



BrisLETS Community Exchange Inc  
Minutes of Management Meeting  
Held on 25 August 2019 at the Bogi Fair, 102 McDonald Rd Windsor.

1. Meeting opened 12.50pm
  2. Welcome - Had met each other at the stall
  3. Present - Jessie Scott, Sally Peters, Kelly Watts
  4. Apologies - Ishka McNaulty
  5. Minutes of the previous meeting - previous committee and not available as this meeting was not planned..
  6. Business arising from the previous minutes: Nil
  7. Correspondence in:
    - a) Application for BOGI Fair stall 25/8/19
    - b) Annual Return from Dept of Fair Trading
  8. Correspondence Out:
    - a) Application for BOGI Fair Stall number 51 and payment for the stall of \$40 processed by previous Treasurer John, due to bank signatories not being changed over yet.
  9. Business arising from the Correspondence:
    - a) Request from BOGI Fair organisers for raffle items to value of approx \$50 - advertising and promotion:
      - i. Membership from Alison Bird Memory Sponsorship \$20, 1 cake of soap purchased from Suzanne Gallagher valued \$12, and 1 heat pack purchased from Jessica McDonald \$10 to be purchased in units from the BLCE0000 account, being that these items were on the stall and only what was available.  
Motion moved by Kelly, seconded by Ishka McNaulty previously by phone, and carried.
- Motion that the correspondence be accepted moved by Sally, seconded by Jessie, and carried.
10. Treasurers Report
    - a) Kelly reported that the report will be presented, once handover is complete.
  11. Units Report
    - a) Unable to access the CES site yet to obtain the report.
  12. Membership Secretary's Report
    - a) Will be updated when we access the site.
  13. General Business
    - a) There are 2 Facebook pages - BrisLETS forum, which is a public page, and Offers and Wants page for members trading.  
Motion by Kelly Watts to create the BrisLETS Member Forum FaceBook page that is private, for members to discuss issues. Only members would be invited to join. Seconded by Jessie, and carried.
    - b) Post AGM business
      - i. Need to get copy of the AGM minutes for the bank to change signatories - to add Jessie Scott, Sally Peters, and Kelly Watts and delete Simon Cole, Jeni Lewington and John Tennock.
      - ii. To fill out Annual Return and pay the fee.

- iii. To change the bank address to C/- Kelly Watts address of P.O.Box 851, Samford, QLD 452 moved by Kelly, seconded by Sally and carried.
- c) Create checklists for different processes so anyone can carry out the function required.
  - i. Bogi Fair - including having a cash float.
  - ii. Opening and closing the trading days at the Peace Hall
  - iii. Northey Street stall
  - iv. Steps for promotions and printing etc.
- 14. Next meeting: to be decided
- 15. Meeting Closed: Meeting closed 1.05pm.

This is a true and correct record of the minutes of Sunday 25/8/19.