

Building Life Skills



Annual General Meeting Minutes

30th November at 3:00pm

Present: Dianne Owen, Jodie Howells, Emily Howells
Via Zoom: Stephen Kinnear, Deborah Pack, Robert Cameron,
 Martin Piasecki, Skye Harvey

Next meeting: TBA

Topic	Action Items
<p>Welcome.</p> <p>Chair welcomed group to meeting.</p> <p>Welcomed new members;</p> <ul style="list-style-type: none"> • Jodie Howells appointed as Office Manager for Building Friendships and Member • Robert Cameron, Architect and Member • Martin Piasecki, Support Worker and Member <p>Noted members register updated to reflect new members</p>	
<ul style="list-style-type: none"> • Activities Update <ul style="list-style-type: none"> ○ First Market stall at Kalamunda Artisan Markets on Saturday December 5th. Prepared stock to sell – herbs, teas, planter boxes, peacock feathers. <p>Purchased Square device to capture sales.</p> <p>Price guide created and will monitor sales to determine sustainability and potential revenue</p>	<p>Transactions to be recorded via Square software and reported against financials at FY end.</p>
<ul style="list-style-type: none"> ○ Website updated to reflect team in BF and work in progress for BLS regarding governance section. 	<p>DO to work through requirements for website and liaise with Owlsite.</p> <p>Amendments to be relayed back to the board via General meetings</p>
<ul style="list-style-type: none"> ○ Constitution (Registered late November 2019) to be reviewed and align with Associations rules and guidelines. Discussion regarding contracting amendments to a third party to ensure compliance. 	<p>Third Party to be engaged to review and amend constitution.</p> <ul style="list-style-type: none"> • Moved – Jodie Howells • Seconded – Emily Howells

	<ul style="list-style-type: none"> • All in favour - Confirmed
<ul style="list-style-type: none"> ○ Community Business Proposal update <ul style="list-style-type: none"> ○ Business Proposal finalised with letters of support from carers/parents included. ○ To be distributed to key stakeholders for consideration in obtaining support (\$) ○ Will be updated as project evolves 	
<ul style="list-style-type: none"> ○ Grants Update <ul style="list-style-type: none"> ○ Received \$2,500 grant from SJoG Midland to spend towards BLS market stall. Receipts recorded to reconcile against monies received. Money to be transferred from BF account to BLS ○ Continued review of grants available that meet with requirements. ○ Pending application to ILC Grants for \$41,000 ○ Database to be created noting grant applications for reference and consideration for re-submissions if unsuccessful 	
<ul style="list-style-type: none"> • Financial Update <ul style="list-style-type: none"> ○ FY20 financials distributed amongst group. Total Income \$0.68 Expenses – Website set up \$950.00 and bank service charges of \$10 Total Expense of \$960.00 Net income of -\$959.32 Balance Sheet for Fy20. Account balance \$40.68 Liabilities \$1,000.00 Net Income \$-959.32 Total liabilities and Equity = \$40.68 ○ Anticipation of revenue from monthly market stall, containers for change donations and additional grant supports 	
<ul style="list-style-type: none"> • Board members appointments <ul style="list-style-type: none"> ○ Deborah Pack resigned from position of Secretary and wishes to remain as a Member 	<p>Appointment of Jodie Howells to position of Secretary.</p> <ul style="list-style-type: none"> • Moved – Stephen Kinnear

<ul style="list-style-type: none">○ Jodie Howells nominated self to appointment of Secretary○ All other positions remain occupied<ul style="list-style-type: none">Stephen Kinnear – Finance ManagerDianne Owen – ChairpersonEmily Howells – Deputy Chairperson	<ul style="list-style-type: none">● Seconded – Martin Piasecki All in favour - Confirmed
<ul style="list-style-type: none">● General business – Open Forum<ul style="list-style-type: none">○ No further items raised for discussion	

Meeting adjourned at 3.45pm