

Friends of Lospalos Executive Committee Meeting Minutes

Sunday 22nd March 2020, 4.00 PM, 55 Shergolds Lane, Dromana

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 & Virginia Brook (via teleconference), David Ball & Patricia Ball.</p> <p>Apologies: Cate MacMillan & Christina Metz.</p>	
2.	<p>SECRETARY'S REPORT</p>	CARRIED
a.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>Minutes of the 1st March 2020</p> <p>Moved - Graham Pittock</p> <p>Seconded - Hugh Fraser</p>	
b.	<p>BUSINESS ARISING</p> <p>Sky hydrant project - Still waiting on an update from the Commission.</p> <p>Friendship documents - Xiao Li to update friendship documents</p> <p>Virginia to send through Code of Conduct, WWC and any other documents pertaining to volunteer committees.</p>	No report TBA TBA
c.	<p>CORRESPONDENCE</p> <p>In – Received internet proposal from Fredy</p> <p>Out – Xiao Li to draft and send letter to Alex Hawke concerning the prosecution of Witness K & Bernard Collaery.</p>	Covered under projects TBA
3.	<p>TREASURER'S REPORT</p> <p>Discussions were had with Linda to retrieve and locate any historical financial information pertaining to the treasurer's role. It is believed that Linda has saved most of these on the Shire's data management system. Hugh to retrieve any documents still within her possession and retrieve the Apple Square from Linda. Following which, Harry and Xiao Li are to be added as account signatories.</p>	TBA
4.	<p>CHAIRPERSON'S REPORT</p> <p>The Chair formally welcomed all newly elected members of the Committee. Tim expressed his thanks to Council for their continued support for the work of FOLP.</p>	
a.	Send a letter of thanks to the Mayor on behalf of the Committee.	X.M to draft
b.	Send a letter introducing the new Committee to the Commission.	X.M to draft
c.	Send a letter to the new Ambassador of Timor-Leste congratulating her on her appointment.	T.R to action

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5.	COUNCILLOR DELEGATE’S REPORT	
a.	The Shire, at its regular Council meeting, on Monday 10 of March, has approved the FOLP report, recommending key Executive Committee positions be filled.	
b.	The Shire is in the process of updating the information on their website about FOLP. Hugh will liaise with Council to make the sure the updated information includes a blurb on each of the newly appointed members of the Executive Committee.	
c.	<p>It was proposed that Lucy Rodger’s be appointed as the Social Media administrator.</p> <p style="text-align: center;"><i>That Lucille Rodgers be appointed administrator of the Mornington Peninsula Friends of Lospalos Facebook arrangements and that the current Administrators Linda Wimetal and Debbie Allum and any other persons in Control do all such things as may be necessary to effect such addition and having done so, Linda Wimetal and Debbie Allum cease to be current administrators or persons in control and remove themselves as administrators or persons in control.</i></p> <p>Moved – Hugh Fraser Seconded – Colleen Hammond</p>	CARRIED
d.	<p>It was proposed that 12.1 of the “Rules of Mornington Peninsula Friends of Lospalos” be amended to provide for the inclusion of a “Social Media Administrator” as an office-bearer.</p> <p style="text-align: center;"><i>That the Executive proceed under Rule 12.1 to amend the Rules of the Mornington Peninsula Friends of Lospalos to expressly provide in Rule 7 after (v) for an additional office bearer of “Social Media Administrator” as an additional sub paragraph (vA) and this resolution shall be sufficient notice to the Chairperson under Rule 12.2</i></p> <p>Moved – Hugh Fraser Seconded – Colleen Hammond</p>	CARRIED
e.	<p>It was proposed that 12.1 of the “Rules of Mornington Peninsula Friends of Lospalos” be amended to allow for the use of technology as a means of participating in meetings.</p> <p style="text-align: center;"><i>That the Executive proceed under rule 12.1 to amend the Rules of the Mornington Peninsula Friends of Lospalos to expressly provide as an additional rule after Rule 8.2 expressly for the use of technology in meetings of the Executive in the terms of Model Rule 62 for an Incorporated Association under the Associations Incorporation Regulations 2012 and this resolution shall be sufficient notice to the Chairperson under Rule 12.2.</i></p> <p>Moved – Hugh Fraser Seconded – Patricia Ball</p>	CARRIED

