

AGENDA

Minute taker: Kate

- 1. Welcome (Leida)**
 - a) Apologies – Kathy, Ruth, Michelle, Alana, Leanne, Julie
 - b) Guests – Megan Oliver
 - c) Zonta Grace
 - d) Member intro
 - e) Member talk - Isobelle
- 2. Minutes of last meeting**
- 3. Business arising from the Minutes**
 - a) Club constitution review - Leida
 - b) Auditors - Leida
 - c) Contact with Grace Grace – Flora
 - d) Office of Fair Trading and club's status
 - e) Zonta on a Stick – Leida/Isobelle
 - f) Octobra wine preferences - Isobelle
- 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 August.
- 7. Business of the Meeting**
 - a) Trash and Treasure – Jo
 - b) Zonta Says No banner– Leida
 - c) Planning meeting – Leida
 - d) Committee and board meeting venue 2017 – Leida/Flora
 - e) Breast Cancer Network forum volunteers – Leida
 - f) Love Bites – Leida
 - g) Octobra – Leida
 - h) Sewing Bee - Emma
- 8. Other business**
- 9. Upcoming events**
 - Sunday 11 September – Sewing Bee at Emma's home
 - Saturday 29 October – Octobra event at Leanne's home
 - TBC – Zonta Says No fellowship walk
- 10. Close Meeting**
 - a) Next Board meeting – Thursday 29 September (minute taker: Tricia)
 - b) Next Breakfast meeting – Wednesday 5 October (minute taker: Jo)

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>
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MINUTES

1. Welcome

- a) Apologies – Alana, Julie, Karen, Louise, Michelle
- b) Zonta Grace – Leanne

2. Minutes of last meeting

Presented by Leida. Noted that Flora said Grace at the last meeting. Moved: Leanne.
Seconded: Jo

3. Business arising from the Minutes

- a) Club Constitution review – Leida noted that Emma has provided some feedback and Leida is to finalise. One issue which has been raised is whether or not we need to amend provisions about voting in person. Currently voting is by show of hands, but Leida considers the interpretation of the clause is wise and could be extended to a member voicing their opinion if they are attending a meeting by phone.
- b) Feedback on auditors – Emma noted that her contact was not overly interested in undertaking the work. Tricia has spoken to John Grounds who is prepared to do the work for a very reasonable fee. All agreed that he ought be appointed. Will need to reopen the AGM to appoint the auditor and a formal Notice will need to be sent out prior to the next Breakfast meeting.
- c) Card for Michelle – Isobelle has sent a card on behalf of the Club to Michelle and Lindsay on the birth of their son, Henry. A gift is to be purchased when Michelle brings Henry to a breakfast meeting. Consideration to be given to inviting her to the Christmas Breakfast meeting.
- d) Contact with Grace Grace – Flora has not yet made contact with Grace Grace. She will do so now that she has further information. All agreed that the event would only be viable if the \$500.00 hire fee is waived. We are looking for the High Tea plus some other event (eg guest speaker) to be held at the end of February 2017.
- e) Office of Fair Trading and club's status as 'other incorporate association' – carried over to next meeting. Flora is to make some enquiries.
- f) Sexual Assault Unit/RBWH – 2 boxes of toiletries and 2 boxes of cosmetic bags have been collected. We have to reassess the need for a further donation at the Planning Meeting later this year as there is some confusion as to whether or not the previous donation had been made (via the purchase of items). Leida will add this to the agenda.
- g) BYDC dates – Isobelle has arranged for the visits on one Saturday per month until the end of the year. She recently attended their NAIDOC event and was presented with a Certificate and painting. Discussion held about the activities undertaken with the girls during the visits.

- h) Tara Castle visit – Isobelle has spoken to Tara Castle, who has recommended that we arrange for a representative from one of the charities in which Tara is involved to speak at a future breakfast meeting. We are to consider this at the Planning Meeting and Leida to add to the agenda.
- i) Zonta on a Stick – Has gone down well with other clubs. We might consider adding new material and then maybe produce another round. Leida will follow up with Ruth.
- j) Treasurer's Report for July – Tricia presented the Treasurer's Report as per attached. Moved by Tricia. Seconded by Flora. Tricia presented the payments made. Moved by Tricia. Seconded by Leanne.

