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## Combined Management Committee Meeting

### for BAPA and BBEN/ZestFest

Minutes of a management meeting called by Wendi Trulson held on Wednesday 15 May 2013 starting 9am at the Beechmont Community Centre, 1835 Beechmont Road, Beechmont

Present: Wendi Trulson, Tom Blake, Doreen Sproul, Fran Gilbert, Ger Vloothuis

#### 1 Notifications:

1.a Ger Vloothuis will be overseas from 2 June 2012 till 28 June 2012. Ger has asked Emily Pearce to attend to urgent changes to the websites, if any. Emily has confirmed that she is happy to do so,

#### 2 Dates for upcoming BAPA general meetings and annual general meeting will be::

8 July 2013, 14 October 2013, 9 December 2013, 10 February 2014, AGM 14 April 2014. All for a 7pm start at the Beechmont Community Centre.

#### 3 Zest Fest insurance requirements

Wendi had ZestFest insured last year for a few hundred dollars premium with GIO. Now looking to include the ZestFest activity into the BAPA current insurance, which is due to run out on 30 May 2013. Ger has the renewal proposal documents from Brianna Hall / Australian Insurance Solutions Pty Ltd, an insurance broker firm referred to Ger by Maurie Hansell. Tom has provided financial statements for BAPA for the last two years. Wendi brought the BBEN statements to the meeting and promised to scan and email them for Ger later. Ger is to include these documents in the insurance renewal request for proposal. Also have to include insurance for the banner over the road in Nerang. Wendi provided copies of last years "Road Corridor Permit Application" forms and the current application.

The all up BAPA premium for last year was \$ 2150.97. Brianna Hall said that this year would not be much different, even with BBEN/Zestfest added. This because ZestFest is on someone else's

property. But we'll have to see this when the proposal is submitted.

4 ZestFest budget. To be provided by Wendy. Expected same or similar as last year, but no grant or subsidy from SRRC asked for or expected. Wendy said that would probably not be needed this year.

5 Wendi confirmed that there wasn't an actual member list of BBEN when incorporated as a sub committee into BAPA. Both Wendi and Sally were believed to be already BAPA members at the time, so that will stay that way.

6 Painting of the headmaster's cottage. On earlier request of Maurice Hansell, Ger had held off with writing the letter to Council as per last General Meeting Minutes. Meanwhile, Ger has taken the pictures of the current state of the outside wall painting. It looks indeed pretty scruffy. We still need to see if the touted \$20K is what it takes to do the job. Tom offered to do it for \$25/hr plus around \$500~\$3000 for paint. Have to have a talk with a Mr Alan from SRRC to see what their plans are. No resolutions as yet

7 Facility Hire for Karen White either \$10/week or \$25/month. Tom proposed \$25/month is OK. Carried.

8 Market stall fees are \$10 per event. If and when a "car-boot sale" is added, then \$5 per car (no stall). Anyone wanting to have a stall or a car-boot on the market should become a BAPA member as well and pay \$5 membership fees, unless already registered as a member.

9 Discussion on reconciling the BAPA membership fees payments with the members list. Ger suggested we adopt SAASU for accounting. It's an online system with no need to run any hardware or software at home. SAASU can have an automatic bank feed (for reconciliation and reporting only, not for transactions). A web browser is all you need. All software and backup runs in the cloud, in this case on an Australian server farm. Costs are \$9/month for up to 50 transactions/month or \$20/month for up to 200 transactions a month. Ger will setup a free trial for Fran, Doreen and Tom to have a look how that works. Ger is already using SAASU in several business entities for a few years now, happy with the way it works, and would recommend it to be used for the BAPA accounts. .

== Meeting closed 10:30am