

AGENDA

Minute taker: Emma

- 1. Welcome (Leida)**
 - a) Apologies – Alana, Julie, Karen, Louise, Michelle
 - b) Zonta Grace
 - c) Member intro
 - d) Member talk - Isobelle
- 2. Minutes of last meeting**
- 3. Business arising from the Minutes**
 - a) Club constitution review – Leida
 - b) Feedback on auditors – Tricia and Emma
 - c) Card for Michelle – Isobelle
 - d) Contact with Grace Grace – Flora
 - e) OFT and club's status as 'other incorporated' association – Tricia
 - f) Sexual Assault Unit/RBWH – Flora
 - g) BYDC dates – Isobelle
 - h) Tara Castle visit – Isobelle
 - i) Zonta on a Stick
 - j) Treasurer's report for July – Tricia
- 4. Correspondence**

Taken as read (please see attachment).
- 5. Treasurer's Report (Tricia)**
- 6. Committee Reports**

Taken as read (please see attachment). Note Advocacy did not meet in July.
- 7. Business of the Meeting**
 - a) Anniversary dinner – Leida
 - b) Breast Cancer Network forum volunteers – Leida
 - c) International Convention – Leida
 - d) Member feedback on new committee and board meeting structure – Leida
 - e) Trash and Treasure – Jo
 - f) Love Bites – Tricia
 - g) Zonta Says No banner at The Nest – Isobelle
- 8. Other business**
- 9. Upcoming events**
 - Saturday 13 August – Birthing Kit Assembly Day at Somerville House
 - Saturday 27 August – Trash & Treasure at Southbank TAFE
 - Sunday 11 September – Sewing Bee at Emma's home
 - Saturday 29 October – Octobra event at Leanne's home

10. Close Meeting

- a) Next Board meeting – Thursday 25 August (minute taker: Kate)
- b) Next Breakfast meeting – Wednesday 7 September (minute taker: Kate)

| | |
|--|---|
| Fund Raiser Account BSB 034 013 Account No 143399 Note: all credit card payments are automatically directed to this account | Administration Account BSB 034 013 Account No 277 960 <i>To pay for breakfast via bank transfer, use the Admin Account</i> |
|--|---|

MINUTES

Minute taker: Flora

1. Welcome (Leanne)

- a) Apologies – Leida, Emma, Kate, Isobelle, Julie, Jo, Tricia
- b) Guests – Guest Speaker, Hanna Clifford from Women's Community Aid.
Presentation of cheque for \$2,000 towards Identity Project. Hanna was grateful of our support and gave an interesting overview of the organization and its services. She was present for the duration of the meeting and contributed to some of our discussions. Mentioned that there were not many opportunities for hands on assistance our Club could provide to the organization. She was not aware of The Nest organization which could also be of benefit to their clients.
Other guests - Hayley Jane, Nicole Nolan, Sarah Grealy
- c) Zonta Grace –
- d) Member Introduction

2. Minutes of last meeting

Moved: Louise. Seconded: Flora

3. Business arising from the Minutes

- a) Club Constitution review carried forward - Leida
- b) Feedback on potential auditors
Flora's contact is not registered as an auditor. Tricia and Emma to report following their enquiries re auditors and audit costs.
- c) Card for Michelle carried forward – Isobelle
- d) Report on contact with Grace Grace carried forward – Flora
- e) Office of Fair Trading and Club's status as 'Other Unincorporated' carried forward – Tricia
- f) Sexual Assault Response Team – Contact made by Flora and items to be collected by them. They mentioned that they also share the items with the mothers of the neo-natal unit who come from the regional areas under emergencies. There are new staff in the team and there is no knowledge of a monetary donation made by us nor does the Club have any record.
- g) Dates for BYDC carried forward – Isobelle
- h) Date for Tara Castle to be guest speaker - Isobelle

4. Correspondence

Taken as read.

Moved: Ruth. Seconded: Karen.

