



Meeting Agenda & Minutes

7.15 PM, 8th May 2019 | Location: Minney Home, Honeywood Estate

Attendees

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

X	JM	X	AW	A	PD	X	LJ	X	EM
X	RM	X	TA	A	LM				

Other Attendees:

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
FAQs update still outstanding <ul style="list-style-type: none"> • Pets and Environment – council requirements • Security • Local Amenities and Services • Internet Action • Building Information • Public Transport and Parking • Other 	LJ RM PD RM JM – chat to MC LM TA
Leaders of Kwinana workshop Thursday 29 March	JM/LM
Kwinana environmental group tree planting date	TBA
Vandalised school defibrillator – new defibrillator pads Stolen defibrillator replacement	JM TBA
Lions Australia discussion	ALL
Rockingham Mazda sponsorship	RM

Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Apologies from LM, PD - Confirm minutes from AGM meeting Accepted: EM Seconded: AW - Go through actions list carried over from previous meeting(s) [above] 	(5)
2	President's Report <ul style="list-style-type: none"> - Defib discussion – see Community Security & Wellbeing below - Follow up Leaders of Kwinana workshop Thursday 29 March: No one ended up going to this event. - Kwinana environmental group – Lyon Rd Reserve, Honeywood, 16th June locked in. Need to promote <u>Action: TA</u> 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - \$500 left in kitty after Harmony Day - Only insurance to come out monthly \$81 - Refund from ATO for \$42 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Set up TA in Content Studio (platform for managing social media content) <u>Action: RM</u> - Submit write up for the Harmony Day website <u>Action: TA/JM</u> 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Thinking of using subscription service in lead up to financial year for any new and existing members to win prizes randomly (2019/2020 financial year). Needs to be transparent and all terms and conditions highlighted <u>Action: JM</u> - Automated (recurring) yearly membership subscriptions via Stripe or similar <u>Action: RM</u> 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Vandalised school defibrillator – need to contact St Johns, also need to arrange an inspection and a new safe <u>Action: TA</u> - Stolen defibrillator – spoken briefly to City of Kwinana to see if they assist in replacing this one, including safe. Also need to follow up with police. <u>Action: TA</u> 	(10)
7	Community Projects <ul style="list-style-type: none"> - Lions Australia – SB delivered a brochure/information kit regarding Lions Australia. To be discussed further at next meeting. Committee agreed no action to be taken. 	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Harmony Day round up and acquittal – needs to be disbursed to CoK by Friday 10/05/2019. Needs to include invoices and a summary of how it went. <u>Action: KM/AW/EM</u> - Harmony Day debrief – everyone to contribute to a communal document <u>Action:</u> 	(20)

	<p><u>ALL Coordinator: TA</u></p> <ul style="list-style-type: none"> - R U OK quiz night – major fundraiser. Book Wandri Progress Hall or HPS. Tentative date: Saturday 14/09/2019. Commence planning in June at next meeting. - Outdoor movie night for Halloween. Tentative date: Saturday 02/11/2019. Commence planning in August. - Carols By Candlelight. Tentative date: 14/12/2019. Commence planning in August with call out for performers. - Sponsorship proposal for Rockingham Mazda in progress – request for \$2-\$3K <u>Action: RM</u> - We will be looking for approx. 2 major sponsors and 4 minor sponsors 	
9	<p>Resources & Operations</p> <p>-</p>	(5)
10	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Office365 project planning software for task allocations and processes <u>Action: TA</u> - Can view via Project and/or individual allocated tasks - Trial for next event <u>Action: ALL</u> - Succession planning for committee particularly President role - Need to progress with injecting new members etc. <u>Action: TA</u> 	(4)
11	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Next meeting to be locked in (scheduled for 24/06/2019 TBC) 	(1)
CLOSED	8.00pm	
		(90)