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6.	FOCAL POINT WORKER'S REPORT	
a.	Fredy has sent word, confirming the Commission's order of priority for the three project proposals presented. The Commission has prioritized Raca as the first project they would like support for; followed by Cacavei, then Lore 2.	
b.	Fredy has corrected the dates on his internet proposal. However, the Committee requires some more information about the internet provider, and what function the 12 people listed on the proposal, have in relation to, operational costs. Clarification is also required as to what the internet will be used for during the hours of 8.00 am – 5.30 pm.	XM to follow up
c.	As there are many new Executive members and Linda was mostly responsible for setting up the initial contract with Fredy, the Committee requires clarification around his position, any existing accountability structures, and what his position entails. Hugh to obtain and provide the Committee with a copy of Fredy's contract before the next meeting.	Review Focal Point Worker Contract at the next FOLP meeting
7.	LOSPALOS PROJECTS	
a.	<p>The Committee has reviewed the three project proposals and agree in principle with the Commission's order of priority. The Committee will now commence on a series of fundraising activities to fund the Raca village proposal. However detailed "Working Drawings" are being requested for each of the projects listed below.</p> <ul style="list-style-type: none"> - Multi-function building for Raca village - Youth training centre for Cacavei village - Community literacy centre for Lore 2 village 	Communicate to the Commission through Fredy. XM to action
b.	<p>The Committee requires an outcomes report on all previously funded projects. Key information being sought:</p> <ul style="list-style-type: none"> - A post construction assessment for the Motolori bridge & the library building for the Trinta de Agosto school. - Quantitative data as to the level of community engagement post project delivery. Percentage of the community who have used both these facilities and how many are still using these facilities. - Outcomes report on the ADM Nuns training program. - Outcomes report with qualitative data on the impact of the English language programs, run out of the ONG Esperance Learning Centre on the community. 	
c.	<p>Specs for Lospalos Inc. – Trip has been postponed until October 2020. Colleen has been in contact with the Lions Recycled for Sight program. We will once again be collecting glasses, preferable glasses for children, for this trip. Colleen will check the glasses for suitability which will be given to Patricia for collating. Colleen to continue to investigate and write to any potential project sponsors.</p>	

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d.	<p>It was proposed at the meeting that Specs for Lospalos Incorporated should be formally constituted as a working party of the Friends.</p> <p style="text-align: center;"><i>That Specs for Lospalos Incorporated is confirmed nunc pro tunc as a Mornington Peninsula Friends of Lospalos project as and from 12 April 2019 (date of Commission 12 April 2019 meeting minute approved 22 April 2019, Commission meeting 5 July 2019; Friends of Lospalos Executive minute 11 April 2019).</i></p> <p style="text-align: center;"><i>That the office bearers and members of Specs for Lospalos Incorporated be constituted as an ad hoc working party of the Friends under Rule 7.8 under the Chairpersonship of Colleen Hammond to meet from time to time as required by the Chairperson and Executive and with such other Friends as they may co-opt. The Executive notes the current membership of Specs for Lospalos Incorporated as Ian Graham Pittock, Colleen Hammond, Timothy Rodgers, Hugh Fraser, Prudence Pittock, Harry Pittock, Patricia Ball and David Ball.</i></p> <p style="text-align: center;"><i>That the Friends and its Executive and the office bearers and members of Specs for Lospalos Incorporated mutually recognize, and co-operate in the pursuit of, the common objects and purposes of the Mornington Peninsula Friends of Lospalos and Specs for Lospalos Incorporated.</i></p> <p>Motions moved in a block Moved – Hugh Fraser Seconded – Graham Pittock</p>	CARRIED
e.	<p>Skyhydrant – No report.</p>	
8.	<p>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. - Wine Drive - parked. - Trading Table – parked. - Shopnate – parked. - Ritches Community Benefit Card – parked. - Memberships – parked. - Identification of key donors - parked. - Corporate sponsors – parked. 	

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9.	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> - Upload the FOLP logo to OneDrive. - Given the impact of the coronavirus on social gatherings, it is proposed that the FOLP Committee should look into online fundraising opportunities. - Email etiquette: To minimise the number of emails sent the Secretary will send meeting invites to the Committee along with a notification of when key documents, uploaded to OneDrive, require attention. 	
10.	Meeting Closed: 5.30 PM	
11.	<p>NEXT MEETING Sunday 19 April 2020, 4.00 PM start Home of Graham & Prue Pittock, 55 Shergolds Lane, Dromana</p>	