Subject to adding email correspondence regarding the Movie Fundraiser

5. Treasurer's Report

To be presented

6. Committee Reports



CLUB OF
BRISBANE
BREAKFAST INC
MEMBER OF ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

Zonta Brisbane Metro Breakfast Club Inc
BREAKFAST MEETING
Wednesday 6 July 2016
Venue: United Service Club

No written reports circulated

Advocacy – Purchasing 'Zonta Says No' Banner for display at events such as Trash and Treasure, White Ribbon Day, The Nest etc.
Discussion was also had about repeating the Zonta walk through the city for the Zonta Says No – 16 Days of Activism

Membership – Member phone list updated. Data base established to include our contacts, past members and others who have attended our functions. Information evening to be arranged for prospective new members. Revision of Resignation Survey and Information Booklet. Promotional flyer to be finalized to attract new members.

Service -

7. Business of the Meeting

Jo and Flora from the Trash and Treasure Committee met in the Brisbane City Council Meeting Room. Date of event 27 August. Jo has students working on the flyer and will be distributed as soon as possible. Advertising in Brisbane circle being considered. Garage Sale ad to be placed. Community announcements to be arranged for Quest newspapers and radio stations.

Called on members to collect suitable items and that Kate's house was available for storage if required.

It was noted that the meeting room would be suitable for our joint committee meetings if necessary and our Member Information Evening as it has all the facilities.

Anniversary Dinner at Urbane – 17 total attending.

Zonta on a Stick – Ruth has received more requests however we need to obtain an indication from other Clubs as to the number required before we seeking a quote.

8. Other business

Octobra event at Leanne's. Date to be advised.

9. Close Meeting: 8.30am

Next Committee Meetings: Thursday, 28 July 2016 – South Bank TAFE

Next Board Meeting: Thursday 28 July 2016. South Bank TAFE

Next Breakfast Meeting: Wednesday 3 August 2016, United Services Club



CORRESPONDENCE LIST – July 2016

Tabled at Breakfast Meeting 03 August 2016

Correspondence Received:

| Date | From | Subject | Member responsible |
|------------|------------------------------------|---|--------------------|
| 02/07/2016 | Westpac | 3 x bank statements | Tricia |
| 30/05/2016 | Womens Community Aid | Receipt for \$2000 donation | Club |
| 02/07/2016 | Nicole Nolan | Acceptance of Breakfast invitation | Club |
| 04/07/2016 | Roshon Georgas New Farm Cinemas | Via Flora - Thanks for our cinema booking | Club |
| 04/07/2016 | Wendy, Be Uplifted | Invitation to Volunteers Morning Tea 30 th July | Club |
| 05/07/2016 | Maxine, Whitsunday Club | Acknowledgment of receipt of USB's | Club |
| 06/07/2016 | Hayley Jane | Thanks for breakfast invite and request for membership info. | Club |
| 07/07/2016 | Hayley Jane | Completed Membership Form | Ruth |
| 13/07/2016 | Bahloo | Invite to NAIDOC morning tea and request for raffle items | Club |
| 13/07/2016 | Nicole Nolan | Thanks for invite to breakfast but wont be joining at this stage | Ruth |
| 14/07/2016 | Linda, Entertainment Book | Advising of new account manager | Tricia |
| 15/07/2016 | Sarah Grealy | Thanks for breakfast invitation but unable to join at this time due to work commitments | Club |
| 19/07/2016 | John Grounds Auditor | Quote for Club financial audit and request for info | Tricia |
| 27/07/2016 | Lyn Agnew | request for the original copy of the Consent to Become a Member Form | Leida |
| 20/07/2016 | Ros Kinder | Request for volunteers to manage breast cushion table at BCNA Qld Forum | Club |
| 28/07/2016 | Leilani, Bahloo | Thanks for our donation of hamper for NAIDOC raffle | Flora |

