



Board Meeting OUTCOMES

**11:00am Monday, 28 August 2007
Teleconference**

Welcome

- ❑ K Ballard welcomed attendees.

Minutes of previous meeting

- ❑ Minutes of the previous Board Meeting had been circulated.
- ❑ The minutes were accepted as an accurate record of the meeting, and were carried.

Financial Report

- ❑ Substantial Project expenditure and commitment has occurred and all funds are committed.
- ❑ The draft Budget was accepted by the Board.
- ❑ The Actual Budget is to be provided at the next Board meeting.

Update of Strategic and Business Plans

- ❑ The Business and Strategic plan will be updated in February or March 2008 when the impact of the Federal Election is known.
- ❑ A face-to-face workshop will be held in February or March 2008 to update the Business and Strategic Plans.

Board Governance

- ❑ It was noted that the Governance Committee has done a great job
- ❑ The Board appointed a chairperson for the Finance Committee – Noel Hamey and a chairperson for the Governance Committee – Richard Calver.

IAC and Board Elections

- ❑ A Ross will write to people asking for nominations. There are 12 Board places, 6 from Property and 6 from Construction and a Chair will need to be elected. The Board is made up of bi-partisanship from the PIAC and the CIAC.

Projects – Strategic Relevance to CPSISC

- ❑ At the request of R Calver, A Ross provided the Board with information on the strategic relevance of CPSISC Projects.
- ❑ Construction training Package Review: - The Project Bulletin was distributed on 27 August 2007. The plumbing units are on the CPSISC website and the construction units will be on the website very soon.
- ❑ A lot of work is involved in putting the units into the correct format for the NTIS.

Marketing

- ❑ CPSISC Conference – Building our Workforce – 2020 is being held in Melbourne at the Crown Casino on 20-21 November 2007
- ❑ H Carmona and A Ross have been working on finalising the Conference Program. CPSISC has locked in Dinner speakers and a Leadership talk.
- ❑ The Minister has agreed to attend.

Staff Report

- ❑ Ms Danielle Calcutt, previously from CTQ, has strong references from Mr Alan Waldron and should make a valuable contribution to CPSISC. She will be working closely with the Board following her move to Canberra.
- ❑ A Ross will circulate a Parental Leave Policy via email for Board Members to sign off on.

New Business

- ❑ CPSISC has received funding for four new pathfinder projects.

Other Business

- ❑ K Ballard advised that two new agenda items need to be included in the CPSISC Board Papers in the future – 1 - Feedback to Chair and 2 - Feedback to Board.
- ❑ CPSISC will classify all emails and papers sent out to the Board.