



Minutes

Meeting Title	Management Committee		
Date	30 th April 2020		
Time	11am		
Place	Facebook Messenger virtual meeting		
Chairperson	Jessie Scott	Minutes	Sally Peters
Present	Sally Peters, Ishka McNulty, Kelly Watts Jessie Scott		
Apologies	Nil		

Item	Discussion/Action	Who
Previous Minutes	Minutes moved by Sally, seconded by Kelly, carried	
Business Arising	<p>Sarah will not be on the management team as Promotional Officer. Confirmed Peace Hall hire 1pm to 4pm.</p> <p>Moved by Jessie, seconded by Ishka, carried.</p> <p>Confirmation of Incorporated Organisation name change. Paperwork in secretary folder.</p>	
Correspondence In	<p>Simon finalising signatory change on bank accounts.</p> <p>10th March Office of Fair Trading asks for balance sheet. Kelly sending through.</p> <p>Signatures by Jessie and Kelly.</p>	Kelly
Correspondence out	Nil	
Treasurer's report	<p>Total Income \$679.72 Total Expenditure \$ 399.56</p> <p>Profit \$280.16.</p> <p>Bank Balance \$2608.35</p> <p>Sundries Acc \$412.64</p> <p>PAYPAL 00.00</p> <p>Moved by Kelly, seconded by Ishka, carried.</p>	
Membership Secretary's Report	<p>Members who have joined since last meeting to be approved</p> <p>Brian France BCLE 1011</p> <p>Michelle Wilke BCLE 0290</p>	

		<p>Emma Sidney BCLE0387</p> <p>Ebony Makakiwa BCLE 0397</p> <p>Bill Llnsket BCLE 0397</p> <p>Patrick Bishop BCLE 0836</p> <p>Rachel Greenfield BCLE 0838</p> <p>Tony Smith BCLE 1004</p> <p>Moved by Ishka, seconded by Jessie, carried.</p>	
Website Admin report		<p>All Logo work is on the USB received by Jessie from Rachael Kelly from Kuranda - includes the banner etc.</p> <p>Jean Werk, who hosts the BrisLets website, moved it to another platform, free of charge. Holger (webmaster) on compassionate leave until further notice due to family reasons.</p> <p>Moved by Jessie, seconded by Ishka, carried.</p>	
Ces Report	Admin	<p>Updated brochure, Minutes, Treasurers report & newsletters to be uploaded to CES. Jessie will handle this with Kathryn from CES.</p> <p>Moved by Ishka, seconded by Sally, carried.</p>	Jessie
Newsletter		<p>Due 2nd May. Content Covid 19 Free Membership joining fee offer for 3 months May, June, July 2020, members sharing success stories from lockdown period - ask Anne Tennock.</p> <p>Moved by Jessie, seconded by Kelly, carried.</p>	Jessie
Next Day	Trading	<p>19th May, to be done virtually. Platform TBA by Kelly.</p> <p>Advertise on FB groups and newsletter etc.</p> <p>Moved by Ishka, seconded by Jessie</p>	Kelly
New Business		<p>Update and change first photo on website. Check search engine to update BrisLets (currently coming up as briskets?) Jessie will contact Roy Hanfling to help with website changes.</p> <p>Sally to "buddy" up with new members to assist trading.</p> <p>Brislets Forum Facebook group to be changed to a page by Kelly, as per Michael Cahill's suggestion to promote BrisLETS and attract more engagement from other active community groups.. Suggested Michael be an admin, and to follow up his offer to do 1 article per month on the page.</p> <p>Brislets members forum and Brislets Trading Offers and Wants FB groups to remain as is.</p> <p>Moved by Jessie, seconded by Sally, carried.</p>	<p>Jessie</p> <p>Sally</p> <p>Kelly</p> <p>Jessie</p>
Meeting Closed		12.32pm.	
Next meeting		August 2020 AGM – Date tba	