

Meeting minutes

Executive meeting of Community Classrooms Collaborative

Meeting called to order at 5:51 PM AEST, 23 September 2014

Present

Samantha Willcocks, *President (Chair of meeting)*

Suz Drovandi, *Treasurer*

Pascale Richy, *Assistant Treasurer*

Rachele Wilson, *Secretary*

Apologies

Sam Ayton, *In-country Coordinator (Kenya)*

Agenda

1. Confirm the chair of the meeting
2. Apologies
3. Minutes of the previous executive meeting
 - 3.1 Matters arising
4. General business
 - 4.1 Review and feedback of draft governing document
 - 4.2 Completion of annual report
5. Special resolutions
 - 5.1 Resolution to follow code(s) of practice and endorsements
 - 5.2 Resolution of intention to incorporate
6. Any other business
7. Next meeting

3. Approval of minutes

Motion: To approve the minutes for the meeting of 17 June 2014

Vote: Motion carried

Resolved: Minutes from the meeting on 17 June 2014 approved without modification

3.1 Matters arising

Discussion: Need membership packs completed. Images of penpal letters being distributed in Kenya have arrived. First seasonal newsletter has been completed, sent to email subscribers, posted to social networks and the website. AGM is to be moved to July/August/September 2015 to allow for financial and other reports to be prepared beforehand. Public liability insurance needs to be organised for future events and volunteers.

4. General business

4.1 Review and feedback of draft governing document

Discussion: Draft governing document/rule book was reviewed. All present agreed that the document was very comprehensive, logical and appropriate for the organisation.

4.2 Completion of annual report

Discussion: Some financial details are still required to complete the annual report. The financial report for the 2013-14 financial year is complete, however, the financial report for the 2012-13 financial year is still being compiled.

Motion: Treasurer to send financial reports (profit and loss statements and balance sheets) through from both years (2012-13; 2013-14) for inclusion in the annual report.

Vote: 4 for, 0 opposed

Resolved: Carried

5. Special resolutions

5.1 Resolution to follow code(s) of practice and endorsements

Discussion: X codes of practice and endorsements were reviewed. Two were agreed to be suitable: the 'Overseas Aid Gift Deduction Scheme Endorsement' and the 'Fundraising Institute of Australia Principles and Standards of Fundraising Practice'. The latter should be adopted at a later date when the organisation has the financial capacity to pay the registration fees.

Motion: To complete the guidelines documents required to adopt the 'Overseas Aid Gift Deduction Scheme Endorsement'.

Vote: 4 for, 0 opposed

Resolved: Carried

5.2 Resolution of intention to incorporate

Discussion: Community Classrooms Collaborative is currently an unincorporated association. Incorporating will mean that Community Classrooms Collaborative will become a legally separate entity. To incorporate in Queensland, we need to: 1) pass a motion to incorporate; 2) choose a name; 3) adopt a set of rules; 4) elect a president, treasurer and a secretary, then any other officers; and 5) lodge an application and pay a fee to the Office of Fair Trading.

Motion: All present agree that Community Classrooms Collaborative is to become an incorporated association and complete the requirements to do so.

Vote: 4 for, 0 opposed

Resolved: Carried

6. Any other business

Discussion: A system of payment reference codes for Penpals program contributors has been developed for the next program coordinator. The Penpals program coordinator will require bank account access to cross-check contributions. It was suggested that regulations for donation tins and the holding of raffles to fundraise be looked in to.

7. Next committee meeting

Committee to meet again Tuesday 11 November, 2014, from 5:30 – 7 PM.

Meeting adjourned at 7:18 PM AEST, 23 September 2014