4. Correspondence

Taken as read.

5. Treasurer's Report

Tricia presented the Treasurer's report. Moved: Tricia. Seconded: Emma.
Tricia presented the payments made. Moved: Tricia. Seconded: Emma.

6. Committee Reports

Taken as read.

7. Business of the Meeting

- a) Anniversary Dinner – all agreed a lovely night. Thank you to Kate and Emma for organising. Leida provided explanation of Hon Zons and asked all members to give consideration to nominating Hon Zons for next year's dinner.
- b) Breast Cancer Network forum volunteers – this event is to be held on 23rd August and Leida called for volunteers. Flora and Tricia will attend and Flora will endeavour to find another person to assist. Tricia will attend during her lunch hour. Ruth might also be interested in attending.
- c) International Convention – Leida provided a report and will distribute her written report.
- d) Combined meetings – all members agreed that this format works well. Many commented that they like only having the one evening commitment per month instead of two. Also helpful to have joint committee meetings when our active member numbers are low. Will continue for the time being, with the venue to be Southbank Tafe until the library becomes available??
- e) Trash and Treasure – Jo is doing a marvellous job of organising this event. Leanne will book a truck and will do a collection of larger items on Wednesday night, 24 August and deliver to TAFE. The combined committee meetings will remain on Thursday night. Jo has printed flyers (via TAFE at no charge) and distributed to members at the meeting. Flora will contact Elaine as to contacts she has who can collect unsold items at the end of the day.
- f) Love Bites – Tricia will provide an update at the next meeting. The project has plenty of funding for the time being.
- g) Zonta Say No Banner at The Nest – it has been suggested that the banner may be put across the house instead of across the fence. Isobelle is to follow this up.
- h) Bahloo – the items that we had for them have been collected from Flora.

- i) Octobra – this event is to be held at Leanne's home on Saturday 29 October 2016. Isobelle is to arrange a wine tasting (at a small cost to members) via a donated case of wine from her supplier.
- j) Birthing Kit Assembly day – Flora is to donate a prize being the unclaimed hamper from the movie fundraiser.

8. Other business

- a) Sewing Bee to be held at Emma's home on Sunday, 11 September. Address is 74 Schooner Circuit, Manly West from 1pm until 4.30pm

9. Close Meeting

Next Board Meeting: 25 August 2016, Southbank Tafe
Next Breakfast Meeting: 7 September 2016, United Service Club



CORRESPONDENCE LIST – August 2016

Tabled at Breakfast Meeting 07 September 2016

Correspondence Received:

Date	From	Subject	Member responsible
02/08/2016	Westpac	2 x bank statements	Tricia
04/08/2016	Judi Hutchison Brisbane Breakfast Club	Registrations for Birthing Kit Assembly Day	Club
05/08/2016	Marissa, Birthing Kits	Thanks for donation of hamper for raffle	Flora
09/08/2016	Sue Mason, BCNA	Info re manning breast cushion stand at BCNA Forum	Leida
11/08/2016	Mary Mackillop	Newsletter & thanks for support	Flora
11/08/2016	Lady Musgrave Trust	Newsletter	Club
15/08/2016	Lady Musgrave Trust	Invitation to 8 th Annual Forum on Services to Homeless Women	Club
17/08/2016	Jo, LoveBites	Notification of next LoveBites Mtg on 28 August	Tricia
22/08/2016	BCC Mtg Rooms	Notification of Meeting Room availability	Flora
22/08/2018	Entertainment Book	Requesting Bank account details to deposit commission	Tricia
23/08/2016	ZI Member Records	Invoice for fees owing for Vicki and Ann-Maree	Tricia
23/08/2016	Julian Mather	Request for speaking engagement	Club
26/08/2016	Courier Mail	Quote for T & T Ad	Flora
26/08/2019	Flashbay	Quote for reorder of USB's	Ruth
26/08/2016	Fashbay	Quoye for mobile phone memory banks	Ruth
29/08/2016	Sarah Allard Caboolture Club	Order for for Zonta Says No banner	Club
29/08/2016	Leida	Report from her attendance at Lovebites mtg	Club
31/08/2016	Isobelle	Fwd Prices for USB's & Powerbanks from Geared Up solutions	Isobelle/Club
31/08/2016	Estee Lauder outlet	Info re booking availability for 2017	Flora
31/08/2016	ZI Member Records	Confirmation of Hayleys registration	Tricia/Ruth
31/08/2016	Ros Kinder	Advising supplies of breast cushion stuffing has arrived	Ruth
	Bianca Capra	Interest in joining Zonta	Ruth

