



Executive and General Meeting

Monday, 13th March, 2006

Queanbeyan Council Chambers

1 Opening

The meeting was opened at 5.30 pm with Lynton Bond (President) in the Chair. A warm welcome was extended to all present.

2 Attendance / Apologies

In attendance were Lynton Bond, Sandra Lloyd, Maryke Booth, John Bruggeman, Charles McDonald, Tom Baker, Bruce Taloni and Heather Colman.
Apologies were received from Claudia Nye.

3 Minutes of Last Meeting

Motion: M Booth / S Lloyd

“That minutes be accepted”

Carried

4 Business Arising

- (a) The Committee has agreed that Sandra Lloyd and Bruce Taloni be set up as additional signatories for the cheque account, etc.
- (b) 5,400 brochures printed by CCP.

5 Correspondence list - 9th Dec '05 to 16th Feb '06, Coordinator.

78 in, 8 out.

See Heather's current list (sent out by email).

6 Accounts (Maryke Booth)

- (a) Still earning good interest on monies deposited with bank.
- (b) Transaction lists presented.
- (c) Discussion about Heather's spending on unbudgeted items without permission from the committee. Major items always require committee approval first. Limits with guidelines.

Motion : C McDonald / Maryke Booth

“To approve a petty cash level of \$200.00 with discretionary spending up to \$50.00 for any single item. (Must get petty cash receipts going. May need review as things change. Anything that requires approval can be approved by three committee members via email).

This applies to all non budget expenses for the MCG.”

Carried

7 President's Reports (Lynton Bond)

- (a) See Lynton's "New and outstanding work" report emailed out previous.
- (b) M-CHiP data entry from email, validation, and publication to web page is complete and now requires testing.

- (c) Display posters. 2 sets of 5 posters, \$1,100.00. Not happy with the present job. This business needs to do a better job than it has for the money, or we'll have to go elsewhere. How do we fund this project, out of general expenses or with a grant?
- (d) Membership letter about to be sent out to groups.
- (e) Risk Assessment Management. Suggested Heather undertake CVA's "In Safe Hands" course in order to advise Groups of risk assessment and management issues.
- (f) Do we subsidise groups and individuals to be trained in ChemCert, Chainsaw Operations etc. Discussion on courses, workshops, part sponsoring of applicants etc. Membership letter will include a statement to the effect that MCG will consider requests for subsidies for relevant training and workshops,

At this point (6.45 pm) Lynton asked for permission to leave and handed the chair over to Tom Baker.

8 MCG Inc Coordinator (Heather Colman)

- (a) See "Co-coordinators report February to March '06".
- (b) Heather's workload (office duties) is huge.
- (c) Priority list is required.

At this point (7.05 pm) Maryke Booth and Tom Baker asked for permission to leave and Tom handed the chair over to Bruce Taloni.

With the departure of Vice President Tom Baker, it was noted the meeting was no longer quorate. It was agreed by those present to go into committee to consider matters of importance and any action necessary to be endorsed by the next Committee of Management or referred to C of M members by email.

Matters discussed and recommendations included:

- (a) Tentative bookings for guest speakers for future meetings e.g. Adam Muyt from CMA, etc. Every meeting has a general meeting following it, some with guest speakers.
- (b) Media promotion for meetings featuring a guest speaker.
- (c) New business card for Heather.
- (d) Heather is to do a course at Photo Access to learn about using the new digital camera. John put his name down to do the course to if possible.

9 'Other business' was held over until the next meeting.

10 Next Meeting, Monday, 10th April, 2006, at 5.30pm, QCC Chambers.

11 Closure

The meeting was closed at 8.00 pm.

.....
(Chairman)

.....
(Date)