

Draft Minutes
FOTPIN Coordinating Committee Meeting

28 July 2010, 8.00pm

61 Ambalindum Street, Hawker

Attended: Vaughn Cox, Heather Burness, Warren Bond; Don Driscoll, Rosemary Blemings, Mark Hallam, Mark Burness (coopted member advising on Rules of Management)

1 Office Bearers

The following committee members nominated as office bearers

Convenor : Vaughn Cox

Secretary: Heather Burness

Treasurer: Warren Bond

The committee agreed unanimously

2 Overview of 1st FOTPIN meeting 25 July 2010

The Committee discussed the draft Minutes of the 25 July FOTPIN meeting and agreed to revise them out of session. It was agreed that the minutes must reflect the motions put and carried and the process by which members agreed to Friends of the Pinnacle (FOTPIN) becoming an unincorporated organisation

3 Rules concerning dispersal of FOTPIN assets

The Committee discussed arrangements for disposal of FOTPIN assets should FOTPIN cease to operate and in accordance with clause 32(1) of the Rules of Management agreed unanimously to the following special resolution.

Regarding the distribution of surplus property on the winding up of the organization

1/ If, on the winding up of the organization, any property and/or assets of the organization remains after satisfaction of the debts and liabilities of the organization and the costs, charges and expenses of that winding up, that property shall be distributed to another organization having objects similar to those of the organization

2/ Which organization or purposes, as the case requires shall be determined by resolution of the members when authorizing and directing the office bearers to prepare a distribution plan for the distribution of the surplus property and or assets of the organization.

4 Financial arrangements

4.1 Trustee Signatories

The committee reviewed clause 27 of the Rules of Management and unanimously agreed to the following Special Resolution to be later agreed to by members

To amend Clause 27 of the Rules of Management of FOTPIN so that clause 27 be changed to read

Management of funds

1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by at least 2 committee members one of whom must be an office bearer.

2 At least 2 members, one of whom must be an office bearer shall be nominated each year as trustee signatories to the group's bank account

4.2 Report on monies held by FOTPIN

The Treasurer reported that at 28 July 2010 monies held by FOTPIN were;

Cash: \$320.00 (\$54.00 float, \$266.00 membership donations)

Cheques: \$60.00 (currently held in Hansteins Lawyers Trust Account)

Total: \$380.00

Upon further discussion regarding the Treasurer's availability the following Special Resolution was agreed to unanimously

Regarding the expenditure of funds

Any expenditure exceeding \$50 must have prior approval by 3 members of the committee one of whom must be an office bearer

and further to this the following Special Resolution was also agreed to unanimously

Regarding the signatories to the bank account

That Warren Bond, Heather Burness, Vaughn Cox and Mark Hallam are the trustee signatories to the FOTPIN account

5 Acknowledgements and action items

1.1 Acknowledgements

The Committee agreed to:

- (a) write to Mr Phil Gray, Principal, Weetangera Primary School to thank Mr Gray for the use of the school facilities for the 1st FOTPIN meeting, 25 July 2010;
- (b) formally thank the members of the Governance Working Group for their contributions to establishing FOTPIN, and making arrangements for the conduct and agenda for the 1st FOTPIN meeting; and

- (c) email FOTPINs that attended the 1st Meeting thanking them for their attendance and support to establish FOTPIN, and informing FOTPINs of the special resolutions agreed to by the committee

1.2 Items to be progressed by Committee out of session

- (a) Warren to database member information provided on completed FOTPIN application forms;
- (b) Heather to investigate and advise on limits to funding/turnover prescribed for unincorporated organisations;
- (c) Vaughn to finalise Membership Form for design and circulation;
- (d) Vaughn to circulate to Committee and members anticipated PCL email regarding horse use at the Pinnacle. Members to have a deadline to provide comment and/or to indicate their intention to contribute to formulation of FOTPIN response to PCL. Committee to develop response to PCL;
- (e) Don and Rosemary to represent FOTPIN at the STEP workshop, ANBG, late August 2010;
- (f) Vaughn to identify and advise on options for a FOTPIN postal address; and
- (g) Committee to investigate and possibly develop a funding application under the Caring for Our Country Community Action Grants Program.

6 Next Meeting

To be determined Out-of-Session

Meeting closed 9.25pm.