**Minutes of the Executive Meeting**

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| Date: | 07/06/22 | | |
| Time: | 9am | | |
| Venue: | Online | | |
| Link: | <https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTZjZWUzNWQtZWE5NC00OTU3LWI4MmUtZDQxYzMyOGY2MGQw%40thread.v2/0?context=%7b%22Tid%22%3a%225a740cd7-5768-4d09-ae13-f706b09fa22c%22%2c%22Oid%22%3a%22530e8844-7496-4e06-a30e-fd0c40406848%22%7d> | | |
| Chairperson: | Ross Mackenzie | Minute Secretary: | Phoebe Joyce |

**Meeting opened at:** 9:03am

1. **Welcome and apologies**

Present: Ross MacKenzie, Bronte Wang, Noelene Swain, Nicole Toia, Amanda Ferguson, Phoebe Joyce, Sue McLaren.

Apologies**:** Va Bola

1. **Acceptance of previous minutes**

Executive Meeting held 22nd March 2022. Minutes were confirmed.

Motion to accept minutes, moved by Ross MacKenzie and seconded by Sue McLaren.

1. **Business arising from previous minutes**
   1. **Issues with ATO**

**ACTION/s: Ross and Noelene to meet later this month to resolve**

* 1. **Operational Plan**

**ACTION/S: To be discussed (see below)**

1. **General and Other Business**
   1. **August meeting speaker**

Executive Committee agreed to rotate Executive and General Meeting meetings between Tuesday’s 9am/10am and Wednesday’s 10am/11am. These are to always be held during the first week of every second month.

Second bite or Aus Harvest to speak

**ACTION/S: Sue to reach out to her contact at Second Bite for the guest presenter in August.**

* 1. **Members list and receiving emails**

Invoices have all gone out on 11th May

**ACTION/S:** Bronte to check all committee members are on the mailing list.

* 1. **Storage of digital files/holding technology**

Exec committee agrees to transition from hard copy filing system to Google drive, which will also then link to our WAHPSA Gmail.

**ACTION/S:** Ross will set-up Google drive and transfer files onto shared file

* 1. **PO Box issues**

Noelene suggesting ATO information be updated by using a central PO Box instead of a personal postal address – approximately $30/year.

**ACTION/S:** Noelene will set-up at Subiaco post box.

* 1. **Domain hosting and maintenance**

Issues around two-step verification for access to domain hosting and security certificate. Now up and running and will need to be paid for, Amanda will authorize tomorrow (8th June). Ross to look in to whether he has received token from Bankwest to approve payments. Meeting with Lee from Lethal soon, if anyone else would like to attend to be upskilled on back end of website – please email Ross if you would also like to attend.

**ACTION/S: Amanda to authorize payment for domain.**

**Ross to look into if he has received a token from Bankwest in the mail.**

**Any committee members who are interested in joining meeting with Lee from Lethal, please let Ross know ASAP.**

* 1. **Newsletter**

Bronte will be sending out first week for every month – if anyone would like anything submitted please send through to Bronte before the end of the previous month.

* 1. **Speakers for GM’s – ideas**

Aus harvest to be investigated for August meeting

Otherwise committee keep thinking of ideas

1. **Executive Report (P/VP/T/S)**
   1. **Operational/Strategic Plan**

Halfway through the current Op Plan – check-in on what has been progressed. COVID has impacted our ability to progress some of the activities.

**ACTION/S: Are there any committee members who have the capacity and/or passion to action any of those operational activities? Ross will set-up working document in Google drive that assigns person to task and begins to track little steps forward.**

* 1. **November event**

Concern that November may be too ambitious of a timeframe considering COVID cancelling large scale events. Schools are so busy and staff still unwell, but general consensus is we can go ahead but not make it too large.

**ACTION/S: To discuss at GM with members – after school/sundowner? Morning tea? January event?**

1. **Events**

**November event:**

**ACTION/S:**

**Sue/Ross – will explore Bendat Speech and Hearing venue and ticketing**

**Nicole and Bronte to plan/speakers**

**Phoebe look into catering**

**Tentative date: Wednesday or Thursday (9th or 10th) November**

* 1. **Budget**

Nothing specific to report

**ACTION/S: X**

1. **Meeting closed at: 9:59am**

**Ross closed, Phoebe 2nd**

1. **Next General Meeting:**

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| --- | --- |
| Date: | Wednesday 3rd August |
| Time: | 10am |
| Venue: | Online/TBC |
| Zoom: | TBC |