



Meeting Minutes - Seahampton

Meeting: EXECUTIVE MEETING – Ref #MAY2016
Chaired by: Mark Hocking - President
Attendees: Sonia Wright, Mark Hocking Susan Rishman, Colin Dennis, Warren Mackaway
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date and time: 14/5/2016 @ 10:17am
Minutes by: Sonia Wright - Secretary

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

Sam Berry	Scott Oliver	Sam Dart
Stuart McCash	Michael Ison	

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Sue Rishman Seconded: Colin Dennis	Yes

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

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

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
Nil response re letters of Intent so removal process commenced for Nathan Hudson and Jereme Worth			
Bunnings Great Aussie BBQ money expected by 16/5/2016. Monies received on Mon 10/5/2016 of \$1856.00. As per agreement with Awaba RFB, 1/3 of total to be transferred to Awaba RFB. Total of \$619.00 to be transferred asap. Notify Awaba of total and of amount transferred.		Sue Rishman	

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: Warren Mackaway Seconded: Sonia Wright	Yes

Executive Correspondence

Correspondence IN	
Letter from fire control re removing Nathan Hudson and Jereme Worth	
BA screws motion emails (Attached)	
AGM Official Notification	

Correspondence OUT	
Removal request for Nathan Hudson and Jereme Worth	
Letters of Intent to Chris Smith and Kent DeLange	

Business Arising	Carried	Assigned to	Due Date
NIL			

Correspondence - Accepted	Moved	Carried
Motion: The Correspondence presented be accepted as true & correct	Moved: Sue Rishman Seconded: Sonia Wright	Yes

Electronic Motions/Payment Requests

Motion Discription	Result
BA screws motion - Over turned	
Website Domain	Passed - 100%

General Business

Discussions & Details of Motions	Moved	Carried	Assigned to	Due Date
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AGM Notification - Nominations Box will be put up after May General Meeting. Nomination process attached to notice, also to be explained at general. Nomination Box to be opened week before AGM so nominations can be posted, by Mark Hocking and Sonia Wright.				
BA screws- Miscommunication please refer to emails. Moved a motion that a reimbursement to Mark Hocking in the amount of \$13.48 for repayment of BA screw Monies paid to Warren without correct procedure followed.	Moved: Sue Rishman Seconded: Sonia Wright	Yes		
We discuss the expenditure of Brigade next executive meeting, once discussions are had with Captain.				
Moved a motion to purchase screws for Lockers to stop them from falling up to the amount of \$20.00.	Moved: Warren Mackaway Seconded: Mark Hocking	Yes		
Any larger jobs should be planned and monies for items needed requested in single motion instead of for each individual item. Eg: total cost upto \$85, instead of 4 individual motions for same job.				
Colin Dennis advised Sam Dart wanted to have brought up in his absence the exit lights. After talks with Chubb Fire safety compliance and council, light meets all building standards for location, and does not need to be illuminated. Mark Hocking to chase up with fire control & council as to get it illuminated.			Mark Hocking	
Meeting Closed 10:53am				
Meeting Reopened 10:54				
Moved a motion due to agreement between Awaba and Seahampton for Great Aussie BBQ at Bunnings we transfer 619.00 to Awaba RFB.	Moved: Sue Rishman Seconded: Mark Hocking	YES		
Meeting Closed 10:55am				

Next meeting

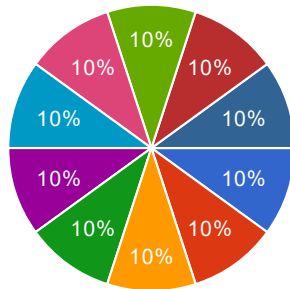
Date	Start time	Finish time	Location
19/6/2016	1000hrs	1130hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286

10 responses

[Publish analytics](#)