Correspondence Sent:

| Date | To | Subject | Member Responsible |
|------------|-------------------------|--|--------------------|
| 04/07/2016 | Nicole Nolan | Info about attending breakfast | Ruth |
| 05/07/2016 | Maxine, Whitsunday Club | Acknowledgement of request for Zonta USB's | Ruth |
| 07/07/2016 | Hayley Jane | Forwarding Membership Form | Ruth |
| 13/07/2016 | Nicole Nolan | Follow up email after attendance at Breakfast | Ruth |
| 13/07/2016 | Sarah Grealy | Follow up email after attendance at Breakfast | Ruth |
| 28/07/2016 | Wendy, Be Uplifted | Request for inclusion of Club logo on their letterhead plus request to display Club Banner at Morning Tea. | Ruth |
| 28/07/2016 | Hannah @ Womens House | Fwd Nest Community Newsletter as discussed at last breakfast | Ruth |
| | | | |

I move that the incoming be accepted and the outgoing be endorsed

Period Jul-16

Beginning of FY 01-Apr-16
Start 01-Jul-16
End 31-Jul-16

Zonta Club of Brisbane Metro Breakfast Inc
Profit and Loss
for the period ending 31/07/2016

| | Current | | | | |
|-------------------------------|--------------------|---------------------|---------------------|---------------|---------------|
| REVENUE | Month | This Year YTD | 2016 | 2013 | 2012 |
| Fundraising Account | | | | | |
| Entertainment Books | \$130.00 | \$975.00 | \$2,198.00 | | |
| Trivia Night | \$0.00 | \$0.00 | \$6,340.00 | | |
| Trash and Treasure | \$0.00 | \$0.00 | \$2,934.40 | | |
| Fashion Showcase | \$0.00 | \$0.00 | \$0.00 | | |
| Movie You before me | \$100.00 | \$2,385.00 | \$0.00 | | |
| Flora Fundraising | \$0.00 | \$690.00 | \$1,069.00 | | |
| Fashion Bazaar | \$0.00 | \$0.00 | \$1,377.00 | | |
| Melbourne Cup | \$0.00 | \$0.00 | \$0.00 | | |
| Donations | \$0.00 | \$0.00 | \$0.00 | | |
| Zonta International Donation | \$0.00 | \$0.00 | \$0.00 | | |
| Interest/Bank Fees Fund | \$0.00 | \$1.57 | \$0.00 | | |
| Wine Lunch | \$0.00 | \$0.00 | \$0.00 | | |
| Wine Dozens | \$0.00 | \$0.00 | \$9,030.00 | | |
| High Tea | \$0.00 | \$0.00 | \$0.00 | | |
| Octobra | \$0.00 | \$0.00 | \$1,579.50 | | |
| Zonta on a Stick | \$64.50 | \$337.50 | \$992.65 | | |
| 0 | \$0.00 | \$0.00 | \$0.00 | | |
| <u>Pending Transfers:</u> | \$0.00 | \$0.00 | \$0.00 | | |
| Transfer Adm-Fund | \$0.00 | \$0.00 | -\$70.00 | | |
| Transfer Invest-Fund | | \$0.00 | -\$100.00 | | |
| Transfer Invest-Adm | \$0.00 | -\$1,500.00 | -\$550.00 | | |
| | \$0.00 | \$0.00 | \$0.00 | | |
| Administration Account | | | | | |
