

Attendance Emily Borrett Sally Osborne Meiyu Lu Whitney Chapman Yawen	Seensim Adamedes Kyle Southon Sandy Jeffery Cooke Rebecca Salter Robert West	Tina Tanguy Sally Osborne Donald McKee Jane Gardiner Colin Simmonds
Apologies		
Agenda Item		Actioned
Meeting Open	11.34am	
Minute Taker	Tina Tanguy	
Last Minutes – Read & Approved		
Managers Update (Jane)	<ul style="list-style-type: none"> • Not going ahead with TRAACS as it does not fit the needs of Clubhouse. Meeting with another company today to discuss options • Have been in touch with universities regarding the employment of a full time social worker at Clubhouse • View to commence Wellness Plans with members to summarise challenged/goals/preferred responses etc. This is part of funding requirements and also serves as a useful tool for members 	
Purpose of Review Meetings	<ul style="list-style-type: none"> • Post minutes on website/Facebook for all to see • If changes occur post Review Meeting – note these in the newsletter • Meeting to be held weekly but on rotating days to ensure access to all members 	
OzHarvest	<ul style="list-style-type: none"> • Still needing to contact around half of those ordering boxes to confirm their order • 40+ orders per week • Can be anxiety-inducing for members making up the boxes as many members are present and commenting etc. • View to specify a collection time for boxes and these to be taken one by one outside to avoid crowding and people swapping items/choosing boxes • Delivery numbers are high and not all are being paid for. Record to be kept of payments 	
Housing	<ul style="list-style-type: none"> • Prestige full; 2 in Waterford; 2 new tenants in Beutel; Canefields full; Bentinck full. • Taking on a new lease in Bethania in February. 3 members from Prestige moving there to foster further independence – this creates space at Prestige for those requiring transitional housing • Currently 1 bedroom and 1 emergency room available • Beutel has a new oven, clothes line and ceiling fans 	
Administration	<ul style="list-style-type: none"> • Daily bulletin and attendance data entry consistently undertaken by members. Members are also involved in organising social recs and associated promotion/flyers etc. 	

	<ul style="list-style-type: none"> • Newsletter distributed weekly. Program being used is Canva. Staff are working one on one with members for contributions. Some members are now contributing regularly • Staff to focus on encouraging new members to contribute to the newsletter 	
Employment and Education	<ul style="list-style-type: none"> • Weekly computer sessions continue • One on one assistance with resumes/employment search is ongoing • Study: as the study year begins, staff to contact members already studying and those embarking on study to offer support • Weekly study sessions to continue • Logan libraries and City Council courses are being researched by a volunteer and are available for members to peruse in hard copy • View to email our updates on Employment to community partners to highlight needs and spread the word about the role of Clubhouse in this area 	
Catering	<ul style="list-style-type: none"> • Good rhythm and routine in the catering unit • Strong, consistent member participation • \$80 float working effectively • Once lunch is decided on for the day, to be posted on Facebook • Idea of a menu book to be created for the kitchen to give members ideas if needed • Essentials for kitchen – bread, salad (lettuce/tomato), cheese, butter, milk 	
Fundraising	<ul style="list-style-type: none"> • Idea to organise raffles: Easter and Mother’s Day. Need a committee/ members to head this up 	
Social Recreation	<ul style="list-style-type: none"> • Monthly calendar called the Activities Calendar is produced which includes Social Recreation • Aim for 2 Saturdays and 4 afternoon/evenings per month • Dee and Tina researching a camp for winter 	
Other items	<ul style="list-style-type: none"> • Suggestion that members on the board report back to members after each Board meeting • Next meeting: 5/2/21 @ 11am 	
Items for Follow-Up		
Meeting Close	1:18pm	