Correspondence Sent:

Date	To	Subject	Member Responsible
15/08/2016	ZI Member Records	Form B Hayley Jane Membership Details	Ruth
16/08/2016	Quest Newspapers	Requesting Ad in papers for T & T	Flora
19/08/2016	District 22 Mailboxes	Trash & Treasure Flyer	Ruth
19/08/2016	"Friends of Zonta"	Trash & Treasure Flyer	Ruth
21/08/2016	Courier Mail	Request for revision of quote for T & T Ad	Flora
22/08/2016	ZI Member Records	Querying invoice for Susanne and Ann-Maree	Tricia
24/08/2016	Entertainment Book	Bank account details for Commission	Tricia
31/08/2016	Bianca Capra	Info on our Club	Ruth

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

Period **Aug-16**

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

Zonta Club of Brisbane Metro Breakfast Inc
Profit and Loss
for the period ending 31/08/2016

	Current				
REVENUE	Month	This Year YTD	2016	2013	2012
Fundraising Account					
Entertainment Books	\$130.00	\$1,105.00	\$2,198.00		
Trivia Night	\$0.00	\$0.00	\$6,340.00		
Trash and Treasure	\$2,620.15	\$2,620.15	\$2,934.40		
Fashion Showcase	\$0.00	\$0.00	\$0.00		
Movie You before me	\$0.00	\$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	\$0.00	\$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	\$275.00	\$1,179.00	\$3,660.00		
Anniversary Dinner	\$0.00	\$1,360.00	\$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	\$0.00	\$25.00	-\$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	\$3,025.15	\$12,773.57	\$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	-\$900.00	-\$900.00	-\$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	\$0.00	-\$2,000.00	-\$21,003.66		
Zonta International Donation	\$0.00	-\$4,154.19	\$0.00		
Interest/Bank Fees Fund	-\$33.00	-\$203.22	-\$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	-\$250.00	-\$1,400.00	-\$4,779.68		
Anniversary Dinner	\$0.00	-\$1,438.65	-\$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	-\$37.00	-\$1,454.45	-\$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	-\$1,220.00	-\$15,524.13	-\$45,260.56	\$0.00	\$0.00
Profit and Loss	\$1,805.15	-\$2,750.56	-\$13,715.94	\$ -	\$ -

Period **Aug-2016**

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

Zonta Club of Brisbane Metro Breakfast Inc
Bank Reconciliations
for the period ending 31/08/2016

FUND RAISING ACCOUNT		BSB 34013 # 143399	
Opening Balance	1/08/2016		2946.07
Add Income		2,750.15	
Less Expenses		- 933.00	1,817.15
Closing Balance			\$ 4,763.22

ADMINISTRATION ACCOUNT		BSB 34013 # 277960	
Opening Balance	1/08/2016		837.23
Add Income		275.00	
Less Expenses		- 287.00	12.00
Closing Balance			\$ 825.23

LONG TERM INVESTMENT ACCOUNT		BSB 34013 # 390825	
Opening Balance	1/08/2016		4,674.20
Add Income		-	
Less Expenses		-	-
Closing Balance			\$ 4,674.20

SPECIAL EVENTS ACCOUNT		BSB 34013 # 336940	
Opening Balance	1/08/2016		65.92
Add Income		-	
Less Expenses		-	-
Closing Balance			\$ 65.92

Period	Aug-2016
	01-Apr-16
	01-Aug-16
	31-Aug-16

[illegible][illegible]

LONG-TERM SpecEventsMENT ACCOUNT			BSB 34013 # 390825			
Ref	Date	Description	Debit	Credit	Revenue/Expense Category	Comments

[illegible]

