

MINUTES of Meeting held Thursday 12 October 2023

Mechanics Institute, Manilla

Meeting commenced at 5pm

1. **Chairperson** – welcomed all to the meeting.
2. **Present:** Kate Phelps, Richard Bell, Emily McDonald, Breanna Robertson and David Ridgewell
Guests:
3. **Apologies:** Jane Martin, Frank McNamara
4. **Membership:** Nil.
5. **Risk Awareness Statement:**
6. **Minutes of previous meeting:** Held 14 September 2023
7. **Business arising from the previous meetings:**
 - 7.1 Halloween Disco will be held Fri 27 Oct 6-8 pm
 - 7.2 Whitehaven Donation
 - 7.3 Christmas Carols – Will now be held at Manilla Central Primary School.
 - 7.4 Australia Day Award nominations will close in November.
8. **Correspondence In:** Nil
9. **Correspondence Out:** Nil
10. **Treasurer's Report:** Accounts as per Treasurer's Report
11. **General Business:**
 - 11.1 Christmas Carols
 - 11.2 Australia Day Awards – Budget estimate is \$500 Food, \$500 Entertainment.
12. **Committee Projects:** (ongoing – can be added to at any time)
 1. Christmas Carols
 2. Halloween Disco
 3. Australia Day Awards - Program
13. **Business Without Notice:**
14. **Next Meeting:** 9 Nov 23

Meeting Closed at 5.30pm. (minutes taken and prepared by Kate Phelps)

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Signature of Chairperson

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Signature of Secretary