



Australia's International Development Contractors Community

BOARD MEETING – THURSDAY, 26 November 2020, 2pm AEST

MINUTES

Attendees: Therese Faulkner (chair), Bernadette Whitelum, Joanne Choe, Nicky Thatcher, Richard Moore, Jane Gresham

1. Welcome, overview, apologies

Stuart Schaefer

2. Approval of previous minutes (30 October 2020)

Board minutes approved, pending any adjustments being emailed through.

AGM minutes can be finalised now that financial report has been received from Marland Accounting.

Action: AGM Minutes to be finalised

3. Finances

Finance report (dashboard from Xero accounting system) circulated to all Board members. Noted that finances are in good shape. Payment of \$11,000 made to Good Will Media for the IDCC video. Noted administrative issue in that both Nicky and Therese only have authority in the St George Bank to approve payments of \$7,000 and \$5,000 respectively.

Board unanimously agreed to:

- Increase in authority for financial approvals for both Nicky Thatcher and Therese Faulkner to be set at \$15,000.

Action: Increase financial limits to \$15,000 with St George Bank

4. Good Will Media video production

Noted that the mission has been accomplished – a credible product which tells our IDCC story in the Pacific, and notes all IDCC members being part of the story. Pending some final tweaks and a catchy title, agreed to send to IDCC members, and then put on website and social media channels.

Action: Send video to IDCC members

5. 2 step collaborative process survey

Thanks to Bernadette for developing the survey. Agreed to put on agenda for next meeting with Aid Business Branch in DFAT, and send email to Darren Sharp beforehand with the summary results, highlighting key findings and recommendations.

Noted the DFAT roundtable presented by Simon Cann-Evans with positive messages such as DFAT does not want to micro-manage, and that they trust suppliers to deliver programs. Board noted that contractors' experiences with DFAT Activity Managers does not support this vision, and that it would be interesting to survey DFAT Activity Managers. Wondered if DFAT's new contract management guide would cover these issues.

Actions: 1. Bernadette to pull together a summary report with recommendations on the 2-step collaborative process survey. 2. Therese to put survey results on agenda for next meeting with DFAT. 3. Request a copy of DFAT's contract management guide.

6. Next meeting with DFAT

Agreed that each Board member would cover particular agenda topics in our regular meetings with Aid Business Branch. Noted last meeting of the year will be held on 3 December. Also noted that this will be Susan Wilson's last meeting with ABB as she is commencing a posting in Port Moresby in January 2021.

7. Use of IDCC Website

Board had received a member request as follows: "I am wondering if you'd be able to ask the member organisations if anyone has had a positive experience using a recruiting agency to hire at any level of the organisation? We've had some not-so-positive experience with an agency missing the mark of what our industry is about. Would love if we could be pointed to an agency that has some experience in the industry, and the results may be of interest to the rest of members. If this is an acceptable use of the email list, we'd love if the request could remain anonymous."

Board agreed that the IDCC website, members-only section, would be an appropriate place for these types of requests. Therese will follow up.

Action: Therese to follow up this member request, and explore use of IDCC Members Only forum on the website for this purpose

8. Other business

- UQID has requested a meeting with IDCC while they are visiting Canberra on 3 December. Therese and Nicky to attend meeting, to be held in the Sustineo office.
- Next meeting would normally be 25 December. Agreed to move to a week earlier on Thursday, 17 December, 3.30pm.

Meeting closed at 2.35pm