

Meeting minutes

Community Classrooms Collaborative executive committee meeting

6 May 2014

Meeting called to order at 8:22 PM AEST by assistant treasurer Pascale Richy

Executive committee members present

Samantha Willcocks, *President*

Suz Drovandi, *Treasurer*

Pascale Richy, *Assistant Treasurer*

Rachele Wilson, *Secretary*

Executive committee members not present

(none)

Agenda items:

1. General Business
 - 1.1. Magazine article status update
 - 1.2. Systems and budget for Rafiki Penpals program
 - 1.3. New projects
2. Finance
 - 2.1. Opening a new bank account
 - 2.2. Obtaining DGR status for donations and becoming a registered charity
 - 2.3. Micro-loan status update
 - 2.4. Website status update

Approval of minutes

Motion: To approve minutes for 11 March 2014

Vote: Motion carried

Resolved: Minutes from the meeting on 11 March 2014 approved without modification

General business

Motion: Samantha Willcocks informed the committee of an upcoming article about Community Classrooms in the e-magazine Upbeat Downstream. Permission from the editor may be required before republishing the article content in other outlets. Samantha has been invited to be a regular contributor to the e-magazine on the topic of community.

Vote: n/a

Resolved: n/a

Motion: Samantha Willcocks motioned that the following actions are required for the Rafiki Penpals program:

- a spreadsheet of program details is to be sent from the program coordinator to the treasurer for inclusion in a database;
- paying families are to be reminded to keep receipts;
- reply letters are to be posted together in a package;
- a non-monetary gift (e.g. seeds) and approximately \$100 for paper and stationery are required the 'handing out ceremony' and for recipients to reply; and
- images and or video are to be taken during the ceremony for uploading to the website.

Vote: 4 for, 0 opposed

Resolved: Motion carried

Motion: Samantha Willcocks made a motion to pilot a project involving a tree nursery or seedling business for the community to generate income and resources for revegetation or horticulture.

Vote: 4 for, 0 opposed

Resolved: Motion carried

Finance

Motion: Pascale Richy made a motion to open a bank account for the organisation with the following arrangements:

- the account has three signatories including Pascale Richy, Suz Drovandi and Rachele Wilson. A fourth signatory, Samantha Willcocks, is to be added at a later date;
- only one signatory is required for transactions under \$500.00, and two signatories for transactions above \$500; and
- all signatories have access to Internet Banking facilities for the account, including Pascale Richy, Suz Drovandi and Rachele Wilson, with Samantha Willcocks included at a later date.

Vote: 4 for, 0 opposed

Resolved: Motion carried

Motion: Pascale Richy made a motion to proceed with applying for Deductible Gift Recipient (DGR) status with the Australian Tax Office in the new year, as the cut-off date for applications has passed. More information is to be presented about this process and becoming a registered charity at the next committee meeting.

Vote: 4 for, 0 opposed

Resolved: Motion carried

Motion: Pascale Richy informed the committee that repayments for the micro-loan are to begin. The treasurer and assistant treasurer will check the paper work requirements to begin this.

Vote: n/a

Resolved: n/a

Motion: Rachele Wilson motioned to be reimbursed \$30.00 for the fee required to upgrade the free version of the website template used for community-classrooms.org

Vote: 4 for, 0 opposed

Resolved: Motion carried

Meeting adjourned by Samantha Willcocks at 9:04 PM AEST
