

Friends of Lospalos Executive Committee Meeting Minutes

Sunday 19th July 2020, 4.00 PM, Online Zoom Meeting.

ITEM NO.	DISCUSSIONS	ACTION
1.	<p>MEETING ATTENDANCE</p> <p>Present: Tim Rodgers Chairperson, Graham Pittock, Xiao Li Ma, Harry Pittock, Colleen Hammond (running late), Lucy Rodgers, Cate MacMillan, Virginia Brook, Prue Pittock, Ambassador of Timor-Leste Ines Maria de Almeida, Samuel Soares First Secretary from the Timor Leste Embassy in Canberra, New South Wales Consul General Luciano da Conceicao, and Cr Hugh Fraser.</p> <p>Apologies: David Ball & Patricia Ball</p>	
2.	<p>PRESENTATIONS</p> <p>The Chair welcomed the Ambassador, First Secretary and NSW Consul General to the meeting. Discussed relationship building initiatives and the work of the Friends of Lospalos. The guests were briefed on the fundraising arm of the Friends group – Specs for Lospalos Inc., and progress with our upcoming fundraising event in November. The November Friends event will incorporate traditional Timorese performances and seeks to involve the Timorese community in Melbourne.</p> <p>Ines de Almeida, Ambassador of Timor-Leste then talked on the significant contribution friendship groups have had in helping East Timor to rebuild after the people voted to become an independent nation. Discussed the need for overseas educated Timorese professionals to assist with mentoring and upskilling of people in Timor-Leste when decentralization occurs. The Ambassador emphasized the importance of people to people links and shared her ideas on historical tourism, and invited Friends of Lospalos to consider partnership opportunities in the future.</p> <p>Brainstormed various partnership opportunities:</p> <ul style="list-style-type: none"> - Work with the Timor-Leste Embassy to promote historical tourism at a local level. - Connecting local schools to the global tourism objectives of Timor-Leste. - Use of interpretation trails in tourism initiatives. - Standards of instruction in East Timor. - Synergy with organisations such as Soul Centre. - Projects that support environmental sustainability such as carbon offsetting. <p>The Consul General then discussed with the Friends opportunities to strengthen the Friends relationship with the Commission. Discussions were had with members of the Friends group on priorities in Lospalos.</p>	
3	<p>SECRETARY'S REPORT</p> <p>a. MINUTES OF THE PREVIOUS MEETING</p> <p>Motion to approve minutes from the 21st June 2020 Moved – Cr Hugh Fraser Seconded – Colleen Hammond</p> <p>b. BUSINESS ARISING</p> <p>Matters arising from the previous minutes were dealt with as per the agenda.</p> <p>c. CORRESPONDENCE</p> <p>Correspondence In – Local Government Timor-Leste networking agenda; Request to provide education bursary for Mario de Almeida to complete his fourth-year studies in Bachelor of Education.</p> <p>Correspondence Out – Letter to Ambassador Ines reaffirming dates for November; DFAT letter concerning material aid; letter of thanks to MPSC CEO; Email to the Commission concerning the FPW's wages; Emails concerning the Raca project and request for Working Drawings; Congratulatory email to Margie Beck AM.</p>	Correspondence tabled & carried.

