



Meeting Agenda & Minutes

7.00 PM, Tuesday 15th June 2021 | Location: EM Residence

Attendees

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

X	RM (P)	X	JM (S)		LUK (T)		(VP)		LJ		TAM
A	AG		KH	A	EM		TA		PdP		

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

(Status should be **Done**, **NC** if not completed or **Blocked** if unable to be completed)

Action Item	Responsible Person(s)	Status
Communication to be sent to all financial members with update	RM	TBC
Create Content Calendar	JM & KH	NC
Complete SmartyGrants Application to fund safe/pad replacement (if applicable)	EM	Done
Create forms on website for EOI for volunteers & participants for exercise events	JM, TAM	NC
Follow up with P&C to get a calendar of planned events	AG	Done
Add MC to website	JM	Done
Follow up re: Covid Grant from CoK	RM	Done
JM to lock in website training via Zoom	JM	NC
Install defib Sat 1 st	RM & MC	Done
Calendar of events for WPA	MC	Done
Connect TAM to CCK	AG	NC
Follow up with CoK about location for Community Garden	JM	Done
AG to connect with Vns	AG	TBC
MC to connect with TJ regarding accessibility	MC	NC

Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	<p>Opening the Meeting (RM)</p> <ul style="list-style-type: none"> - Apologies from EM, AG, TAM - Confirm minutes from previous meeting Accepted: LK Seconded: MC - Go through actions list carried over from previous meeting(s) [above] 	(15)
2	<p>President's Report (RM)</p> <ul style="list-style-type: none"> - Positions vacant: None - President's update: Facebook group status – draft letter of demand for review from Quest Legal. Satterley change in contact Consensus that 50% of mediation costs will be covered by the HRG 	(10)
3	<p>Treasurer's Report (LUK)</p> <ul style="list-style-type: none"> - Bank Balance: \$3410 - Petty Cash: \$250 - Number of Financial Members: 49 	(5)
4	<p>Marketing & Media (KH)</p> <ul style="list-style-type: none"> - KH back on board! Calendar still a WIP - Website Training – rescheduled to 23 June @ 6:30pm 	(20)
5	<p>Community Projects, Security & Wellbeing (TAM)</p> <ul style="list-style-type: none"> - Defibrillator Update Defibrillator re-installed at school. Needs to be re-registered with St John. - Exercise Sessions JM & TAM to write post and create Expression of Interest form. - Proposed 'Healthy Community' Stall 	(10)
6	<p>Community & Committee Events (EMc)</p> <ul style="list-style-type: none"> - Upcoming Events Waiting on other community calendars to avoid conflicts of interest. EM to follow up with event grants for Carols – need to check on Pavilion status first. PdP, JM, MC, LK, AG Proposed date is Saturday 11th Dec 	(10)

	<ul style="list-style-type: none"> - Quiz night – mid year? Need to confirm if it will not conflict with school & create event committee. Set date? Proposed date is 6th November Committee EOI – LJ, KH, LK, MC 	
7	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Signage Update (JM) Satterley on board & grant approved. RM & JM to meet with CoK planning next week - Water Corp Update (RM) Community Garden feasibility still waiting on CoK to revert Backup – Carols by Candlelight - Satterley to withdraw financial support (RM) Confirm that support will be requested for carols? Alternative Community Garden EM to submit grant to Satterley for Carols - Bunnings BBQ locked in for Mon 27th Sept PH (RM) RM to coordinate (for now) - Long term storage at Pavilion J still working on this, will provide another update in the next few weeks. Suggestion to speak to CoK re: management of Pavilion 	(5)
8	<p>General Business/Matters Arising</p> <p>CoK cat laws – community consultation finished. Cats will need to be contained at night. No more than 2 cats/household. Strict on registration etc. May need to do some public education around new laws.</p>	(5)
9	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Date: 21st July - Time: 7pm - Location: MC Residence 	(1)
CLOSED	8:30pm	
		(0)

Action Items from this Meeting

Action Item	Responsible Person(s)	Status
Create Content Calendar	JM & KH	
Create forms on website for EOI for volunteers & participants for exercise events	JM, TAM	
JM to lock in website training via Zoom	JM	
Connect TAM to CCK	AG	
MC to connect with TJ regarding accessibility	MC	
Follow up with CoK regarding Pavilion timeline/carols	EM	
Submit Carols application for event grant (pending prev.)	EM	
RM to migrate to SharePoint	RM	
Pets login for LJ	RM	
Send quote for defib + safe to M	RM	
Register defib with St John	RM + JM	
Check Volunteer & PL Insurance re: exercise	LK	
Speak to Csy about RUOK Day concept	JM	
Apply for grant from Satterley for Carols	EM	
Connect EM with RM	RM	