

Friends of Lospalos Executive Committee Meeting Minutes

Sunday 21st June 2020, 4.00 PM, 55 Shergolds Lane, Dromana.

ITEM NO.	DISCUSSIONS	ACTION
1.	<p>MEETING ATTENDANCE</p> <p>Present: Cr Hugh Fraser, Tim Rodgers, Graham Pittock, Xiao Li Ma, Harry Pittock, Colleen Hammond (running late), Lucy Rodgers, Virginia Brook, David Ball & Patricia Ball</p> <p>Apologies: Cate MacMillan</p>	
2.	<p>SECRETARY'S REPORT</p>	
a.	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>Approve minutes from the 17th May 2020 Moved – Xiao Li Ma Seconded – Cr Hugh Fraser</p>	CARRIED
b.	<p>BUSINESS ARISING</p> <p>Sky hydrant project The chief of the Cacavei village has not set up the Skyhydrant.</p> <p>Review of past projects Fredy has completed a review of the most recent x5 projects funded by FOLP.</p> <p>Focal Point Worker Contact Fredy has sent through a copy of his Position Description and the original contract, signed 29/8/2013. The document can be viewed in OneDrive.</p> <p>Commissions internet proposal Receipts detailing the Commission's internet usage for the period August 2018 – November 2019 has been provided and uploaded to OneDrive.</p>	Standing items listed under this section of the Secretary's report have been held over until the next meeting of the Executive Committee.
c.	<p>CORRESPONDENCE</p> <p>The Secretary provided a summary of correspondence received and issued over the past month. Items were circulated via email, tabled, and discussed.</p>	
3.	<p>TREASURER'S REPORT</p>	
a.	<p>The Treasurer reported that \$1,663.70 was remitted to the Friends of Mornington Peninsula Commission bank account to cover Fredy's wage for 3 months. Total balance in the Friends Commonwealth bank account is \$11,789.04. Total held in Trust with the Shire \$2,540.60.</p> <p>Accept the Treasurer's report. Moved – Harry Pittock Seconded – Graham Pittock</p>	CARRIED
b.	<p>Commission budget</p>	Held over
c.	<p>Financial & budget review</p>	Held over

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4.	CHAIRPERSON'S REPORT	
a.	The Chair informed the Executive that an online meeting has been set up with CEO John Baker on Friday 26 th June, at 11.00 AM. The purpose of the meeting is to update the CEO on the work of the new Executive and to discuss the transitioning of Mornington Peninsula Friends of Lospalos from a section 86 Committee of Council. The Friends are to be represented at this meeting by the Chair and Secretary.	
b.	The Chair reported that coffee sales are going well.	
5.	COUNCILLOR DELEGATE'S REPORT	
a.	The Delegates report was circulated via email to the Executive Committee, tabled and discussed.	
b.	Strategic Plan – Virginia provided the Executive Committee with a progress report and will follow up with Hugh for Council assistance with design work. Draft to be circulated by the next meeting.	HF, VB
c.	Charity status – Specs for Lospalos Incorporated is now a registered charity with the ACNC. Specs application for DGR status is pending in the ATO. Working on finalizing the winding-up clause.	
6.	PRESENTATION BY MANY HANDS	
	<p>Presentation by Holly Schäuble (Director) and Amy Stevenson (CEO). Many Hands International is an Australian based not for profit organisation founded in 2008. Their work is mostly focused in the Lautem district of East Timor. Many Hands have delivered and collaborated on a range of arts-based projects, performances, and cultural activities in Lospalos. Many Hands use arts as a medium to engage young people in the cultural life of their community. Many Hands report ongoing challenges with funding and a lack of government commitment to the arts. Many Hands have in their employment 4 workers in Lospalos, Timor-Leste and are keen to explore with the Friends opportunities to collaborate on future projects.</p> <p>Following the presentation, discussions were had around perceived strengths and weaknesses between the Many Hands model and the Friends model.</p>	The Secretary is to write to Many Hands to thank them for their presentation.
7.	FOCAL POINT WORKER'S REPORT	
	Request for Working Drawings to be provided for the Raca village proposal.	Item to be held over until the next meeting of the Executive Committee.
8.	LOSPALOS PROJECTS	
	<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 	Standing item. Project proposals are available in OneDrive.
9.	FUNDRAISING	
a.	<p>Sub-committee update</p> <p>An event has been planned for the 6th November 2020. Virginia has been in contact with the Mornington Golf Club and will send through their catering list for a decision by the sub-committee. Confirmed Sam Soares, Ambassador Ines Maria De Almeida, and Honorary Consul Peter McMullin. The Ambassador has generously donated a painting from Xanana Gusmao for auctioning. Discussed the possibility of a 2-day event with the Ambassador (time permitting).</p> <p>Tasks - Write to the Ambassador to reaffirm the date for the event and issue an open invitation for Saturday. Issue an invitation to Graham Wise from the Wise Foundation, Chris Brayne MP, and Peta Murphy MP.</p>	

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b.	5 in 5 (proposed brainstorming session).	Held over
	<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. 	Standing item. Held over.
10.	<p>GENERAL BUSINESS</p> <p>Membership Bundle</p> <ul style="list-style-type: none"> - Finalise contents for a membership pack. Suggested content includes a thank you card, Keyrings, traditional Timorese item. Review and confirm the amount we are to set for membership dues and whether we will continue with a three-tiered model. - Update the membership form. - Update the Friends brochure. - Include a link to the MailChimp sign up form on Facebook and the Friends' website. <p>Education Sponsorship Investigate employment outcomes for past Bacau graduating students.</p> <p>Working with Children's Check</p> <p>Donation Donation received from Pat and Helen Hendrey.</p>	<p>Held over (XM, LR, CH).</p> <p>XM</p> <p>Held over</p> <p>Letter of thanks issued.</p>
10.	Meeting closed 6.30 PM	
11.	<p>NEXT MEETING Sunday 19 July, 4.00 PM start Home of Graham & Prue Pittock, 55 Shergolds Lane, Dromana</p>	