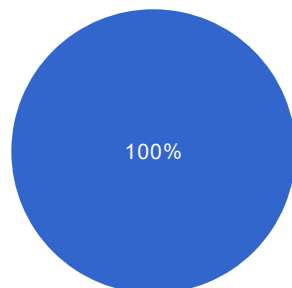
Summary

Members name



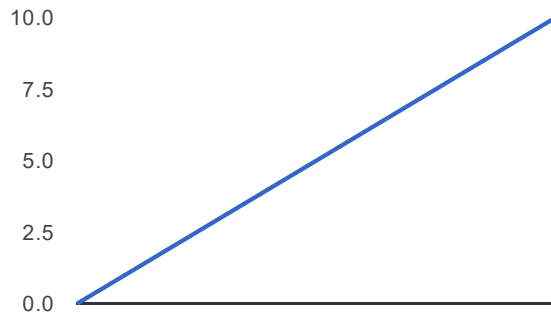
Sam Berry	1	10%
Col Dennis	1	10%
Mark Hocking	1	10%
Sonia Wright	1	10%
Sue Rishman	1	10%
Stu McCash	1	10%
Sam Dart	1	10%
Michael Ison	1	10%
Scott Oliver	1	10%
Warren Mackaway	1	10%

This approval is to reimburse Sam Berry to the vaule of \$27.90(USD) which is converted to \$37.71(AUD) for the purpose of Seahampton RFB website domain registration which expires on the 1st of May 2016. This purchase will not be required again until may 2018 .



Approved	10	100%
Not Approved	0	0%

Number of daily responses





Seahampton President <presidentsrfb@gmail.com>

Member Removal from Seahampton RFB

Sally Chesher <Sally.Chesher@rfs.nsw.gov.au>

Fri, May 6, 2016 at 11:06 AM

To: Seahampton President <presidentsrfb@gmail.com>

Cc: "secretarysrfb@gmail.com" <secretarysrfb@gmail.com>, Seahampton Captain <captsrfb@gmail.com>, Peter Bateup <Peter.Bateup@rfs.nsw.gov.au>

Hi Mark

Intention to Remain a Member letters have been sent to Jerome Worth and Nathan Hudson today. This matter will be reviewed in 30 days and the Brigade advised of the outcome including the result of any appeals.

Regards

**Sally Chesher** | Administration Officer | The Lakes Team**NSW RURAL FIRE SERVICE**

Lake Macquarie - 1A George Booth Drive West Wallsend 2286 | PO Box 121 West Wallsend 2286

P 02 4914 4500 F 02 4914 4530 E thelakes.team@rfs.nsw.gov.auwww.rfs.nsw.gov.au | www.facebook.com/nswrfs | www.twitter.com/nswrfs**PREPARE. ACT. SURVIVE..**

From: Seahampton President [<mailto:presidentsrfb@gmail.com>]**Sent:** Tuesday, 3 May 2016 2:01**To:** The Lakes Team**Cc:** secretarysrfb@gmail.com; Seahampton Captain**Subject:** Member Removal from Seahampton RFB

Hey,

Please commence the removal process for Jereme Worth and Nathan Hudson to be removed from the brigade register. These members were sent Letters of Intent due to nil activity over the past 12 months and have not replied within the given time frame of 21 days.

Please see General Business point 2 and 3 of the attached Executive Meeting Minutes that correspond to the removal requests.

Any questions, feel free to call me on 0413 158 274.

Cheers guys,

Mark Hocking

President | Seahampton Rural Fire Brigade | The Lakes Team

NSW RURAL FIRE SERVICE

40 George Booth Drive Seahampton 2286

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----- Forwarded message -----

From: "Sonia Wright" <secretarysrfb@gmail.com>

Date: 21 Apr 2016 06:38

Subject: executive Minutes for April

To: "Seahampton RFS" <seahampton-executive@googlegroups.com>

Cc:

Kind Regards

Hi all,

Please find attached meeting minutes. Any issues please let me know

Sonia Wright

Secretary | Seahampton Rural Fire Brigade | The Lakes Team

NSW RURAL FIRE SERVICE

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Seahampton President <presidentsrfb@gmail.com>

Motion for purchase of screws

7 messages

presidentsrfb@gmail.com <presidentsrfb@gmail.com>

Sun, Apr 24, 2016 at 4:20 PM

Reply-To: presidentsrfb@gmail.com

To: seahampton-executive@googlegroups.com

Please vote on the attached motion for the purchase of screws for the BA Cylinder rack, also fixing the outdoor tables for the value of upto \$15.

