

Friends of Lospalos Executive Committee Meeting Minutes

Sunday 17th May 2020, 4.00 PM, 55 Shergolds Lane, Dromana.

| ITEM NO. | DISCUSSIONS | ACTION |
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| 1. | <p>MEETING ATTENDANCE</p> <p>Present: Hugh Fraser, Tim Rodgers, Graham Pittock, Xiao Li Ma, Harry Pittock, Colleen Hammond, Lucy Rodgers, Virginia Brook, David Ball & Patricia Ball.</p> <p>Apologies: Cate MacMillan.</p> | |
| 2. | <p>SECRETARY'S REPORT</p> <p>a. MINUTES OF THE PREVIOUS MEETING Minutes of the 19th April 2020 Moved – Cr Hugh Fraser Seconded – Graham Pittock</p> <p>b. BUSINESS ARISING</p> <p>Sky hydrant project No report from the Commission.</p> <p>Friendship documents Update of the membership form has been placed on hold until details of the membership pack are finalised. Update of the FOLP brochure yet to commence.</p> <p>Review of past projects Discuss with Fredy the acquittal process. Provide Fredy with a deadline to finalise the review of past projects. Fredy is to prepare the requested information and ensure this is ready before the next Executive meeting in June.</p> <p>Commissions internet proposal A decision on the matter has been held over. This item is subject to the receipt of further information.</p> <p>c. CORRESPONDENCE</p> <p>In – Letter from Alex Hawke MP in response to FOLP advocacy for medical supplies and food aid for Lospalos.</p> <p>Out – Letter to Alex Hawke MP & Hon Marise Payne MP advocating for medical supplies and food aid. Letter addressed to MPS CEO John Baker to discuss the work of FOLP and resourcing matters.</p> | <p>CARRIED</p> <p>Keep on the agenda</p> <p>X.M</p> <p>Keep on the agenda</p> <p>Uploaded to OneDrive</p> <p>Uploaded to OneDrive</p> |
| 3. | <p>TREASURER'S REPORT</p> <p>a. The Treasurer provided a report on the financial position of the Friends group. The closing balance in the Commonwealth bank is \$13,185.84. The Friends also have \$2,436.60 that is held in trust by the Shire. The total net balance for the Friends is currently \$15,622.44. Copy of the report is available in OneDrive.</p> <p>b. It was proposed that the amount held in trust be remitted to the Friends Commonwealth bank account. Moved – Cr Hugh Fraser Seconded – Patricia Ball</p> <p>c. Donations were received from David & Patricia Ball, Cr Hugh Fraser, Xiao Li Ma, Harry Pittock & Jess Forster, Shopnate and Ritchies.</p> <p>d. The Commission's budget will need to be paid in June and will be discussed at the next meeting of the Executive Committee.</p> <p>e. Wages for the Focal Point Worker (FPW) are now due. While these wages have traditionally been paid to the Commission twice yearly (every 6 months). The</p> | <p>Uploaded to OneDrive.</p> <p>CARRIED</p> <p>Keep on the agenda</p> <p>CARRIED</p> |

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| | <p>Committee is currently conducting an internal financial and budget review and it is proposed to make a 3 monthly payment pending its outcomes.</p> <p>Moved – Cr Hugh Fraser Seconded – Virginia Brook</p> | |
| 4. | CHAIRPERSON’S REPORT | |
| a. | The Chair provided an update on recent coffee sales through Tim’s factory in Rye. | T.R, H.P, H.F |
| b. | A discussion was had around possible discrepancies regarding the sale of coffee through the Shire. Follow up is required regarding questions raised. | |
| c. | A discussion was had around email protocols. The Committee has been asked to send outcomes-focused emails. | |
| 5. | COUNCILLOR DELEGATE’S REPORT | |
| a. | The Delegates report was circulated via email and has been uploaded to OneDrive. | |
| b. | The Shire’s website has been updated to include a list of projects funded by the Friends group, past minutes, and past Council and AGM reports. | |
| c. | The Friends have received an acknowledgement from the Australian Charities and Not for profits Commission regarding our application to be registered as a charity with tax deductibility status. This application is currently waiting to be processed. The Executive will be updated on any further progress when it is known. | HF, HP |
| d. | A discussion was had around what items should be uploaded to the Shire’s website and what should be included on the Friends dedicated webpage. Formal items such as minutes are to be uploaded to the Shire’s website. The Friends webpage will contain information on our fundraising, projects as well as other forms of communication. | |
| e. | Virginia gave a presentation on the FOLP Strategic Plan. This draft document has been uploaded to OneDrive. Committee members are encouraged to send through any practical comments to Virginia by Sunday 7 June 2020. | HF, VB |
| 6. | FOCAL POINT WORKER’S REPORT | |
| a. | Fredy has organised to meet with the Chief of the Raca village and will organise for Working Drawings to be provided. | |
| b. | Fredy is not able to provide any reports on any other projects as everything has been locked down due to COVID-19. | |
| 7. | FUNDRAISING | |
| a. | Coffee sales Coffee sales have been occurring through Tim Rodger’s Furniture in Rye. Tim has been keeping a list of people who have purchased coffee from him to add to our mailing list. | |
| b. | Wine sales New labels look amazing! Thank you to Prue Pittock for all her help in designing the wonderful looking labels. FOLP wines can now be purchased online. | |
| c. | Membership renewal Xiao Li, Lucy, and Colleen to discuss and finalise contents for a membership pack. Suggestions include a thank you card, Keyrings, traditional Timorese item. Discussions around how much to set for membership dues and whether we continue with the three-tiered model. Our membership form will need to be updated as part of this process. The MailChimp sign up form should also be added to Facebook and the Friends' website. | X.M, L.R, C.H |

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| 8. | <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. - Issue of unsolicited donations - parked. - Trading Table – parked. - Shopnate & Ritchies Community Benefit Card – parked. - Identification of key donors - parked. - Corporate sponsors – parked. <p>LOSPALOS PROJECTS</p> <ul style="list-style-type: none"> - Multi-function building for Raca village -Discussed under FPW report. - Youth training centre for Cacavei village - Community literacy centre for Lore 2 village | Standing item |
| 9. | <p>GENERAL BUSINESS</p> <p>Friends of Lospalos website tasks</p> <ul style="list-style-type: none"> - The new website looks great, we have received our first online order for coffee. - Committee members are encouraged to upload any photos they may have of past projects to OneDrive. - Information about the Raca project to be uploaded to the Friends website. <p>Focal Point Worker agreement and Position Description Xiao Li to write to Domingo's for a copy of these documents.</p> | X.M |
| 10. | Meeting closed 6.00 PM | |
| 11. | <p>NEXT MEETING Sunday 21 June, 4.00 PM start Home of Graham & Prue Pittock, 55 Shergolds Lane, Dromana</p> | |