



BrisLETS Community Exchange Inc

Minutes

Meeting Title	Management Committee		
Date	27 th July 2020		
Time	10am		
Place	Zoom virtual meeting		
Chairperson	Jessie Scott	Minutes	Jessie Scott
Present	Sally Peters, Ishka McNulty, Kelly Watts Jessie Scott		
Apologies	Nil		

Item	Discussion/Action	Who
Previous Minutes	Minutes moved by Jessie, seconded by Sally, carried	
Business Arising	<ul style="list-style-type: none"> - Paypal - discovered it's John Tennock's account not Brislets. Deleted off brochure, website and CES. Paypal Plugin deleted off Brislets.com. - Updated secretary email address needs to be included in OFT annual return - Jean Werk has updated the host platform - Updated brochure, 2019 AGM minutes, man committee minutes, and newsletters have been uploaded to CES - links still to be fixed. - First photo on brislets.com fixed, - Sally rang new members - 2 were going to NSW, 2 uncontactable, 2 ok. - FB page - Jessie needs to talk to Michael Cahill to see if will still be FB admin. <p>Thank you Ishka for doing a very good job explaining Moved by Ishka, Seconded by Jessie. Carried.</p>	<p>Sally</p> <p>Jessie</p> <p>Jessie</p>
Correspondence In	<ul style="list-style-type: none"> - Jean Werk - Hosting invoice - CES - Yearly Donation request <p>Moved by Sally, Seconded by Jessie. Carried.</p>	
Correspondence out	Moved by _____, Seconded by _____. Carried.	
Treasurer's report	Not available	Kelly

<p>Membership Secretary's Report</p>	<p>Members who have joined since last meeting to be approved</p> <p>Helen Kinniburgh BLCE1017 23/5/20 Annerley</p> <p>Josie Hart BLCE1019 13/5/20 Sunnybank Hills</p> <p>Alexia Scott BLCE1031 15/6/20 Caboolture</p> <p>Myrna Midland BLCE1024 4/7/20 Paddington</p> <p>Ginette Flamia BLCE1030 9/7/20 Auchenflower</p> <p>Shez Wright – BLCE1051 18/7/20 – Everton Park (free membership)</p> <p>BLCE1011 Brian - no contact details - neighbours say not there.</p> <p>Thank you so much Ishka for the checklist on the membership secretary position.</p> <p>Moved by Ishka, seconded by Jessie, carried.</p>	
<p>Website Admin report</p>	<ul style="list-style-type: none"> - All the plugins have been updated - Wordpress has been updated - The hosting has been increased to 5GB so that we have space for emails, photos, blogging etc. - The spam on officials email has been fixed - Sitemap of Brislets.com created - Brislets.com <ul style="list-style-type: none"> - have taken items that are personal off the public space - Removed the tags out of date - Updated the info - Jeni's email as site creator removed - Paypal details removed from brislets, CES and brochure(brochure updated) - Paypal plug in being removed - Holger will be available for support but not taking on the role - is doing a how-to video to support new people. - Restricted members area hasn't been created yet - Blogs haven't been set up yet. <p>Moved by Jessie, seconded by Kelly, carried.</p>	<p>New admin</p>
<p>Ces Admin Report</p>	<ul style="list-style-type: none"> - CES admin needs \$ to stay open - need to make sure that is regularly paid - Kathryn helped Jessie find an alternative way to send out newsletters - very big thank you. - 2019-2020 newsletters, minutes and AGM minutes have been uploaded to CES 	

	<p>- Kylie Willison from Adelaide LETS backed up the files on the CES to Brislets dropbox because it's hard to find the files to use in the links - discovered it's ok to rename them starting with the year, before uploading, to make it easier to find the files to link on the front page.</p> <p>Kylie created how to instructions to created the links - Jessie to complete the links on front page.</p> <p>Moved by Ishka, seconded by Sally, carried.</p>	Jessie
Newsletter	<p>Due 2nd August 2020</p> <p>AGM</p> <p>Moved by Jessie, seconded by Kelly, carried.</p>	Jessie
Next Trading Day	<p>AGM 16th August 2020 at Albion Peace Hall and to be done virtually. Advertise on FB groups and newsletter etc.</p> <p>Moved by Ishka, seconded by Jessie, Carried</p>	Kelly
New Business	<p>AGM</p> <p>Checklists - Membership Secretary, Secretary, Treasurer, Web admin, Brislets.com, Ces</p> <p>Trading Day Coordinator - trading days, hall access, tea, coffee, brochures etc</p> <p>Events Coordinator - making contact with trader and helping them get trading.</p> <p>Being held at the Albion Peace Hall with zoom for those not able to physically attend</p> <p>Advertised in July Newsletter, on website and on FB</p> <p>Need photos to be taken</p> <p>Music, Chair for meeting, to be arranged.</p> <p>Nominations - <u>Management Committee</u></p> <p>Membership secretary - Ginette Flamia</p> <p>President – Sally Peters</p> <p>Secretary –Jessie Scott</p> <p>Treasurer – Kelly watts</p> <p>Committee member – Michelle Wilke</p> <p><u>Management Committee Support</u></p> <p>Web admin</p> <p>Trading Day Coordinator - Kelly Watts</p> <p>Events Co-ordinator - Michelle Wilke</p> <p>Promotions -</p>	<p>Jessie</p> <p>Jessie</p> <p>Sally, Jessie</p>

	<p>Need to be happy joyful experience, music, hand sanifiser, signage for Covid 19, no tea/coffee</p> <p>Covid 19 signage.</p> <p>People bring own food/drink/plates/cups - no sharing,</p> <p>Ask Susan if can Brislets can buy sanitiser - entrance, toilets</p> <p>Need to flood page book pages, groups with AGM messages.</p> <p>Michelle was going to ring the Local Area Co-ordinators to up date their positions - if still there, still want to continue, how they can contribute etc.</p> <p>- Committee needs to contact regular members to get an idea of numbers.</p> <p>Sally - Simon, Andrew, Anne</p> <p>Kelly - Judith, Elizabeth</p> <p>Jessie - Michael & Isabelle, Kris Brittain, Amanda Kelly, Adrian to chair AGM, Fred</p> <p>Moved by Kelly, seconded by Sally, carried.</p>	<p>Kelly</p> <p>Jessie</p> <p>Kelly/Jessie</p> <p>Michelle</p> <p>Sally</p> <p>Kelly</p> <p>Jessie</p>
	<p>To develop code of conduct policy for BrisLETS - acceptable behaviour for blogs, FB groups and page.</p> <p>Moved by Sally Seconded by Jessie, carried.</p>	Jessie
	<p>Roles of positions: Roles to be clarified - need to talk about who is doing what.</p> <p>- Sally to contact Michelle about Kelly opening Trading Day</p>	Sally
	<p>FB Brislets forum - Ishka doesn't know how to add Kelly to admin - to help close group.</p> <p>Kelly has list of members to work out who to invite to Brislets members forum.</p>	Ishka
	<p>Sally has box from Ishka to go into the Brislets cupboard at the Peace hall.</p>	Sally
Meeting Closed	12.06pm.	
Next meeting	10 th August 2020 10.30am via Zoom.	