



Meeting Minutes - Seahampton

Meeting: EXECUTIVE MEETING – Ref # 2017JULY
Chaired by: Sam Dart - Vice President
Minutes by: Anton Glover - Field Representative
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date: 16/07/2017
Start Time: 10:04 hrs
Finish Time: 11:01 hrs

Minutes

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

Attendees

Ben Wright	Warren Mackaway	Colin Dennis
Sam Dart	Geordie Farish	Anton Glover
Mark Hocking		

Apologies

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

Chairperson..... Signature..... Date.....
 Secretary..... Signature..... Date.....

Minutes from Previous Meeting

Business Arising	Action Completed	Date Completed

Minutes from Previous Meeting - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct			Not Moved

Executive Correspondence In

Date	Topic:
----	Bunnings Warehouse Trade Cards

Executive Correspondence Out

Date	Topic:
----	AGM Positions sent to FC
----	Email signature changes
----	Brigade email addresses
----	District Validation: Matthew Mcdermott
----	Bunnings Warehouse Trade Cards
----	Action required on Brigade accounts

Correspondence Actions

Business Arising	Action Completed	Date Completed

Correspondence - Accepted	Moved	Seconded	Carried/Voting Notes
Motion: The Correspondence presented be accepted			Not Moved

Electronic Motions/Payment Requests

Motion/Payment Request Description	Outcome

General Business

Discussions & Details of Motions	Moved	Seconded	Carried/Voting Notes	Due Date
<p>Mark informs executive about the Bunnings Trade applications and that the station now has 4 cards. Warren is to hold onto 1 card with the other 3 kept in storage in in the filing cabinets at station.</p>				
<p>The Brigade bank accounts are required to be changed to the current Executive individuals. The removal of Sam Berry, Sue Rishman, Anton Glover and Warren Mackaway wa proposed with the addition of Stephen Schwetz, Kerrie Schwetz, Sam Dart and Colin Dennis.</p> <p>The Constitution required certain positions to hold access to the brigade bank accounts. After discussion it was recognised that two positions holders would be better suited to remain on the bank accounts.</p> <p>Motion: To retain Anton Glover on the account in place of Sam Dart, as long as Anton Glover remains a relevant member of the executive.</p> <p>Motion: To retain Warren Mackaway on the account as the SDC, as long as Warren Mackaway remains a relevant member of the executive.</p>	<p>Ben Wright</p> <p>Ben Wright</p>	<p>Mark Hocking</p> <p>Mark Hocking</p>	<p>Yes</p> <p>Yes</p>	
<p>The Square up account was discussed after the use at the 2017 AGM.</p> <p>Motion: Leave the account open for the potential use at the brigades choice where applicable at fundraising events.</p>	Ben Wright	Anton Glover	Yes	
<p>BA mask inserts were provided to Anton Glover.</p>				
<p>The vending machine is faulty again and tripping out the electricity at the station. Mark Hocking will investigate the costs of replacing the unit or repairing it.</p>				
<p>The yearly inspection had been arranged. It was told to the brigade that the council will paint the front door and look at fixing the roller door.</p> <p>The car park at this stage has not yet been fully fixed, however work along the driveway had been carried out.</p> <p>The parking lines the station will need to fix as council does not cover this.</p> <p>Council should also be notified that the air conditioning units are tripping out the station.</p>				
<u>LOA</u>				

<p>Scott Oliver LOA closed 27/05/2017, a letter of intent should be sent to him in regards to this matter.</p> <p>Motion: to send a LOI to Scott Oliver.</p> <p>Chris Smith LOA closed 10/06/2017, a letter of intent will be sent to him in regards to this matter.</p> <p>Motion: to send a LOI to Chris Smith.</p> <p>Sonia Wright has applied for a LOA.</p> <p>Motion: to accept the LOA application place by Sonia Wright.</p>	<p>Sam Dart</p> <p>Sam Dart</p> <p>Mark Hocking</p>	<p>Ben Wright</p> <p>Ben Wright</p> <p>Sam Dart</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p><u>Members on Probation</u></p> <p>Trent Culhan is now due for voting as an ordinary member, the executive would recommend to extend his probation for another 6 months</p> <p>Peter Hill is now due for voting as an ordinary member, Colin Dennis will have a personal talk with Peter about his suitability in the brigade.</p> <p>Geordie Farish is now due for voting as an ordinary member, the executive would recommend to accept him as an ordinary member of SRFB.</p>				
<p>A general reminder that receipts to be processed go in the bag to be processed, and receipts in the folder have already been processed.</p>				

Next Scheduled Meeting

Location: Seahampton RFB
40 George Booth Dr
Seahampton NSW 2286

Date: 20/08/2017

Est. Start Time: 1000 hrs