Any question please contact myself.

Cheers,
Mark Hocking

Discussion at February executive meeting 2016. 'expenditure motion' and possible solutions. Monies cannot be 1 rule for some and another for others.

"Move a motion for general expenditure 18.5 All expenditure within the brigade is to be approved by brigade Executive Committee, by electronic form or meeting, excluding emergencies, prior to expenditure.

A predetermined amount of \$100.00 per month will be available for basic brigade running costs and essential items of the brigade, from the brigade General Account.

A predetermined amount of \$150.00 per month will be available for Vending Machine stock and associated costs, from the brigade Social Account."

Moved: Mark Hocking Seconded : Sonia Wright For 8 Against none

I've invited you to fill out the form **Approval to spend brigade funds**. To fill it out, visit:
https://docs.google.com/forms/d/1u5PLNwJkf2-X-5nSqdllRM-_MCxGOpvHgJ8faD3vBPK/viewform?c=0&w=1&usp=mail_form_link

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Susan Rishman <rishorfs@gmail.com>

Sun, Apr 24, 2016 at 5:11 PM

To: Mark Hocking <presidentsrfb@gmail.com>

Mark i thought i aproved for BA racks - why is there now something else that they were purchased for ?
Sue

[Quoted text hidden]

Seahampton President <presidentsrfb@gmail.com>

Sun, Apr 24, 2016 at 5:15 PM

To: Sue Rishman <rishorfs@gmail.com>

You have already approved it. Looking back it should've been a motion straight up. I misinterpreted the finances motion, so this is to create the paper trail needed for transparency of finances in which the exec wanted. It is the same purchase, but is just processed in the wrong order (my error). And if it doesn't pass the vote then I will be reimbursing the funds due to my mess up. Sorry for the confusion.

Any questions, feel free to call me on 0413 158 274.

Cheers guys,

Mark Hocking

President | Seahampton Rural Fire Brigade | The Lakes Team

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[Quoted text hidden]

Seahampton President <presidentsrfb@gmail.com>

Sun, Apr 24, 2016 at 5:19 PM

To: Sue Rishman <rishorfs@gmail.com>

And it was for 2 lots of screws. Ba rack. And to afix the replacement table tops. In my message to you I forgot to include the tabletop bit. Sorry for any confusion

Any questions, feel free to call me on 0413 158 274.

Cheers guys,

Mark Hocking

President | Seahampton Rural Fire Brigade | The Lakes Team

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[Quoted text hidden]

Susan Rishman <rishorfs@gmail.com>

Sun, Apr 24, 2016 at 5:59 PM

To: Mark Hocking <presidentsrfb@gmail.com>

What replacement tabletop?

[Quoted text hidden]

Seahampton President <presidentsrfb@gmail.com>
To: Sue Rishman <rishorfs@gmail.com>

Sun, Apr 24, 2016 at 6:01 PM

The old door to be mounted on the outdoor table setting that was falling apart.

Any questions, feel free to call me on 0413 158 274.

Cheers guys,

Mark Hocking

President | Seahampton Rural Fire Brigade | The Lakes Team

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[Quoted text hidden]

Seahampton Captain <captsrfb@gmail.com>
To: presidentsrfb@gmail.com

Sun, Apr 24, 2016 at 6:02 PM

Please table my response at the next meeting as to why I voted against this motion.

I was sent a message at 12:15 on facebook by warren to which it said "Hey mate do screws for cylinder racks come under operations or not"

Unfortunately due to now working at the jail i was unable to view this message until some time after.

