three submitters of the outcomes of the EOI process** 6. **POs to contact the local Directors to get name suggestions for the program** 7. **Engage professional services to support the governance and establishment of the new entity** 8. **POs to provide the EOI response to the Board for the above once received** 9. **SM and TJ to organise an MRM briefing on the program** 10. **SM / Plan C to arrange a welcome event for the community** 11. **POs to send the NIAA funding agreement and Cozens Johansen advice to the subcommittee** 12. **Advise Louw Group of the outcomes of the project management decision** 13. **POs to work with Cozens Johansen to establish TOR for CBT Development subcommittee** 14. **POs to talk to John Bradley about the use of the word** 15. **Local Directors to confirm the word is supported by the local community** 16. **POs to confirm the word with other local Directors** 17. **POs to advise Many Rivers of the decision not to proceed with the program based on the recent outcomes** 18. **POs to draft letter to MAWA to rescind Broke n Spanner Project** 19. **POs to draft letter to BARC on the boards feedback on expectations and funding opportunities** 20. **POs to draft letters to advise applicants of the outcomes of the applications** 21. **POs to circulate the artwork for the signage to the Board.** 22. **POs to progress with the redesign of the signs and confirm the process with RGRC / NTG** 23. **POs to advise Cozens Johansen of the resolution to adopt the Procurement Policy and to make amendments to the Policies and Procedures document to reflect the adopted policy** 24. **POs to arrange a community information session for potential new community Director** 25. **POs to check requirements of the Constitution for nominating Directors** 26. **JQ to email the information about Town Camp Roads to the local Directors** 27. **JQ advised to provide his phone number to local Directors to talk about the concerns with housing and town camp roads** 28. **POs to work with the local Directors to establish a local fishing competition** 29. **POs to draft letter to NTG Health Minister requesting information on the dental services for Borroloola** 30. **POs to seek advice from Cozens Johansen on the requirements for attendance at Board Meetings** 31. **POs to work with MRM to seek quotes from a suitable organisation to undertake the training gaps analysis and identify the training opportunities for local Directors** 32. **POs to work with**  **Campaign Edge Sprout / MRM to organise this event and board meeting on 22 November** 33. **POs to send date claimer for board meeting on 22 November** |  |