

Friends of Lospalos Executive Committee Meeting Minutes

Sunday 19 April 2020, 4.00 PM, Online Zoom Meeting

ITEM NO.	DISCUSSIONS	ACTION
1.	<p>MEETING ATTENDANCE</p> <p>Present: Hugh Fraser, Tim Rodgers, Graham Pittock, Xiao Li Ma, Harry Pittock, Colleen Hammond, Lucy Rodgers, Cate MacMillan, Virginia Brook.</p> <p>Apologies: David Ball & Patricia Ball.</p>	
2.	<p>SECRETARY'S REPORT</p>	
a.	<p>MINUTES OF THE PREVIOUS MEETING Minutes of the 22nd March 2020 Moved – Xiao Li Ma Seconded - Hugh Fraser</p>	CARRIED
b.	<p>BUSINESS ARISING</p> <p>Sky hydrant project No report from the Commission.</p> <p>Friendship documents FOLP membership form & brochure to be updated</p> <p>Review of past projects The Committee is asked to send feedback to Lucy. Finalize by COB Friday 24 April 2020, and email to Fredy.</p> <p>Commissions internet proposal The Committee requires information on the original agreement between FOLP and the Commission. Further clarification is also needed from Fredy on the quantity listed in his proposal.</p> <p>Raca Multi-function building project The Committee requires working drawings for this project. Use the structural drawings for the basketball project as an example of what we need and send to Fredy.</p> <p>Review of the Focal Point Worker position The FPW (Fredy) is directly employed by the Commission. Tim & Sr Domingos signed an agreement in 2014, for Fredy's salary. Hugh to locate the Council resolution and associated documents regarding Fredy's contract. The FPW position requires a review. Virginia to work with Hugh on a process to review the position.</p>	<p>Keep on the agenda</p> <p>X.M</p> <p>L.R, X.M</p> <p>X.M</p> <p>X.M</p> <p>H.F, V.B</p>
c.	<p>CORRESPONDENCE</p> <p>In – Response from the Timor-Leste Ambassador to Australia, and Mornington Peninsula Shire Mayor Cr Hearn.</p> <p>Out – Letter to Alex Hawke MP concerning Witness K & Bernard Collaery, and Mornington Peninsula Shire Mayor Cr Hearn.</p>	<p>Uploaded to OneDrive</p> <p>Uploaded to OneDrive</p>
3.	<p>TREASURER'S REPORT</p> <p>The Committee has \$2,436 in the Shire's Trust account and \$10,810 in the Commonwealth Bank. Fredy's wages are due to be paid in May. Fredy is paid \$343US per month, paid by FOLP every 6 months. The Committee's last payment of \$2,400US, was on 1 November 2019.</p> <p>Confirm with Fredy the date of the next payment. Confirmation is also required on the Commission's new bank account and the number for the account.</p>	<p>CARRIED</p> <p>X.M</p>

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Meeting Minutes

	<p>Friends of Lospalos website tasks</p> <ul style="list-style-type: none"> - Harry to work with Lucy to set up a donation button to be accessed through our media feeds. - Lucy to send out a link to the new Friends of Lospalos website for feedback. The new site will have a shop function where we can sell our products. - Cate to provide Lucy with a blurb of past projects, the history of Friendship Groups and how we became involved. - Xiao Li to send pictures of our products from the trade table to promote. <p>Wine sales Collen has been looking at different formats for our label. Discussions have been had with Prospect wines to help us with the design. 10% profit margin if the buyers purchase directly through Prospect wines. Colleen is looking at the benefits of this setup versus a wine drive. Working with Lucy to set up a link on our new website for wine sales. Will investigate liquor licensing laws and whether we are exempt.</p> <p>Coffee Sales Collen & Hugh discussed recent sales and profits. Conversation was had about the process with council. We presently have \$2436.60 in the trust account. It was requested that the Treasurer transfer this to the Commonwealth bank account.</p> <p>Shopnate Xiao Li has sent information to the members on Shopnate. To receive a donation, members/supporters must register online for shopping through Shopnate. Members will also need to nominate Mornington Peninsula Friends of Lospalos as their charity. We receive a donation for every sale at no extra cost to the person making the transaction.</p> <p>Minuted suggestions for fundraising</p> <ul style="list-style-type: none"> - Upload information about the three projects to Facebook and send out via email to our readers – Lucy & Xiao Li. - Investigate options for a Go Fund Me page. - Develop a social media strategy to promote our projects - Lucy. - Bunnings BBQ for 2021 - Lucy. - Investigate options for a run/walk for Timor event - Lucy. - Use Facebook to promote coffee sales – Lucy & Xiao Li. - Proposed event with Bernard Collaery has been parked – Xiao Li. - Proposed Rotary event with Padua and members from the Timorese community – Graham. - Issue of unsolicited donations - parked. - Trading Table – parked. - Ritches Community Benefit Card – parked. - Memberships – parked. - Identification of key donors - parked. - Corporate sponsors – parked. 	<p>H.P, L.R, C.M, X.M</p> <p>C.H, L.R</p> <p>H.P</p> <p>X.M</p> <p>Standing item</p>
9.	<p>GENERAL BUSINESS It was suggested that we should make videos to raise awareness of the impacts of coronavirus on people in Lospalos.</p>	
10.	Meeting Closed 6.00 PM	
11.	<p>NEXT MEETING Sunday 17 May, 4.00 PM start Unless otherwise advised, Home of Graham & Prue Pittock, 55 Shergolds Lane, Dromana</p>	