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4.	TREASURER’S REPORT	CARRIED 4 a, b, c, d
a.	<p>Account balance The Friends currently have \$14,585.17, which includes \$2540.60 held in trust by the Shire for coffee sales.</p>	
b.	<p>Donations received Tim Rodgers, Prue and Graham Pittock, Hugh Fraser, Xiao Li Ma for Education Bursary. Jess Forster and Joan Bloom for general project funding.</p>	
c.	<p>Membership Membership dues received from two new members.</p>	
d.	<p>Commission internet proposal, Commission budget & Focal Point Worker’s salary arrangements Proposed resolution put to the Executive Committee:</p> <p>“The Executive having considered the English translation of the 29/8/2013 Agreement detailed in the Contract of Work dated 3 November 2014, the 1st May 2020 Report re “Focal Point Worker and other Commission Expenses”, the email from First Secretary Samuel Soares dated 10/7/2020, changes since November 2014 in communications technology and in the provision of banking facilities in Lospalos and the present COVID-19 emergency – RESOLVED that the Commission be consulted as to following variations to the Agreement –</p> <p>Responsibility to [sic] the Mornington Peninsula Friends of Lospalos (MPFOLP) as follows –</p> <p>1)&2) Budget for monthly salary for the Focal Point Workers – \$US150 per calendar month, 2 days per week, 8-hour day, and such other days by further agreement. e.g. During Friends’ visits to Lospalos and clinics. Including in the \$US150 - travel expenses in Lautem;</p> <p>3) Internet communications between Lospalos Friends of Mornington Peninsula Commission/Focal Point Worker and Mornington Peninsula Friends of Lospalos Executive - \$US150 per annum;</p> <p>4) Budget for travelling outside Lautem - to be considered on a case by case basis as and when required on application by the Commission to Mornington Peninsula Friends of Lospalos Executive.</p> <p>Such payments to be made on a quarterly basis, in advance on the first day of the month from commencement of varied arrangements;</p> <p>The variation of the Agreement be reviewed at the end of a period of 12 months from the date of commencement of the variation;</p> <p>Pending the variation, payment be made by MPFOLP on 1 August of \$US342 to the Commission being one calendar month for the Focal Point Workers Salary being currently paid;</p> <p>Further that such variation and date of commencement be agreed at the earliest opportunity.</p> <p>The Commission consider and if thought fit approve and refer to the Mornington Peninsula Friends of Lospalos the following sustainable projects for consideration –</p> <ul style="list-style-type: none"> (a) small projects in Lospalos such school fencing, water, toilets, chairs and tables, fixing school roofing’s, school gardening, and like small projects; (b) refurbishment and rehabilitation of the Lospalos Traditional House, opposite the football field or next to the Hospital; (c) securing and developing a proper space for a Friendship Centre in Lospalos to be managed properly, for youth related capacity development and training, such as English language courses, basic computer literacy, leadership and other similar courses.” <p>Motion to accept the Treasurer’s report, and proposed resolution on the Commission’s Internet proposal, Commission Budget, and Focal Point Worker’s salary arrangements.</p> <p>Moved – Cr Hugh Fraser Seconded – Virginia Brook</p> 	

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5.	<p>CHAIRPERSON’S REPORT</p> <p>a. The Chair provided an overview of his recent meeting with the Shire CEO John Baker, and Jo Bradshaw, and Chris Munro. An open invitation has been extended to the CEO and Chris to attend a Friends meeting. Short minutes from the meeting with the CEO tabled at the meeting.</p> <p>An update was given on the meeting with Graham Wise and Mandy Glassey from the Wise Foundation. Friends representatives were treated to a presentation by Graham and Mandy on their water purification project. The Chair outlined possible opportunities to partner with the Wise Foundation in the future.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> - The Secretary will investigate a workshop for seasonal workers on social enterprise and micro business models. The project aims to build the capacity of the seasonal workers currently here. - The Secretary is to send Graham Wise an official letter of thanks for meeting with us and invite him to our November event as well as an open invitation to any future relevant projects such as a workshop on setting up a social enterprise. 	
6.	<p>COUNCILLOR DELEGATE’S REPORT</p> <p>a. Recent correspondence from the Timor-Leste Local Government network meeting was circulated by Cr Fraser to the Friends Chair and Secretary.</p> <p>b. Charity status – Specs for Lospalos Incorporated application for DGR status has been accepted by the ATO. Cr Fraser is presently working with the Friends Treasurer to finalizing the reporting requirements for Specs for Lospalos.</p>	
7.	<p>FOCAL POINT WORKER’S REPORT</p> <p>Attempts to obtain Working Drawings have met with challenges. It was resolved that:</p> <ul style="list-style-type: none"> - The Secretary will continue to explore ways we can assist Fredy to obtain the required information from the Raca village chief. - The Treasurer will contact Engineers without Borders for assistance. . 	
8.	<p>LOSPALOS PROJECTS</p> <p>The Executive RESOLVED to approve the following projects in Lospalos and its neighbourhood –</p> <p>(a) The Raca village project - noting that the required \$US5,000 is in hand and that a request be made of the Commission for working/engineering drawings and the same be received and approved before commencement of construction and before the money are remitted to and received by the Commission and the Commission be so advised. Enquiries be made by MPFOLP as to the provision of drawings by Engineers sans Frontiers (Engineers Without Borders). Drawings to be provided at the cost of MPFPLP, such cost to be agreed by the Executive.</p> <p>Moved – Cr Hugh Fraser Seconded – Virginia Brook</p> <p>(b) The Many Hands application for a \$US1,000 contribution towards the production of a digital children’s’ e book for circulation in Lospalos and neighbourhood (total project cost \$US5,000) be approved on the condition that the project is acknowledged as being in association with Mornington Peninsula Friends of Lospalos and enquiries be made of Many Hands as to the provision of a digital copy to MPFOLP for distribution and promotion and Many Hands be so advised. Noted that sufficient sums of money are in hand for this project.</p> <p>Moved – Cate MacMillan Seconded – Hugh Fraser</p> <p>(c) The application by Margie Beck AM Marist Teacher Training College Baucau, for a bursary of \$US1,000 to support her recommended student Mario de Almeida from Tutaula for one year from November 2020 and Ms. Beck be so advised and noting that</p>	CARRIED 8 a, b, c