| Breakfasts | \$125.00 | \$879.00 | \$3,660.00 | | |
| Anniversary Dinner | \$1,295.00 | \$1,295.00 | \$1,257.00 | | |
| ZI Fees | \$0.00 | \$3,070.00 | \$1,320.00 | | |
| Conference Registration | \$0.00 | \$0.00 | \$0.00 | | |
| Supplies | \$0.00 | \$0.00 | \$0.00 | | |
| Miscellaneous | \$0.00 | \$0.00 | \$171.75 | | |
| Interest/Bank Fees Admin | \$0.00 | \$0.35 | \$2.32 | | |
| <u>Pending Transfers:</u> | \$0.00 | \$0.00 | \$0.00 | | |
| Transfer Fund-Adm | \$90.00 | \$90.00 | -\$167.00 | | |
| Transfer Invest-Adm | \$0.00 | \$0.00 | \$0.00 | | |
| Transfer Invest-Adm | \$0.00 | \$1,500.00 | \$500.00 | | |
| | \$0.00 | \$0.00 | \$0.00 | | |
| TOTAL INCOME | \$1,804.50 | \$9,723.42 | \$31,544.62 | \$0.00 | \$0.00 |
| EXPENSES | | | | | |
| Fundraising Account | | | | | |
| Entertainment Books | \$0.00 | -\$650.00 | -\$1,625.00 | | |
| Trivia Night | \$0.00 | \$0.00 | -\$2,619.85 | | |
| Trash and Treasure | \$0.00 | \$0.00 | -\$900.00 | | |
| Fashion Showcase | \$0.00 | \$0.00 | \$0.00 | | |
| Movie You before me | \$0.00 | -\$630.00 | \$0.00 | | |
| Flora Fundraising | \$0.00 | \$0.00 | \$0.00 | | |
| Fashion Bazaar | \$0.00 | \$0.00 | -\$60.00 | | |
| Melbourne Cup | \$0.00 | \$0.00 | \$0.00 | | |
| Donations | -\$2,000.00 | -\$2,000.00 | -\$21,003.66 | | |
| Zonta International Donation | \$0.00 | -\$4,154.19 | \$0.00 | | |
| Interest/Bank Fees Fund | -\$53.11 | -\$170.22 | -\$22.00 | | |
| Wine Lunch | \$0.00 | \$0.00 | \$0.00 | | |
| Wine Dozens | \$0.00 | \$0.00 | -\$6,060.48 | | |
| High Tea | \$0.00 | \$0.00 | \$0.00 | | |
| Octobra | \$0.00 | \$0.00 | -\$1,330.00 | | |
| Zonta on a Stick | | | | | |
| Transfer Adm-Fund | \$0.00 | -\$225.00 | \$0.00 | | |
| 0 | \$0.00 | \$0.00 | \$0.00 | | |
| Administration Account | | | | | |
| Breakfasts | -\$275.00 | -\$1,150.00 | -\$4,779.68 | | |
| Anniversary Dinner | -\$1,378.65 | -\$1,378.65 | -\$1,586.00 | | |
| ZI Fees | | -\$2,468.62 | -\$2,957.99 | | |
| Conference Registration | \$0.00 | \$0.00 | \$0.00 | | |
| Supplies | \$0.00 | \$0.00 | -\$75.46 | | |
| Miscellaneous | \$0.00 | -\$1,391.95 | -\$2,240.44 | | |
| Interest/Bank Fees Admin | \$0.00 | \$0.00 | \$0.00 | | |
| 0 | | | | | |
| 0 | | | | | |
| 0 | | | | | |
| 0 | | | | | |
| 0 | | | | | |
| 0 | | | | | |
| 0 | \$0.00 | \$0.00 | \$0.00 | | |
| 0 | \$0.00 | \$0.00 | \$0.00 | | |
| TOTAL EXPENSES | -\$3,706.76 | -\$14,218.63 | -\$45,260.56 | \$0.00 | \$0.00 |
| Profit and Loss | -\$1,902.26 | -\$4,495.21 | -\$13,715.94 | \$ - | \$ - |

