



Meeting Agenda & Minutes

6:30 PM, Jul 26 2017 | Location: 8 Rocky Road, WANDI

Attendees

Committee Members (put a **x** for those present):

x	JM	x	AW	x	RM	x	AC	x	PD
x	TA								

Other Attendees:

Rick Wolters

*A quorum will be deemed complete if five committee members are present,
at least two of whom are executive committee members.*

Action Items From Previous Meeting

Action	Responsible Person
Web Committee to keep memberships list updated (exporting it from Website to Onedrive as a list)	Web Committee: AC, RM, MS, JM DONE – updated by AW
Hallowe'en Quiz Night –to contact WPA to ask about Hall Hire	JM - Locked in, Deposit finished
Find out how much the Beyond Blue donation was meant to be from past minutes	TA to find in past minutes. AW to set up the transfer, JM to approve. Approved by TA DONE
Hallowe'en sub-committee to meet to discuss pricing, details of event etc. To discuss taking online payment options – things like Stripe	JM, TA, AW main committee RM and AC to sit in. PD to act as P&C liaison DONE, we have so far only sold 21 tickets
Put at least one event on calendar so it shows on the homepage	AC (from the compiled events on our calendar). JM thinks AC has already put a few on there.
Update the charter for Facebook	JM (as HRG) - not done
Contact PF about budget for Exercise Equipment etc	JM - since the last communication, and the

	AGM, we were meant to be contacted by someone from CoK (CA said this would be done)
To look into syncing assorted calendars (OneDrive, FB, and Website)	JM, RM - RM looking into it
Organising Special Meeting for Constitutional Revision	JM - DONE
Circulating the updates to Constitution	JM - DONE
To organise Satterley Sales office for Special General Meeting for Wed 30 th August	JM - DONE
Account/Contact details to be given to AW for Beyond Blue transfer	JM - DONE

Agenda

(Please add your items below before 6:00 PM)

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Attendance & Apologies - Confirm minutes from previous meeting - Go through actions list carried over from previous meeting(s) 	(5)
2	President's Report <ul style="list-style-type: none"> - General update for the committee/setting direction for this meeting - Any new correspondence [nothing already covered in following agenda items] 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Current Finances (Balance, forecast) - Update on the transfers that were scheduled & have been completed 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Facebook matters: launching updated charter (?) - RM & AC: Website update - Sponsorship Team: any progress on designing 'sponsorship packages'? - Adding new member profiles to the website 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - HR: Financial Memberships Update - MS: Facebook Memberships Update 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Loss of Neighborhood Watch Officer - Introduction of Community Wellbeing Officer (IS) - Any security concerns. 	(10)
7	Community Projects	(10)

	<ul style="list-style-type: none"> - Dog Park: status update - Exercise Equipment: status update - Community Gardens [if applicable; matter was deferred until School opening] 	
8	Community & Committee Events <ul style="list-style-type: none"> - Main priority is finalising Hallowe'en Quiz plans. - Time permitting, perhaps preliminary discussion of Carols planning. 	(15)
9	Resources & Operations <ul style="list-style-type: none"> - Migration to Office 365 as an organise and efficient workspace; TA has been getting familiar with the different apps on there, happy to give an overview if others are interested. It would be especially useful for saving us time in going over carried-over actions and mean we can have shorter meetings. 	(5)
10	General Business/Matters Arising <ul style="list-style-type: none"> - Any other issues members want to raise 	(4)
11	Scheduling Next Meeting <ul style="list-style-type: none"> - Next meeting to be locked in. 	(1)
		(85)

Minutes

Opened At	6.45
1	Opening the Meeting <ul style="list-style-type: none"> - Attendance & Apologies - Minutes accepted by TA - Minutes seconded by JM
2	Rick Wolters – Exercise Equipment <ul style="list-style-type: none"> - Shared agreement with CoK for school - Communication problems with city – e.g. dog park (no communication to committee) - Feedback on events funding is positive - New community engagement role is starting soon - Looking at possible “station” based setup for exercise equipment - Several options available – chose better quality, 4 month lead time - Already ordered – 35k + 20k funding received - Can't place along pipeline due to engineering costs - Suggest 3-4 areas/stations - RM & JM to arrange working group
3	President's Report <ul style="list-style-type: none"> - Money and applications received for Harmony Day - Harmony Day meeting already held, roles assigned - Additional discussion of marketing – tasks assigned as per Action items - Call for feedback for dog park – shared to group & page - JM nominates TA for Vice President role – Motion Passed - New member (AH) nominated for secretary – to be confirmed

	<ul style="list-style-type: none"> - Meeting date changed to Tuesdays moving forward - Call for new members required - JM away week prior to Harmony Day
4	Treasurer's Report <ul style="list-style-type: none"> - Funding received from CoK <ul style="list-style-type: none"> – Update on the transfers that were scheduled & have been completed
5	Marketing & Media <ul style="list-style-type: none"> – Harmony Day marketing as priority – Call out via Facebook group for new committee members
6	Memberships: Financial & Facebook <ul style="list-style-type: none"> – TA put forward motion to create portfolio/role descriptions – accepted (pre AGM) – JM put forward motion to add HC as moderator/editor for FB and website - accepted
7	Community Security & Wellbeing <ul style="list-style-type: none"> - Loss of Neighborhood Watch Officer - Introduction of Community Wellbeing Officer (IS) <ul style="list-style-type: none"> – Any security concerns.
8	Community Projects <ul style="list-style-type: none"> – Presentation of artwork to primary school – Defibrillator project – JM to discuss mounting at school with MC
9	Community & Committee Events <ul style="list-style-type: none"> – Harmony Day 11th March
10	Resources & Operations <ul style="list-style-type: none"> – All members to download Office 365 task app
11	General Business/Matters Arising <ul style="list-style-type: none"> –
12	Scheduling Next Meeting <ul style="list-style-type: none"> – Tuesday 6th March
CLOSED	8.03

Action Items

Action	Responsible Person
Create working group for exercise equipment	JM, RM
Email Mailout for Harmony Day	RM
Sunshine FM advertisement	TA
What's On Kwinana	JM
Kwinana Facebook Page	AC
Harmony Day Website	JM
Banner	JM/RM
Harmony Day packs	JM/PD
Content Calendar	JM/AC
School Newsletters	PD
Drone Photographer	RM
Call for new members	TA
Download Microsoft Planner App (mobile)	All

Next Meeting Agenda Items

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