

Management Committee Report – 25th Nov 2023 General Meeting No 85

Management Committee meetings held: 15 Sep, 6 Oct, 12 Oct, 10 Nov, 17 Nov, 22 Nov

The following points are extracted from MC Agenda Items (dot points):

Key Matters affecting the Community:

1. Boreen Point Foreshore Working Group intervention with Noosa Council. JO
Funding/NC revised approach/ NC staging/ NC ongoing assessment/Goal/Proposals.
2. Noosa River Catchment Management Plan. JO
3. South East Queensland Regional Plan. JO
4. Sue Anderson from Care Finder Program presentation coordination TG

Housekeeping and administration matters:

1. Facebook group: Decision was made to close the Cootharaba Community Association Facebook Group. This was as a result of inactivity on the page (nothing since April 2022). All information relevant to the CCA is now available on the website (www.cootharabaca.org). Email is the other communication channel.
2. Annual meeting date planning: Revisions to: 25th Nov 23, 10th Feb 24, 11th May, 10th Aug 24.
3. Planning of annual insurance update, quotations & alternative support for annual fees;
 - a. Seek support from council to have access to existing local /state policies which may include Insurance for not-for-profit organisations.
 - b. Pursue quotations for the CCA's existing broker to meet existing policy renewals for the due date in November (TG), date applicable (TG).
4. Printing access options for the CCA.
 - a. Purchase a printer with the donation from F.O.K.
 - b. Support Vice President's costs and use his new printer.
 - c. Support LCSC's costs and use its existing printer.
5. Annual Return to Office of Fair Trading.
 - a. Lodged via Australia Post 1 Sep 2023, delivered to OFT post box 5th Sep, 4.19am
 - b. Phone call enquiry to OFT indicated receipt, but response could take 8 to 10 weeks.
 - c. That expired on 13th November. Secretary current action is to pursue OFT re status of processing return so that we can pay the fee, via BPay Reference No.
6. Administration: Support, catchup & maintenance of systems, filing protocols.
 - a. Email monitoring - Secretary to share with Minute Secretary and MC members.
 - b. Filing: Electronic and hard copy protocols proposed. Closure due Mid Dec 2023.
 - c. Naming convention workshop for standard process. Closure due Mid Dec 2023.
7. Membership update records, membership reminder mailout. RE/TG/PV
8. Bon Voyage to Di and Rod Elsworth.
 - a. Gift purchased, card purchased, signatures of MC partially complete.
9. Website document archive.
 - a. PV saves all documents to a structured folder system on the website

- b. This folder system needs to be included in archives and protocols in item 6.
- 10. August minutes review, detail, format currently under review
 - a. Current action; JO, TG and KE
- 11. Other matters
 - a. CCA debit card – Refer Rosey Edgar.
 - i. Auswide paperwork requirements
 - ii. Signatories
 - b. Signage for CCA
 - c. FOK donation is for CCA use where required, not just for a printer. Noted with thanks.