

Meeting minutes

Executive committee meeting of Community Classrooms Collaborative

Meeting called to order at 8:22 PM AEST, 17 June 2014

Present

Samantha Willcocks, *President*

Suz Drovandi, *Treasurer*

Pascale Richy, *Assistant Treasurer*

Rachele Wilson, *Secretary*

Apologies

(none)

Agenda

- | | |
|-----------------------------|---------------------------|
| 1. Approval of minutes | 3. Finance |
| 2. General Business | 3.1. New bank account |
| 2.1. Volunteer positions | 3.2. ABN registration |
| 2.2. Memberships | 3.3. Micro-loan status |
| 2.3. Rafiki Penpals program | 4. Next committee meeting |
| 2.5. Notebooks for donation | |
| 2.6. Website status | |

1. Approval of minutes

Motion: To approve the minutes for the meeting of 11 March 2014

Vote: Motion carried

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

2. General business

2.1 Volunteer positions

Discussion: Some positions still have not been filled and new positions or portfolios for existing positions are required (Volunteer Coordinator, Grants Proposal Officer). More information about positions is required for potential applicants. Applicants should consider the amount of time they can give to carry out their responsibilities.

Motion: Office bearers to write a summary of their roles and responsibilities for use in position descriptions.

Vote: 4 for, 0 opposed

Resolved: Carried

Motion: Position descriptions to include estimated hours per week required to perform role.

Vote: 1 for, 3 opposed

Resolved: Not carried

2.2 Memberships

Discussion: A record keeping system for memberships is required.

Motion: Treasurer to keep a record of members and membership dues. Annual membership fees are: \$10 per member, due each February 1; \$5 for new members, joining after February, due each September 1. Membership forms are to be sent to people who have paid the joining fee.

Vote: 4 for, 0 opposed

Resolved: Carried

2.3 Rafiki Penpals program

Discussion: Letters are now photocopied and deadlines for posting are to be decided on. Program budget will be better understood after the second round of letters are sent to Kenya. Program contributions using direct debit and credit cards are to be looked in to.

Motion: Treasurer to send financial details of program contributions as needed to the Program Coordinator. New enrolment forms are to have pre-printed account numbers and an office use only section for record keeping.

Vote: 4 for, 0 opposed

Resolved: Carried

2.5 Notebooks for donation

Discussion: Donated notebooks/laptops need to be collected. Treasurer and President to communicate re logistics.

2.6 Website status

Discussion: Website structure is complete but some content still needs to be created. Committee members to write biographies for the 'about me' page: a few words about your passion for CCC, your skills or discipline, and something non-work related e.g. interests/hobbies; a recent picture; your name and position. Email above to the Secretary.

3. Finance

3.1 New bank account

Discussion: New business bank account has been opened, details and internet banking requirements are to be confirmed. Some exemptions on bank fees can apply once CCC is officially registered as a charity/not-for-profit with ATO.

Motion: Treasurer and Assistant Treasurer to give new details to Secretary and Rafiki Penpals Program Coordinator so donors can be informed.

Vote: 4 for, 0 opposed

Resolved: Carried

3.2 ABN registration

Discussion: Currently registered as an unincorporated entity. This is appropriate for organisations intending to register as a charity or non-profit and obtain deductible gift recipient (DGR) status. Cut-off dates for non-profit and DGR status applications have passed.

Motion: Secretary to register CCC as a non-profit by March 2015.

Vote: 4 for, 0 opposed

Resolved: Carried

3.3 Micro-loan status

Discussion: Funds from micro-loan have been used to build chicken housing in the village.

4. Next committee meeting

Committee to meet again Tuesday 22 July, 2014.

Meeting adjourned at 10:30 PM AEST, 17 June 2014
