

Friends of Lospalos Executive Committee Meeting

Minutes

Sunday 1st March 2020, 4.00 PM
Unit 5/6 Lucerne Avenue, Mornington

ITEM NO.	DISCUSSION	ACTION
1.	<p>Present: Hugh Fraser, Tim Rodgers, Graham Pittock, Xiao Li Ma, Harry Pittock, Lucy Rodgers (via teleconference), Cate MacMillan, Virginia Brook, Christina Metz, David Ball, Patricia Ball.</p> <p>Apologies: Colleen Hammond, Debbie Allum, Linda Wimetal, Ollie Wimetal.</p>	
2.	<p>Casual Vacancies</p> <p>The purpose of the meeting was to fill the casual vacancies on the Committee under Rule 7.10 – Secretary, Treasurer, Fundraising, Convener and three Executive Members. Notification of this meeting was issued via email on 23rd February 2020.</p> <p>The Chair Xiao Li Ma outlined the purpose of the meeting. New membership and subscriptions were received from – Colleen Hammond, Patricia Ball, David Ball, Harry Pittock, Lucy Rodgers, Tim Rodgers, Virginia Brook, Christina Metz, Justin Moloney, Jess Foster.</p> <p>Nominations for casual vacancies were received and read out by Cr Fraser. Nominee CVs were subsequently circulated by Cr Fraser. As there were no other nominations, the following positions were declared duly elected –</p> <p>Treasurer – Harry Pittock Fundraising Convener – Colleen Hammond Executive – Patricia Ball Executive – Lucy Rodgers Executive – Virginia Brook</p> <p>Following the election of the above-mentioned positions, Ms. Xiao Li Ma resigned from the position of Chair. Graham Pittock, Deputy Chair then called for nominations.</p> <p>Nomination was received from Tim Rodgers and as there were no other nominations on the day, Mr. Rodgers was declared duly elected.</p> <p>Nominations for the Secretary position was then called for by the Chair Tim Rodgers. Xiao Li Ma was then declared duly elected as FOLP Secretary.</p>	CARRIED

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3.	Minutes of the Previous Meeting: Minutes of 17 th Oct 2019 Moved: Xiao Li Ma Seconded: Cate MacMillan	CARRIED
4.	Business Arising <ul style="list-style-type: none"> a. Items for newsletter b. Correspondence concerning the prosecution of Witness K & Bernard Collaery – Letters were sent to the Federal AG, Shadow AG, and local Federal Members. c. Sky hydrant project – G.P. provided an update of the project. d. Friendship documents – H.F. provided an outline of the key documents which guide the operations of the Executive Committee. e. Proposed new format for the agenda – H.F. outlined key items for consideration by the Committee. 	<p>Actioned</p> <p>Send a letter to Alex Hawke Minister for International Development and the Pacific – X.M.</p> <p>Ascertain the level of support from the Commission – X.M.</p> <p>X.M. to circulate the Instrument of Delegation, MPSC Rules for FOLP Committee, and Municipal Cooperation Agreement.</p> <p>X.M. to update the FOLP flyer, and membership form with contact details of the new Committee.</p> <p>X.M. & L.R. to setup FOLP email & dropbox for correspondence.</p> <p>V.B. to send through Code of Conduct, WWC and any other key documents for consideration by volunteer committees.</p> <p>X.M. & H.F. to formalize and present to the Committee at the next meeting.</p>
5.	Projects from the Commission	CARRIED

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	<p>Subject to the availability of funds, the FOLP Committee has agreed to fund the following projects, the total cost of approximately \$15,000, from the Commission.</p> <ul style="list-style-type: none"> a. Multi-function building for Raca village b. Youth training centre for Cacavei village c. Rehabilitation of a community literacy centre for Lore 2 village <p>Confirmation as to the order of priority for these projects and feedback to Committee was requested.</p> <p>Moved: Cate MacMillan Seconded: Virginia Brook</p>	<p>X.M. to follow up.</p>
<p>6.</p>	<p>Correspondence</p> <ul style="list-style-type: none"> a. Commission’s proposal for internet and laptop – It was noted that the internet proposal from Fredy is dated June 2018 – June 2019. <p>Item to be deferred until the next formal meeting so that everyone will have time to read and consider the proposal.</p> <ul style="list-style-type: none"> b. Who is responsible for ongoing costs? 	<p>X.M. to circulate the proposal.</p> <p>H.F. to follow up.</p>
<p>7.</p>	<p>Fundraising</p> <ul style="list-style-type: none"> a. Human Rights Oration – Wednesday 18th March, 6.00PM – 9.00PM. Peninsula Community Theatre, 91 Wilsons Road, Mornington. X.M & G.P to arrive around 5.00PM for set up. b. Library Week – Proposed joint event. X.M. to follow up with Bernard Collaery about the event. c. Strengthening Partnerships – C.M to invite Padua to the next meeting. d. Unsolicited Donations – Next meeting to discuss how the Committee should address this issue? e. Coffee Sales – H.F provided an update to the Committee on sales generated over the Christmas period and net profit. 	
<p>8.</p>	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> a. No report – Waiting on a handover. <p>Commonwealth Bank Signatories – Linda and Debbie are the current signatories. Harry and Xiao Li to be added as new signatories. A handover of all</p>	<p>5.b. CARRIED</p>

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	<p>documents relating to the treasurer's role is required. Hugh to organize.</p> <p>Moved: Hugh Fraser Seconded: Patricia Ball</p> <p>b. X.M thanked David & Patricia Ball for their generous donation of \$200. Receipt tabled and handed over to the incoming Treasurer.</p>	
9.	<p>Councillor Delegate's Report</p> <p>Hugh has briefed Council of meeting to fill casual vacancies.</p>	
10.	<p>General Business</p> <p>a. Federal Government's Friendship Grant - H.F. to follow up with Nick Oaks regarding the application process. X.M. to update the Committee on what grants were successful in previous.</p> <p>b. Specs for Lospalos – Timeframe to prepare for the next trip and for the collection of glasses. C.H to provide an update at the next meeting.</p> <p>c. DFAT letter – H.F. to draft a letter to welcome Timor Leste's newly appointed Ambassador to Australia.</p> <p>Moved: Xiao Li Ma Seconded: Virginia Brook</p> <p>d. Federal Government's Scholarships – X.M. to forward information about the Australian Government's Australia Awards Scholarships to the Commission.</p>	
	Meeting Closed: 5.00PM	
	<p>NEXT MEETING Sunday 22 March 2020, 4.00 PM start Home of Graham & Prue Pittock, 55 Shergolds Lane, Dromana</p>	