

Minutes of general Meeting of Elands Community Health and First Aid Centre Inc held on 03/08/2014 at the Centre, 4:30pm.

PRESENT:

- Corby Gardner
- Matt Fox
- Bradley Sweetman
- Telly Bertels
- Cheree Watt Dekyong Sun
- Peter Matthison
- Steve Ryan
- Bree Worrall
- Darren Harrison

The primary purpose of this meeting was to appoint a new committee following the resignations of ALL office bearers. The resignations were all handed in and a signed copy is kept for the records. The resignations were all accepted and Nominations for the positions were accepted following a brief initial interlude whereby Peter, Corby, Matt, Bradley, Steve and Bree signed up as members at the start of the meeting.

Treasurers report from outgoing treasurer:

Telly provided a summary spreadsheet of the current financial standing of the HC with explanation of it to new members, and agreed to brief the new treasurer and assist in handing over the files to the new treasurer. Dekyong has finalised the Grant for the Outdoor bathroom facilities. The HC has \$3069 in bank with \$1761 of that left for completing the outdoor bathroom project.

APPOINTMENTS:

President: Steve nominated Darren, he accepted and was elected to this position.
Vice-President: Peter nominated Steve, he accepted and was elected to this position.
Secretary: Dekyong nominated Peter, he accepted and was elected to this position.
Treasurer: Dekyong nominated Corby, he accepted and was elected to this position.
Public Officer: Peter nominated Corby, he accepted and was elected to this position.

Matt, Bradley, Dekyong, Cheree, Telly, Bree Aspen and Taryn are members and will function as supporting members. The register will be updated to reflect this.

General Business Discussed:

- We discussed the role of HC Manager, tas assigned to Peter. Dekyong has a file describing these responsibilities which will be added to the Google Drive Directory.
- Sale of excess First Aid Supplies was discussed, and making a list of supplies and services available was also discussed. New committee to discuss in greater detail.
- Insurance and its impact on the profitability / viability of the centre was discussed, new committee to tackle this with goal of protecting the centre via getting insurance.
- general Maintenance tasks - leaking gutters, mower, painting, possums, light bulbs were discussed.
- Getting rid of old IT gear discussed - new committee to action this.
- Fire extinguishers - availability and inspection schedule, to be discussed by new committee.
- Finishing outdoor bathroom was discussed - to be discussed by new committee.
- Minutes of this meeting to be signed by Taryn

Meeting concluded at 5pm.

President - Taryn Grech.

Note: Secretary to print and file signed copy.