



Meeting Agenda & Minutes

7.00 PM, Tuesday 27th April 2021 | Location: EM Residence

Attendees

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

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

Other Attendees:

MC (Nomination)

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
Update FB page to promote new website	JM	Done
Reach out to local businesses to promote/provide offers for members	RM	Hold
Set up promo - \$1 for first year if choose recurring payment	RM	Hold
Create content calendar in Content Studio	RM/JM/KH	Remove
Get quote for T-shirts for volunteers	RM	Done
Organise Bunnings fundraisers for 2021	RM	Done
Arrange informal meeting with Iris, RM, TAM & AG. Suggested location Dome at Kwinana Library. Jenny from CoK offered to attend as a neutral third party if required.	RM	TBC
Communication to be sent to all financial members with update	RM	TBC
RM, KH & JM – to meet Friday 9th 6:30pm (all welcome)	JM	NC
All members to share content from page to group (until page able to share again)	All	Done
Purchase replacement safe & pads	RM, JM, LUK	Done
Follow up with CoK to check if we can use grant to fund purchase of replacement safe/pads	RM	Done
Complete SmartyGrants Application to fund safe/pad replacement (if applicable)	EM	NC
Create forms on website for EOI for volunteers & participants for exercise events	JM, TAM	TBC
Create a poll to find a suitable time for training (to be conducted via Zoom)	JM	NC
Share Profile Form link in group	JM	Done
Complete profile form	LJ, TAM, AG, KH, PdP,TA,EM	Done
Create distribution list for grants and update SmartyGrants account (or create new one as required) using grants@honeywood.org.au (to send to Treasurer, President + Events with others added as needed)	RM	Done
Complete grant application(s) for Tree Planting event & liaise with Angela to facilitate	EM	TBC

Follow up with P&C to get a calendar of planned events	AG	NC
Create EOI form for volunteers for tree-planting	JM	Hold

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 KH - Confirm minutes from previous meeting Accepted: EM Seconded: AG - 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: Vice President - Nomination(s) received: MC Nomination accepted unanimously - President's update: Facebook group status - Iris declined offer (as per her request) to meet with representatives from HRG. No response was received. Jny from CoK offered to extend olive branch. Irs indicated she was not interested in meeting with representatives with or without Jny. Iris responded demanding a 'valuation' of FB group. Jn(legal rep) called Irs, she reiterated her position and requested a meeting with only RM & Juan. Further discussion on potential options and ways forward. 	(10)
3	<p>Treasurer's Report (LUK)</p> <ul style="list-style-type: none"> - Bank Balance: \$2361 - Petty Cash: \$250 - Number of Financial Members: 44 	(5)
4	<p>Marketing & Media (KH)</p> <ul style="list-style-type: none"> - Social Media Manager is an apology. Calendar still a WIP - Website Training – to be scheduled for after JM dental surgery - 	(20)
5	<p>Community Projects, Security & Wellbeing (TAM)</p> <ul style="list-style-type: none"> - Defibrillator Update Grant Application for Defib Safe to be completed. - Exercise Sessions TAM hasn't been able to recruit anyone yet. JM & TAM to write post and create Expression of Interest form. 	(10)
6	<p>Community & Committee Events (EMc)</p> <ul style="list-style-type: none"> - Upcoming Events 	(10)

	<p>None currently planned. Waiting on other community calendars to avoid conflicts of interest. Emma to follow up with event grants for Carols.</p> <ul style="list-style-type: none"> - Exercise Groups TAM still trying to connect with other PTs or trainers. Suggested contacting uni prac students. - Quiz night – mid year? Need to confirm if it will conflict with school & create event committee. 	
7	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Signage Update (JM) CoK supportive of sign concept but issues with planning. MC to assist with communication. - Water Corp Update (RM) Community Garden top preference but need to discuss with CoK Backup – Carols by Candlelight - Volunteer Grant EOI (RM) MK asked for Expressions of Interest for groups seeking grants. EOI has been submitted with a variety of possible things to spend it on including: Signage T Shirts First Aid Kit Tablet Marquee Letter Drop Marketing Ad Spend - Satterley to withdraw financial support (RM) Will request Carols support 	(5)
8	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Off road wheelchairs proposed to CoK. 	(5)
9	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Date: 10th June - Time: 7pm - Location: EM Residence 	(1)
CLOSED	8:50pm	
		(0)

Action Items from this Meeting

Action Item	Responsible Person(s)	Status
Add MC to website	JM	
Follow up re: Covid Grant from CoK	RM	
JM to send invite for 13 th May for website training	JM	
Install defib Sat 1 st	RM & MC	
Calendar of events for WPA	MC	
Connect TAM to CCK	AG	
Follow up with CoK about location for Community Garden	JM	
AG to connect with Vanessa	AG	
MC to connect with TJ regarding accessibility	MC	