Date 05-Sep-16
01-Apr-16

Zonta Club of Brisbane Metro Breakfast Inc
Fundraising Status
as at 05-Sep-16

OPENING BALANCE AT BEGINNING FY	\$15,133.91
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				1/3 to
FUNDRAISING EVENT	Revenue	Expenses	Profit	ZI?
Entertainment Books	\$1,105.00	-\$650.00	\$455.00	Y
Trivia Night	\$0.00	\$0.00	\$0.00	Y
Trash and Treasure	\$2,620.15	-\$900.00	\$1,720.15	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	\$4,620.15
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[illegible]

Donations/Payments Pending		\$1,540.05
	Comments	Amt
ZI 1/3 fundraising	1/3 of eligible fundraising	\$1,540.05

Total Fundraising Available for Disbursement:	\$15,214.01
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Beginning of FY	Date	05-Sep-16		
		01-Apr-16		
		Zonta Club of Brisbane Metro Breakfast Inc Admin Event Status as at 05-Sep-16		
ADMIN EVENT	Revenue	Expenses	Profit	
Breakfasts	\$1,179.00	-\$1,400.00	-\$221.00	
Anniversary Dinner	\$1,360.00	-\$1,438.65	-\$78.65	
Breakfasts				
April 16 Breakfast	275	-375	-100	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
May 16 Breakfast	228	-275	-47	
June 16 Breakfast	201	-225	-24	
July 16 Breakfast	150	-275	-125	
August 16 Breakfast	300	-250	50	
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				

MEMBERSHIP COMMITTEE MINUTES

1. Friends of Zonta database: keep people informed on what is happening. Check existing list and update for email addresses as required
2. Update Club info: standard letter template was circulated for comment and updated
3. Resignation survey: feedback to be sought
4. Membership satisfaction survey: comparison between our survey and the ZI survey. Louise to champion and make recommendations. Kate to arrange template on jotform with current questions.
5. Club Flyer: Layout finalised and ready for distribution. To be emailed to members with tear off
6. Revise & Update Member Info Booklet: carried over
7. Welcome pack for Hayley: completed
8. Other:
 - a. Zonta on a stick: to be ordered
 - b. BCNA function: met a few people interested in our club
 - c. New members evening: introduction night to be set
 - d. Be Uplifted swimsuit: designed & manufactured in Australia

MINUTES

- 1. Welcome (Jo)**
 - a) Apologies – Karen and Kathy
- 2. Minutes of last meeting**

Combined minutes presented and accepted
- 3. Correspondence**

No correspondence
- 4. General Business**
 - Trash and Treasure - 27 August
 - In preparation flyers have been distributed via letterbox drops, local business and media notices.
 - Goods delivered to location completed
 - Set up 6am start with marquees and tables in position. A roster is in place concluding event at 1:30pm.
 - Say no T-Shirts to be worn and spares available
 - Zonta banner to be displayed
 - As previously mentioned hands on activities is a focus for services this year. Isobelle is an active member at Wacol and others have expressed interest.
 - Blue card information link for those interested.
<https://www.bluecard.qld.gov.au/>

ZONTA CLUBS OF BRISANE AND NORTH COAST INC
COMBINED CLUBS LOVEBITES PROJECT

Members of ZONTA International
NOTES FROM MEETING
28 August 2016 Meeting

Open: 11 am

Attendance: Di Fingleton Zonta Club of Brisbane River Inc, Andrea Barrett Zonta Club of Pine Rivers Inc, Jenny Garde Zonta Club of Maroochy Inc, Dot Patrick Zonta Club of Pine Rivers Inc, Leida Pirts Zonta Club of Brisbane Metro Breakfast Inc, Jo Diessel Zonta Club of Brisbane East Inc, Ros Kinder Zonta Club of Brisbane East Inc, Bronwyn Campbell Zonta Club of Brisbane East Inc

Apologies: Trish Walker Zonta Club of Brisbane Metro Breakfast Inc, Anna Herbert, Zonta Club of Brisbane Inc

Items

Update on Training Programs

Jo provided an update on the training program. She advised that a working party, chaired by a senior Principal had been established through the Department of Education. Jo represents Zonta on the Group. This group oversees the project. It included Senior Guidance Officers, School Based Nurse Coordinators, School Youth Coordinators and NAPCAN. Three hubs will be established and three schools will provide the venue for the training. The intent was to ensure sustainability of the program and facilitate sharing of the trained resources. 63 persons have nominated for the training and are in the process of registering with NAPCAN. This is 3 over but provision for this has been made in the budget. There is a waiting list.

