



MEETING MINUTES - SEAHAMPTON

Meeting: EXECUTIVE MEETING – Ref # 6
Chaired by: Mark Hocking - President
Attendees: Sam Berry, Mark Hocking, Warren Mackaway, Sue Rishman, Ange Hesketh, Sam Dart, Michael Ison, Ben Wright
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date and time: 20/07/2014 1112
Minutes by: Michael Ison - Secretary

1 Minutes

If an item in a meeting is not an action enter "N/A" in the Owner and Due Date columns.
 Add additional rows as required.

Apologies

Scott Oliver		

Apologies - Accepted	Moved	Carried
Motion: The Apologies be accepted	Moved: Sue Rishman Seconded: Ben Wright	Yes

This is an authorised copy of the minutes of this meeting.

Chairperson..... Signature..... Date.....
 Secretary..... Michael Ison..... Signature..... Date..... 20/07/2014

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
As per removal of members there have been No Appeals from exiting members	N/A		
Sam Berry to chase up 1 st Cardiff Scouts	Yes	Sam Berry	17/08/14
Access to station to be restricted to Drivers and Officers Proposed Access list handed to Sam from Fire Control was incorrect Sam to follow up with Fire Control	Yes	Sam Berry	17/08/14

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Moved: Sam Berry Seconded: Ben Wright	Yes

Correspondence

Correspondence IN	
N/A	N/A

Correspondence OUT	
AGM notification	Email from Sam Berry RE: Activity Proposals

Business Arising	Carried	Assigned to	Due Date
N/A	N/A	N/A	N/A

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence be accepted as true & correct	Moved: Warren Mackaway Seconded: Sue Rishman	Yes

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
Auditors Report has raised some issues which need attention, please see attachment outlining the treasurer's responsibilities and rules relating to acceptable timeframes, and authorising payments In summary: No Monies to be paid without a receipt, All monies to be paid in current month (within acceptable timeframes not months past date) internet payments require two authoring parties and receipt of transfer be scanned and sent to treasurer then filed into the "Banking Transfer Folder " (Folder to be set up)	Sue Rishman	N/A	N/A	N/A
Sam Berry – Transaction report to show money out then signed and filed with minutes	Sam Berry	N/A	N/A	N/A

Raised concern over recent Facebook posts, and potential issues with bringing disrepute to brigade	Ange Hesketh	N/A	N/A	N/A
Sam Berry – Raised the following motion “A 3 strike rule to be implemented for members regarding disciplinary action for use of social media not in line with service standards. On reception of a 3 rd warning letter, the member will come before the brigade executive and may be deemed not a fit a proper member and face possible removal from the brigade” Sam to email members of Seahampton RFB with above motion	Moved: Sam Berry Seconded: Warren Mackaway	Yes	Sam Berry	ASAP
Second hand gear when it is returned needs to be placed into the “returned gear” plastic crate. Crate to be organised by Warren Mackaway	Warren Mackaway	Yes	Warren Mackaway	N/A
Petty Cash and supply cabinet was left unlocked, just a reminder to lock this cabinet after use	Sam Berry	Yes	All	N/A
Explanation of Brigade Management flowchart (as per Sam Berry) see attached flow chart of responsibilities	Sam Berry	N/A	N/A	N/A
Member Removal and Intent letter to be sent regarding the following members	Mark Hocking	Yes	N/A	N/A
Letter of Intent to be sent to Dianne Carter due to long period of inactivity	Moved: Mark Hocking Seconded: Warren Mackaway	Yes	Mark Hocking	17/08/2014
Letter of Intent to be sent to Nathan Hudson due to long period of inactivity	Moved: Mark Hocking Seconded: Warren Mackaway	Yes	Mark Hocking	17/08/2014
Letter of Intent to be sent to Matthew Stewart due to long period of inactivity	Moved: Mark Hocking Seconded: Ben Wright	Yes	Mark Hocking	17/08/2014
Motion Raised to remove the following member: Aimee Stewart due to not meeting the brigade active test over the past 12 months or being a financial member	Moved: Mark Hocking Seconded: Warren Mackaway	Yes	Sam Berry	17/08/2014
Motion Raised to remove the following member: David Cox due to not meeting the brigade active test over the past 12 months or being a financial member	Moved: Mark Hocking Seconded: Warren Mackaway	Yes	Sam Berry	17/08/2014

Motion Raised to remove the following member for the second time: Al Garfoot due to not meeting the brigade active test for a minimum of 12 months with no effort since appeal was lodged, or being a financial member	Moved: Mark Hocking Seconded: Ben Wright	Yes	Sam Berry	17/08/2014
David Cox, Aimee Stewart and Al Garfoots removal is to be raised at the general meeting 20/07/2014	Mark Hocking	Yes	Mark Hocking	20/07/2014
New Membership received from Brieane Norris. Motion raised to accept Brieane Norris	Moved: Warren Mackaway Seconded: Michael Ison	Yes	N/A	
Dual Membership Application from Jay Beattie received. Lengthy discussions regarding radius. Vote was taken to accept Jay	Yes – 1 No – 6 Abstaining - 1	No	N/A	
Dual Membership Application from Sherell McGaffin Vote was taken to accept Sherell	Yes – 1 No - 7	No	N/A	
Letter to be sent to Jay and Sherell	Mark Hocking	Yes	Sam Berry	17/08/2014

Meeting Closed @ 1259

Next meeting

Date	Start time	Finish time	Location
17/08/2014	1100hrs	1200hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286



Member Application Interview Questions

Name: Briana Norris Brigade: Seahampton

Date: 01/07/1995

1. Why do you want to be a volunteer?

Try make a difference in the community & even my life

2. Tell me about previous volunteer experience you have had (if Any) in another community organisation?

This will be my first experience as a volunteer.

3. How do you believe you will be able to contribute to the Service?

Try make a difference in the community toward the brigade & try bring my skills to it

4. Do you wish to participate in actual firefighting or are you more interested in support roles such as radio operator, catering etc?

Interested in all areas

5. How often would you be available for duty?

Almost anytime

6. Are you willing to undertake at least a minimal standard of training?

Yes I am.

7. Tell me about teams or groups you have played an active role in in the past?

Every week in boxing & sometimes football

8. Do you have any questions about the Brigade or Service?

Not at present, all have been answered.

Applicable to transferring members only –
Why do you wish to transfer?

Applicable to transferring members only – Make this statement to the interviewee:
“ If accepted into your new brigade, you will not discuss any matter from you previous
brigade”. Do you understand
Yes / No

Brieanne Norris

Interviewers Name

Ben Weight

Nanner Moekawey

Signature