Period **Jul-2016**

Beginning of FY 01-Jun-16
 Start 01-Jul-16
 End 31-Jul-16

Zonta Club of Brisbane Metro Breakfast Inc
Bank Reconciliations
for the period ending 31/07/2016

| FUND RAISING ACCOUNT | | BSB 34013 # 143399 | |
|-----------------------------|-----------|---------------------------|--------------------|
| Opening Balance | 1/07/2016 | | 4704.68 |
| Add Income | | 384.50 | |
| Less Expenses | | - 2,078.11 - | 1,693.61 |
| Closing Balance | | | \$ 3,011.07 |

| ADMINISTRATION ACCOUNT | | BSB 34013 # 277960 | |
|-------------------------------|-----------|---------------------------|------------------|
| Opening Balance | 1/07/2016 | | 1066.38 |
| Add Income | | 1,420.00 | |
| Less Expenses | | - 1,653.65 - | 233.65 |
| Closing Balance | | | \$ 832.73 |

| LONG TERM INVESTMENT ACCOUNT | | BSB 34013 # 390825 | |
|-------------------------------------|-----------|---------------------------|--------------------|
| Opening Balance | 1/07/2016 | | 4,674.20 |
| Add Income | | - | |
| Less Expenses | | - | - |
| Closing Balance | | | \$ 4,674.20 |

| SPECIAL EVENTS ACCOUNT | | BSB 34013 # 336940 | |
|-------------------------------|-----------|---------------------------|-----------------|
| Opening Balance | 1/07/2016 | | 65.92 |
| Add Income | | - | |
| Less Expenses | | - | - |
| Closing Balance | | | \$ 65.92 |

| | |
|--------|-----------|
| Period | Jul-2016 |
| | 01-Apr-16 |
| | 01-Jul-16 |
| | 31-Jul-16 |

[illegible]

| FUNDRAISING ACCOUNT | | | B58 34013 # 143399 | | | |
|---------------------|-----------|--|--------------------|----------|--------------------------|-------------------------------|
| Ref | Date | Description | Debit | Credit | Revenue/Expense Category | Comments |
| 2-00294 | 01-Jul-16 | WITHDRAWAL WESTPAC MERCHANT FEES 23297542FEE 001556 | \$33.11 | \$0.00 | Interest/Bank Fees Fund | \$0.00 |
| 2-00295 | 01-Jul-16 | FEE FOR OVERSEAS TELEGRAPHIC TRANSFER | \$20.00 | \$0.00 | Interest/Bank Fees Fund | \$0.00 |
| 2-00296 | 07-Jul-16 | DEPOSIT JONES JOANNE ROB Jo Jones breakfast | \$0.00 | \$25.00 | Transfer fund adm | \$0.00 |
| 2-00297 | 08-Jul-16 | WITHDRAWAL/CHEQUE 200754 | \$2,000.00 | \$0.00 | Donations | Women's House |
| 2-00298 | 11-Jul-16 | DEPOSIT KATHERINE GREEN K Green trf | \$0.00 | \$100.00 | Movie You before me | \$0.00 |
| 2-00299 | 11-Jul-16 | DEPOSIT KATHERINE GREEN K Green trf | \$0.00 | \$65.00 | Entertainment Books | \$0.00 |
| 2-00300 | 15-Jul-16 | DEPOSIT Zonta Whitsunday USB sticks Members | \$0.00 | \$64.50 | Zonta on a Stick | \$0.00 |
| 2-00301 | 20-Jul-16 | WITHDRAWAL MOBILE 1155814 TFR Community S Jo Jones breakfast | \$25.00 | \$0.00 | Transfer fund adm | jo breakfast to admin account |
| 2-00302 | 20-Jul-16 | DEPOSIT 230450 | \$0.00 | \$65.00 | Transfer fund adm | Flora anniversary dinner |
| 2-00303 | 20-Jul-16 | DEPOSIT BRISBANE,260 QUEEN STREET QLD | \$0.00 | \$65.00 | Entertainment Books | Tricia entertainment book |

