



Meeting Agenda & Minutes

6:30 PM, 17th July 2018 | Location: Satterley Sales Office, Honeywood Estate

Attendees

Committee Members (**X** for present, **A** for apology):

	JM		AW		PD		LJ	A	
	TA	A	RM		AC		HC		

Other Attendees:

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*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
Discuss with MC re: placement and installation of defibrillator/safe	PD
Chase up St John's for defibrillator safe	AW
Contact Harmony Day choir and find out where invoice for performance is at Harmony Day advertising invoice Acquittal forms for Harmony Day needs to be filled in, including Satterley one	JM RM PD/JM
Add secretary as signatory to HRG account	AW
Website update – still in progress	RM
Update on website re: Harmony Day	AC
Adding new member profiles to the website/deleting old profiles/updating existing	LJ/HC to send brief profiles to AC
Contact Bunnings to arrange another date; try for 2	RM

weeks before quiz night?	
Grill'd – need to pick up cheque (2 nd place)	JM/LJ
Environmental Awareness event: Review email from AJ for additional updates What else HRG may need to do additional	JM AC
'R U OK? Day' Movie Night needs review of potential costs of this with different movie licencing companies as well as technical set up Follow up with RC also, potentially good avenue for support for this	EM JM
Template for Halloween Quiz Night	TA
Follow up with CoK for 2018 Christmas Choir event funding	AW

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) [above] 	(5)
2	President's Report <ul style="list-style-type: none"> - General update - Any new correspondence [only new matters not already on agenda, not continued discussion about established events/projects which are covered below] 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Current Finances (Balance, forecast) 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Website update - 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - AW: Financial Memberships Update - JM: Facebook Charter Update 	(10)
6	Community Security & Wellbeing	(10)

	- Update from ??	
7	Community Projects -	(10)
8	Community & Committee Events - Fundraising event: Bunnings BBQ update - Animal Rights event: RSPCA Cupcake Day update - Community Wellness event: 'R U OK? Day' Movie Night update - Carols planning update	(20)
9	Resources & Operations - Meetings on the general group page for the sake of transparency/so that residents know they can attend if they are interested - update?	(5)
10	General Business/Matters Arising - Any other issues members/attendees want to raise	(4)
11	Scheduling Next Meeting - Next meeting to be locked in (scheduled for XX 2018)	(1)
		(90)

Minutes

Opened At	6.20pm
1	Opening the Meeting - Apologies from TA, LJ -
2	President's Report -
3	Treasurer's Report -
4	Marketing & Media -
5	Memberships: Financial & Facebook -

6	Community Security & Wellbeing -
7	Community Projects -
8	Community & Committee Events -
9	Resources & Operations -
10	General Business/Matters Arising -
11	Scheduling Next Meeting – Next meeting XX 2018
CLOSED	7.25pm

Action Items

Action	Responsible Person

Next Meeting Agenda Items

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