

## Committee Meeting Agenda

**Date / Time:** Tuesday 28th November 2023 @ 6:00pm at Ellis House, 116 Milne St. Bayswater

<b>Attendees:</b>	<input type="checkbox"/> Caroline Friend (CF)	<input type="checkbox"/> Vincent Mulé (VM)	<input type="checkbox"/> Michael Perera (MP)	<input type="checkbox"/> Jo Haythornthwaite (JH)	<input type="checkbox"/> Tristan Coleman (TC)
	<input type="checkbox"/> Wilma Motteram (WM)	<input type="checkbox"/> Clare Bestow (CB)	<input type="checkbox"/> Lesley Zampatti (LZ)	<input type="checkbox"/> Kate Hobbs (KH)	<input type="checkbox"/> Michelle Ella (ME)

*Our Vision: 'A Connected and Creative Community'.*

1.0	<p><b>Welcome and apologies.</b>          Apologies – WM, MP</p> <p>Accept minutes from last meeting as a true and accurate record of the meeting. Accepted by:          Record of decisions since last meeting (via email):</p> <ul style="list-style-type: none"> <li>• Purchase of extra hanging wires and hooks (\$583)</li> <li>• Purchase of printable labels (\$226)</li> </ul>
2.0	<p><b>Committee Induction Package (CF)</b> – Job Description, Constitution, Vision and Mission, Code of Conduct, Key Information, Financial Management Plan, Budget, Processes (including Gallery Attendant Handbook, Exhibition Coordination, Venue Hire, others TBC).</p>
3.0	<p><b>Chairperson’s Report (CF)</b> – see attached report.</p>
4.0	<p><b>Treasurer’s Report (MP)</b> – see attached report.</p>
5.0	<p><b>CoB Art Awards – The Rise - feedback (WM)</b></p>
6.0	<p><b>Volunteer Roster Tool – Connectteams (CF)</b> – Approval from committee required to go ahead. All Committee requested to try it out before the meeting.</p>
8.0	<p><b>Gazebo Music Sessions - Feedback and decision whether to repeat (LZ)</b></p>
9.0	<p><b>Financial management (ME / CF)</b> – Key points / ideas from City of Bayswater Financial Management Training (also review Financial Management Plan)</p>
10.0	<p><b>Mural on back fence (JH)</b></p>
11.0	<p><b>Review outstanding actions (All)</b></p>
12.0	<p><b>Any other business</b> (<i>please send before the meeting to be included in the agenda</i>)</p>
13.0	<p>Items carried forward from previous meetings (<i>only if there is time – if not, take forward to next meeting</i>):          Cybersecurity / IT management / passwords / lockbox codes.</p>