

Minutes MFS Committee Meeting 2 October 2018

Date: 2 October 2018

Start Time: 6:05 pm

Location: White Eagle Polish Club .

1. Welcome and Apologies

President Geoff Kell

Vice President David Ball

Treasurer Alice Bauer

Secretary Ian Bull

Public Officer Antonella Salpietro

General Committee Members

Anne Mathas, John Hewat, Nelly Rogers, Chris Ward

Apologies Matthew Gibbins

2. Confirmation of the Previous Minutes 11 September 2018

Motion to accept Minutes. Minutes accepted with changes. Moved Anne Mathas, Seconded Ian Bull

3. Matters Arising Previous Minutes

Geoff Kell Reported Beyond Q invoice \$443 and to be sent to Linda for payment.

Antonella Salpietro noted that the committee's decision to have \$200.00 of the Albert Hall hire recorded against Promotion in the Treasurer's spreadsheet, because of the use of Hall for the free dance class, hadn't been actioned yet. Geoff Kell undertook to follow up.

4. Confirmation of the record of out of session decisions

Nil

5. Treasurer's Report

None Tabled. Alice Bauer to familiarise herself with the books.

6. Correspondence

PLI enquiry by John Bardill from dance group in Western Australia. Email jbardill@bigpond.net.au . Ian has provided contacts for MFS insurers and other companies he has used in other groups.

7. President's Report

Reported on AGM venue and plan. Committee responded that the AGM was a lot of fun and well presented.

GM:

Lessons learned?

HANDOVER:

Need to change forwarding addresses, contact details, etc for new committee (GK)

Add new members to the MFS Committee group (GK)

Update membership of the MFS Executive Google Group (GK)

Update the public "Contact Us" and the members-only "Contact Details" (GK)

Information up on website re new committee - done (GK)

Bank signatories sorted & protocols established - Alice and Christine G.

EMAILS:

Please use new titles for emails.

Ian to spell check emails as well as documents.

Please acknowledge emails.

Try to remember to use MFS email name in sending.

COMMITTEE MEETINGS:

Try to keep to a maximum of 1 1/2 hours.

No prolonged discussion of previous minutes - matters arising hopefully concise

Venue- generally Polish Club

Day : 2nd Tuesday of month

MINUTES:

Minutes to be available within 2 days maximum - link sent immediately if Ian uses Google docs.

Action list prepared and circulated immediately after minutes shared.

Members to review and send amendments asap.

All amendments to be made before following meeting.

Ian to keep Committee minutes updated on website - upload after accepted in committee

Printed copies of minutes to be signed. (GK)

MFS RECORDS

Custodian should be Secretary. Geoff shall bring these to next meeting.

Now easy if we elect to maintain most information on a cloud. Only printed materials needed are signed copies of Committee meeting minutes and perhaps exemplars of promotion

ROLES ON COMMITTEE:

Apart from designated executive roles, Geoff would like other committee members to assume general portfolios. To be discussed and decided.

Email MFS Google Groups - Geoff Kell to update google group for Committee.

Email interaction. Geoff asked that Ian checks spelling and email content.

President email asked to be acknowledged and responded in a timely manner.

Minutes to be commented on in a timely manner. Posted in Google Docs.

Venue to be Polish Club. Committee agreed to use the venue.

Chair asked new committee members Chris, David, Nelly and Alice what skill they had and what they thought they could bring to the committee. David advised his interest in writing, Nelly her enthusiasm and ability to network, Chris to follow-up with Tina regarding Dancing in the Park and forming a Stage 88 action group, and, Alice expressed interest in promoting MFS activities with youth and younger persons. David expressed interest in establishing a musicians' group for younger musicians.

Chris left the meeting at 7:00 pm

Meetings to be second Tuesday of month 6:00 pm.

8. New Business

8.1 AGM 2018 Discussed in Actions Arising and President's report at meeting.

8.2 Equipment Spreadsheet. Geoff provided an update on the work of Pierre Sibilant, and of David Wardle, in maintaining the equipment register.

8.3 Dancing in The Park

Chris Ward is to follow this up with Tina Lynam and the Friends of the Albert Hall to see if a better arrangement could be agreed with the NCA.

8.4 Albert Hall Hire discussed in Matters arising from previous minutes.

Meeting Closed at 19:15