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## Atauro Island Friendship Committee

**TO BE HELD:** Wednesday 24 October 2018 at 5pm

**LOCATION:** Irene's house - 70 Reid Street Rutherglen

**CHAIR:** Lesley Milne

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1. **Welcome:** Lesley welcomed everyone and thanked all for coming.
2. **Present:** Irene Cracknell, Libby Hosking, Mark Verbaken, Lesley Milne, Jess Johnson, Jenny O'Connor, Greg Pinkerton.
3. **Apologies:** Frances Walsh, Rob Porter, Peter Croucher.
4. **Disclosure of conflicts of interest:** No conflicts were disclosed.
5. **Confirmation of previous minutes:** Both the AGM and the general meeting minutes were read and accepted as correct. Moved Mark, Seconded Irene.
6. **Matter arising:** No matters were arising.
7. **Financial report:** Irene presented the finance report. There was cheque and cash deposited on July 10<sup>th</sup> for \$344 which she is unsure about. Libby will check in the Bank of Bendigo in Beechworth, Lesley will check in the pay in book.  
The report was moved by Mark, Seconded Libby
8. **Draft MOU:** Greg introduced the reasoning behind the new Memo of Understanding and the move as the current working of the Committee doesn't fit into the Council's rules. The Indigo Atauro Friendship Committee raises a great deal of money. The Committee review has been presented at Council and they recommended to continue. This Committee was borne out of a Council commitment.  
The original signed document has been found and is now residing in a glass cabinet in the Beechworth Shire Office.  
As the Committee is a little different, so a memo needs to be documented so that we, i.e. the Committee and Council, can continue the commitment. Another reason is the fact that as Councillors move, on it is important that the Councillors understand the history of the friendship and the Indigo Shire's commitment continues.  
Greg wants 2 things set up. 1: The Memo of Understanding, and 2: Committee members come and speak to Council about the programs and the friendship commitment.  
We discussed the need for someone from the Committee to speak to the Council annually to discuss the progress and programs.

## [INSERT NAME OF MEETING] MEETING AGENDA



The group went through the Memorandum of Understanding in detail. Several additions were requested and agreed on.

Greg will change 5.3 in detailed terms and update. Number 7 will be expanded.

Next steps – the Rules are documented and added i.e. standard meeting procedures. (We will decide that as an incorporated committee). The next step is Committee approval, once we all agree, then it will go to Council, where Council can adopt and sign, and we agree to become incorporated. After this process, it is business as usual.

The Meeting asked Greg to communicate to the team involved that our committee are very grateful for their work.

### **9. Other business**

A suggestion was made that we write to the Indigo Shire's Manager of Communications and request that we have a regular piece in the Indigo Informer. Libby to do.

Lesley agreed to contact John McFarland at ISC regarding appropriate public liability insurance for Not For Profit Organisations.

Irene mentioned that Marcelo's bank charge him US\$60.00 for transactions. Irene will investigate other alternatives.

**10. Date of next meeting:** 5<sup>th</sup> December 2018. Barnawartha Hotel at 5.00pm for Christmas dinner at 6.00pm.

**Meeting finished at 6.15pm**