At 15:26 I was sent a picture by yourself containing a receipt of a purchase valuing the total of \$13.48. At around 15:36 i was notified by email that a transaction from the brigade bank accounts for the value of \$13.48 labeled

"BA rack screws" has just been authorised.

I then made phone contact with the treasure who advised me she was asked to authorise that particular payment and they were for the BA rack on the truck. After that i made contact with you via phone and asked where the authorised form for brigade expenditure was to which i was informed there was not one put out as per the motion passed at the February meeting.

"A predetermined amount of \$100.00 per month will be available for basic brigade running costs and essential items of the brigade, from the brigade General Account."

As the BA rack on the Cat 1 has been broken for some time it goes beyond the point of essential..

All of the above is not the reason I've voted "Not approved " its because i was told it was for BA rack and I can only assume its for the one in the truck not the new proposed one to hold the cylinders at the station (as a form would be required for this) and then now its including outdoor tables ... i am not against reimbursement to warren im against the way this has taken place and the situation that once again executive members aren't following motions that they have made or had input into.

At no point in time was i alerted before money was transferred of the full details pertaining this expenditure.

5/14/2016

Gmail - Motion for purchase of screws

Therefore i have voted against this motion.

[Quoted text hidden]

--

Regards

Sam Berry

Captain | Seahampton Rural Fire Brigade |

The Lakes Team

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Seahampton President <presidentsrfb@gmail.com>

RE: BA Screws Motion

2 messages

Seahampton President <presidentsrfb@gmail.com>

Sun, Apr 24, 2016 at 6:42 PM

To: Seahampton RFS <seahampton-executive@googlegroups.com>

Hey all,

Due to some discrepancies regarding this motion I would like to clear it up for all.

Today some screws for affixing the BA Cylinder Rack to the wall of the shed and also for affixing the old door to one of the outdoor table frames were purchased by a member. This member sort clarification on whether a motion needed to be produced or not. I informed them I didn't believe so based on the funds motion from Feb 2016.

I requested the funds reimbursement to the member to be completed by the treasurer of which was done. My request to the treasurer mistakenly left out a clear discription of exactly what the purchase was for, which included the tabletop. It just specified BA Cylinder Rack.

After this happened, and in discussion with the captain, I realized the errors in the process that was set out by the executive. This is why an approval form was sent out to the committee, to rectify this process and to make the transaction transparent.

Due to the complexity of the errors made by myself in this transaction, I have this afternoon reimbursed the brigade general account the balance of \$13.48 which makes the approval request null and void regardless of the vote outcome. This will be tabled for the next exec meeting.

This transaction is to be listed for the purpose of treasurer reports, as a reimbursement, and the purchase is a donation to the brigade.

I apologise for any confusion this has caused the executive and for the laps in process followed.

Any questions, feel free to call me on 0413 158 274.

Cheers guys,

Mark Hocking

President | Seahampton Rural Fire Brigade | The Lakes Team

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Seahampton Captain <captsrfb@gmail.com>

Sun, Apr 24, 2016 at 6:57 PM

To: Seahampton President <presidentsrfb@gmail.com>, Seahampton RFS <seahampton-executive@googlegroups.com>

Mark,

You reimbursement to the brigade creates a new issue. Money received into the brigade should be placed into the gift account in any situation as the brigade can't charge for a service as a not for profit organisation.

Money was reimbursed to the respectful person which was always going to be the case. The amount of \$13.48 deposited into the brigade account now creates an issue on the brigade books as we need to identify where its come from as your aware money in our accounts needs to be transparent and identified, as the brigade is not out of pocket and has purchased the items totaling to \$13.48 which has since been reimbursed to the member responsible your money will be returned to you.

I don't believe people questioned the reimbursement it was more the process and content of the information received. As members of the executive have questioned me previously about safety switches and being approved for them I hate for another member to be questioned for expenditure from the brigade funds, because they didn't mention the full contents of the purchase.

[Quoted text hidden]

[Quoted text hidden]

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Regards

Sam Berry

Captain | Seahampton Rural Fire Brigade |

The Lakes Team

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