Jo circulated the details of the registrations received as of Thursday 25 August. Those who have not registered as yet will be followed-up. Finalised lists will be sent to Clubs during week of 29 August 2016.

She advised that whilst the Department could not officially endorse the LoveBites program, the program had the support of the Department and the letter from the ADG indicating this has been forwarded by email. She said the LoveBites program is complimentary with the departmental Respectful Relationships curriculum and one of the trainers from NAPCAN had been seconded into the Department to work on the units of work.

Jo explained that it was not possible to allocate particular Clubs to particular schools at this stage but that she encouraged a Club member to observe the training. Jo also encouraged a Club member to attend the school's creative projects the students complete at the close of the program. Jo said she will raise this at the next meeting of the working party and arrange for dates and times to be sent to Clubs in the Combined Zonta LoveBites Project.

Jo referred to her attendance at the Assembly at the Balmoral SHS where the students presented their art work as a PowerPoint presentation accompanied by two hip hop songs they wrote. This creative work was done in 90 minutes

at the conclusion of the day's program. The presentation was shown and Jo will send a copy by email to those present. She stressed that approval at this stage had not been given for this to be copied but members could be shown it at a Zonta meeting. Jo indicated that this was one positive way Clubs could develop relationships with individual schools in their area.

She reported that in most cases the program implementation would most probably not actually occur in schools until Terms 2 and 3 of the 2017 school year so Clubs should not expect a lot of invitations to Assemblies/presentations etc until after that.

Reports to EPIC

June
July
August

EPIC required monthly reports of progress and these have been forwarded each month to the participating Club representative. A photo was taken of the group for publicity and EPIC and will be circulated. All present indicated that they had no objection to being identified in the photos if publicity was sought/gained.

Budget

Zonta Club of Brisbane East Inc proposal that the Zonta Clubs of Brisbane River, Pine Rivers, Maroochy, Brisbane, Brisbane East and Brisbane Metro Inc endorse the budget as emailed on 23 August 2016 was endorsed with the noting that the 3 additional registrations would reduce the reserve from \$2700 to \$1620.

Invoices

The Invoice from NAPCAN has been received and requires payment this week as the training is scheduled for the following week. Invoices were distributed according to the Club commitment and Jo asked if payment could be made into the Brisbane East Account this week to enable the NAPCAN Invoice to be paid.

Gaming Machine Application

Jo advised that the Brisbane East application to the Community Benefit Fund had been rejected but they had suggested that it be resubmitted in the next round which closes on Tuesday. She advised that she had prepared a submission with a slight change of focus and with the agreement of the Clubs present would resubmit. In this application Brisbane East was seeking \$32200 to cover training of a further 45 facilitators, and post training support for each of the three hubs.

Clubs agreed with the resubmission of the application.

DV Week May 2017

Jo suggested that a grant could be submitted to department of Communities for a combined Club function to be held in May 2017 as part of DV week. Such a function could focus on the outcomes of the LoveBites program. This is to be listed as an agenda item for the next meeting.

Publicity

There was no objection for publicity being sought for the action the Clubs have taken to date for this project.

Other Items

Nil

Date of Next Meeting:

Late September or early October post the facilitator training.

Close and lunch

ACTION August 2016	WHO RESPONSIBLE	DATE COMPLETED
Details of registrants to participating Clubs	Jo Diessel	
Details of time and location of the training to participating Clubs	Jo Diessel	
Balmoral SHS presentation to participating Clubs	Jo Diessel	Actioned 28 August
Payment of Club commitments to Brisbane East	All Clubs	
Payment to NAPCAN	Treasurer Brisbane East	
Application to the Community Benefit Fund	Jo Diessel	Actioned 30 August
Combined Function in May 2017	Participating Clubs	Agenda for next meeting
Publicity Monthly reports to EPIC Other publicity	Jo Diessel Participating Clubs	
Photo of group	Ros Kinder	28/08/2016