



Meeting Agenda & Minutes

6:30 PM, 21st August 2018 | Location: Jepsen Home, Honeywood Estate

Attendees

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

	JM		AW		PD		LJ		EM
	RM		HC		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
Exercise equipment locations - BLOG	JM
Commencement of organisation of Carols By Candlelight Choir funding from CoK follow up	EM/JM/AC/AW AW
Separate email address or Internet Connection emails	RM/HC
Add secretary as signatory to HRG account	AW
Tax return lodgement	AW
FAQs update <ul style="list-style-type: none">Pets and Environment – council requirementsSecurityLocal Amenities and ServicesLocal Government and WasteWater SupplyInternet ActionBuilding InformationPublic Transport and ParkingOther	LJ RM PD EM AW HC AC JM TA

Adding new member profiles to the website/deleting old profiles/updating existing – still outstanding	LJ/HC to send brief profiles to AC
Add rules to FB group LJ to be added as FB Admin	JM/LJ JM
Grill'd – need to pick up cheque (2 nd place)	JM/LJ
Chase up second defibrillator safe from St Johns	JM
Make contact with Mandurah police district	RM
Acquittal forms for Harmony Day CoK Chase up if acquittal forms required for Satterley	PD JM
Second Bunnings sausage sizzle date	RM
Grill'd cheque picked up?	JM/LJ
'R U OK? Day' Movie Night quotes – approval and funding update Follow up with RC Banner advertising on corner of Rowley Road	JM/EM
Halloween Quiz Night template	TA

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"> - - 	(10)

5	Memberships: Financial & Facebook –	(10)
6	Community Security & Wellbeing –	(10)
7	Community Projects –	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Fundraising event: Bunnings BBQ second date - RSPCA Cupcake Day update - Community Wellness event: 'R U OK? Day' Movie Night update - Carols planning update 	(20)
9	Resources & Operations –	(5)
10	General Business/Matters Arising <ul style="list-style-type: none"> - Any other issues members/attendees want to raise 	(4)
11	Scheduling Next Meeting <ul style="list-style-type: none"> – Next meeting to be locked in (scheduled for XX 2018) 	(1)
		(90)

Minutes

Opened At	6.40pm
1	Opening the Meeting –
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 21 st August 2018 6.30pm @
CLOSED	7.30pm

Action Items

Action	Responsible Person

Next Meeting Agenda Items

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