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	<p>the MPFOLP have the funds in hand by special donations from Friends Tim Rodgers, Hugh Fraser, Xiaoli Ma and Prue and Graham Pittock.</p> <p>Moved – Cr Hugh Fraser Seconded – Cate MacMillan</p> <p>The Many Hands project proposal for a mural to be painted by the Youth from Lospalos will not be funded by Friends of Lospalos.</p> <p>Youth training centre for Cacavei village – standing item parked until further notice Community literacy centre for Lore 2 village – standing item parked until further notice</p>	
9.	FUNDRAISING	
a.	<p>Sub-committee update Proposed event for the 6th November 2020</p>	Held over
b.	5 in 5 (proposed brainstorming session).	Held over
c.	<p>Minuted suggestions for fundraising</p> <ul style="list-style-type: none"> - 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. - Proposed event with Bernard Collaery has been parked – Xiao Li. - Proposed Rotary event with Padua and members from the Timorese community – Graham. - Trading Table – parked. - Shopnate & Ritchies Community Benefit Card – parked. - Identification of key donors - parked. - Corporate sponsors – parked. 	Standing item. Held over.
10.	GENERAL BUSINESS	CARRIED
a.	<p>Membership Noting that the MPFOLP Executive has been recently restructured and with a new website and up-to-date Facebook and Shire webpage and promoting Timorese coffee sales, wine sales, monthly meetings of Friends and Executive (the Friends meetings currently temporarily suspended due to the COVID-19 emergency), provision of a regular newsletter and engaging with our Lospalos Friends of Mornington Peninsula counterparts in Lospalos and approving and developing with them projects in Lospalos and its neighbourhood – the annual membership fee be fixed at \$30 due 1 July and the treasurer and secretary proceed with advising the membership and mailing list.</p> <p>Moved – Graham Pittock Seconded – Cr Hugh Fraser</p>	
b.	<p>Working with Children’s Check The Executive resolved to note the report by the Secretary Xiaoli Ma and to adopt as MPFOLP policy the working with children policy (based on the policy of the Mornington Peninsula Shire) requiring such a working with children clearance for MPFOLP volunteers and such volunteers to provide clearance details to the Secretary.</p> <p>Moved – Xiao Li Ma Seconded – Cr Hugh Fraser</p>	CARRIED
c.	<p>Project acquittals The Executive resolved to defer discussions concerning the x5 reviews of past FOLP funded projects until the next meeting.</p> <p>Moved – Cr Hugh Fraser Seconded – Virginia Brook</p>	CARRIED

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d.	<p>Unsolicited donations</p> <p>The Executive resolved that these projects be referred to the Lospalos Friends of the Mornington Peninsula Commission for its consideration and comment on a case by case basis as and when brought to the attention of the Executive and after such projects are developed and documented in sufficient detail and viability and sustainability established.</p> <p>Moved – Graham Pittock Seconded – Cr Hugh Fraser</p>	CARRIED
10.	Strategic Plan	Held over
11.	Meeting closed 6:45 PM	
	<p>NEXT MEETING Sunday 16 August, 4.00 PM – 6.00 PM Online Zoom Meeting</p>	