Beginning of FY Date 28-Jul-16
01-Apr-16

Zonta Club of Brisbane Metro Breakfast Inc
Fundraising Status
as at 28-Jul-16

OPENING BALANCE AT BEGINNING FY **\$15,133.91**

| FUNDRAISING EVENT | Revenue | Expenses | Profit | 1/3 to ZI? |
|---------------------|------------|-----------|------------|------------|
| Entertainment Books | \$975.00 | -\$650.00 | \$325.00 | Y |
| Trivia Night | \$0.00 | \$0.00 | \$0.00 | Y |
| Trash and Treasure | \$0.00 | \$0.00 | \$0.00 | Y |
| Fashion Showcase | \$0.00 | \$0.00 | \$0.00 | Y |
| Movie You before me | \$2,385.00 | -\$630.00 | \$1,755.00 | Y |
| Flora Fundraising | \$690.00 | \$0.00 | \$690.00 | Y |
| Fashion Bazaar | \$0.00 | \$0.00 | \$0.00 | Y |
| Melbourne Cup | \$0.00 | \$0.00 | \$0.00 | Y |
| Wine Lunch | \$0.00 | \$0.00 | \$0.00 | Y |
| Wine Dozens | \$0.00 | \$0.00 | \$0.00 | Y |
| High Tea | \$0.00 | \$0.00 | \$0.00 | Y |
| Octobra | \$0.00 | \$0.00 | \$0.00 | Y |
| Zonta on a Stick | \$337.50 | \$0.00 | \$337.50 | Y |

TOTAL FUNDS RAISED **\$2,770.00**

| Donations Completed this FY | | \$2,000.00 |
|-----------------------------|---------|------------|
| | Ref | Amt |
| Women's House | 2-00297 | \$2,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
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| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |

| Donations/Payments Pending | | \$923.33 |
|----------------------------|-----------------------------|----------|
| | Comments | Amt |
| ZI 1/3 fundraising | 1/3 of eligible fundraising | \$923.33 |
| | | |

Total Fundraising Available for Disbursement: **\$14,980.58**

Beginning of FY

Date

28-Jul-16

01-Apr-16

Zonta Club of Brisbane Metro Breakfast Inc

Admin Event Status

as at 28-Jul-16

| ADMIN EVENT | Revenue | Expenses | Profit |
|--------------------|------------|-------------|-----------|
| Breakfasts | \$879.00 | -\$1,150.00 | -\$271.00 |
| Anniversary Dinner | \$1,295.00 | -\$1,378.65 | -\$83.65 |

| | | | |
|------------------------|-----|------|------|
| Breakfasts | | | |
| April 16 Breakfast | 275 | -375 | -100 |
| May 16 Breakfast | 228 | -275 | -47 |
| June 16 Breakfast | 201 | -225 | -24 |
| July 16 Breakfast | 150 | -275 | -125 |
| August 16 Breakfast | 0 | 0 | 0 |
| September 16 Breakfast | 0 | 0 | 0 |
| October 16 Breakfast | 0 | 0 | 0 |
| November 16 Breakfast | 0 | 0 | 0 |
| February 16 Breakfast | 0 | 0 | 0 |
| March 16 Breakfast | | | |

3 guests (3 potential new members and lady from Women's House) plus Isobelle didn't pay late apolgy due to breaking her ribs, Ruth attended to make up the numbers

1 guest

Ruth W to pay and one guest



Zonta Brisbane Metro Breakfast Club Inc. Membership Committee Meeting

Thursday 28th July 2016

5:30pm Optional Fellowship (bring a drink or nibbles)

6.00pm – 7.00pm Membership Committee Meeting

TAFE Qld Brisbane Southbank Campus

Meeting Room, D Block level 1 (Entry from Colchester St opposite busway)

MINUTES

Present: Ruth, Flora, Louise, Emma

1. Membership phone contact list: Ruth has updated and will circulate via Leida
4. Resignation Survey: Flora received feedback from Ruth W but still has to contact Vicki. Ruth still to contact Glenda.
5. Membership Satisfaction Survey: Ruth to forward existing survey to Louise to update.
6. Flyer to attract new members – Flyer was finalized. Ruth to make final amendments for circulation.
7. Revise & Update Member Info Booklet (carried over from May meeting) Ruth to update booklet to align with new biennium

Next Meeting: Thursday 25th August 2106