



MEETING MINUTES - SEAHAMPTON

Meeting: EXECUTIVE MEETING – Ref #FEB 2016
Chaired by: Mark Hocking - President
Attendees: Sam Berry, Mark Hocking, Sue Rishman, Stuart McCash, Colin Dennis, Warren Mackaway, Sam Dart, Sonia Wright
Location: Seahampton RFB
 40 George Booth Dr
 Seahampton NSW 2286
Date and time: 21/2/2016 @ 10:10am
Minutes by: Sonia Wright - Secretary

Minutes

If an item in a meeting is not an action enter "N/A" in the Owner and Due Date columns.
 Add additional rows as required.

Apologies

Michael Ison	Scott Oliver	

Apologies - Accepted	Moved	Carried
Motion: The above apologies be accepted as true & correct	Moved: Sue Rishman Seconded: Col Dennis	

This is an authorised copy of the minutes of this meeting.

Chairperson..... Signature..... Date.....
 Secretary..... Signature..... Date.....

Minutes from Previous Meeting

Business Arising	Carried	Assigned to	Due Date
<p>Brigade rule 5.5 - Move a motion to remove wording in brigade rule 5.5 to take out wording of while in the draft format</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For - 8</p> <p>None against</p>	y		
<p>Brigade rule 7 - Move a motion to to remove wording in brigade rule 7 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For - 8</p> <p>None against</p>			
<p>Brigade rule 8 - Move a motion to to remove wording in brigade rule 8 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For 8</p> <p>None Against</p>			
<p>Brigade rule 8.5 - Move a motion to to remove wording in brigade rule 8.5 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For 8</p> <p>None Against</p>			
<p>Brigade rule 9 - Move a motion to to remove wording in brigade rule 9 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For 8</p> <p>None Against</p>			
<p>Brigade rule 10 - Move a motion to to remove wording in brigade rule 10 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p> <p>For 8</p> <p>None Agains</p>			
<p>Brigade rule 11 - Move a motion to to remove wording in brigade rule 11 of while in the draft format.</p> <p>Moved: Col Dennis</p> <p>Seconded: Mark Hocking</p>			

For 8 None Against			
Brigade rule 11.5 - Move a motion to to remove wording in brigade rule 11.5 of while in the draft format. Moved: Col Dennis Seconded: Mark Hocking For 8 None Against			
Brigade rule 12 - Move a motion to change wording from shall to should and add point 4 affix to Notice Boards as form of notification. Moved: Sam Berry Seconded: Mark Hocking For 8 None Against			
Move a motion to withdraw the motion passed on previous meeting minutes in relation to brigade funds (copy previous motion) Moved: Col Dennis Seconded - Sonia Wright For 8 None against			
Sam Berry - responsibilities of captain and president still unclear. Sam has had discussions to clarify these roles and responsibilities.			
Brigade rule 8 constitution ref 7.1.7 - question the need for vice president. Minimum need is Capt, President, Secretary, Treasurer, Sam Berry against the motion that was passed last executive meeting. Sam Berry suggestion would be to have 3 operational, 3 admin, 3 reps.			
Exit sign standards hard to locate. Sam dart to provide a copy if possible, in regards to exit signs.			

Minutes from Previous Meeting - Accepted	Moved	Carried
Motion: The above corrections are made to the previous minutes and the minutes be accepted as true & correct	Moved: Col Dennis Seconded: Warren Mackaway	Yes

Executive Correspondence

Correspondence IN

List of positions roles clarification from Peter Bateup
20/1/2016
Brigade Annual General Meeting notification - Peter Bateup 19/1/2016

Correspondence OUT

Meeting minutes - Mark Hocking
Operational Correspondence - Sam Berry 25/1/2016

Business Arising

Carried

Assigned to

Due Date

Correspondence - Accepted

Moved

Carried

Motion: The Correspondence presented be accepted as true & correct

Moved: Warren Mackaway
Seconded: Stuart McCash

General Business

Discussions & Details of Motions

Moved

Carried

Assigned to

Due Date

Discussion on brigade needs for Petty Cash. Do we need it or is online transferring adequate?

Move a motion to put the removal of brigade rule 18 PETTY CASH to be brigade General meeting, and no longer have a petty cash float held at station.

Moved: Mark Hocking

Seconded: Sue Rishman

For - 8

Against - none

Yes

Discussion on previous 'expenditure motion' and possible solutions. Monies cannot be 1 rule for some and another for others.

"Move a motion for general expenditure 18.5 - All expenditure within the brigade is to be approved by brigade Executive Committee, by electronic form or meeting, excluding emergencies, prior to expenditure.

A pre-determined amount of \$100.00 per month will be available for basic brigade running costs and essential items of the brigade, from the brigade General Account.

A pre-determined amount of \$150.00 per month will be available for Vending Machine stock and associated costs, from the brigade Social Account."

Moved: Mark Hocking

Seconded : Sonia Wright

For - 8

Against- none

Yes

<p>Warren Mackaway - an awning is needed over front entry door - Warren to get approval information from Fire Control and possible prices.</p> <p>BBQ area not allowed to have hard roofs. Want to semi enclose the area.</p>				
<p>Stuart McCash - Great Aussie BBQ - Boolaroo raised funds are apparently coming directly to us from RFS HQ.</p> <p>Safety issue - drying pole lost another rope. can we get ropes looked at.</p>				
<p>Sue Rishman - freezer: Like Nu can not get new oven for 900mm size. Look into other options.</p> <p>Meeting minutes do we really need to read them out for the brigade. Sue would like to see more streamlined approached. Minutes from previous meetings to only read out flagged issues or changes from now on.</p> <p>Expenses to be paid -</p> <p>58.00 to Warren Mackaway for whipper snipper.</p> <p>13.98 for Frozen Water to Warren Mackaway</p> <p>27.99 toilet paper to Warren Mackaway</p> <p>40.00 vending machine to Warren Mackaway</p> <p>28.41 for meeting lunch to Val Dennis</p> <p>Moved: Mark Hocking</p> <p>Seconded: Col Dennis</p> <p>For: 7</p> <p>Against: None</p> <p>Sam Berry was out of the room.</p>		Yes		
<p>Shane Saxby in attendance: 1150hrs</p>				
<p>Sam Berry - Re vice president position - Sam to put it 2 the brigade.</p> <p>Move a motion that 2nd option in regards to the Additional Administration Positions 7.1.7 be put to brigade Special General Meeting - The brigade should have the following additional administrative positions:</p> <ol style="list-style-type: none"> 1. Training Officer; 2. Equipment Officer; 3. First-Aid Officer; 4. Welfare Officer; 5. Breathing Apparatus Officer; 6. Permit Issuing Officer x 3; 7. Field Representative x 3; <p>And other positions or officers as determined by the brigade at an Annual General Meeting.</p> <p>Moved: Sam Berry</p> <p>Seconded: Mark Hocking</p> <p>5 for</p>		Yes		

3 against.				
<p>Move a motion that 2nd option in regards to the executive committee members 8.1.2 be put to brigade Special General Meeting - 8.1.2 additional executive positions - The additional membership of the Executive Committee shall be:</p> <ol style="list-style-type: none"> 1. Senior Deputy Captain 2. Deputy Captain (as voted by the members at the conclusion of the Annual General Meeting elections) 3. Field Representatives x 3 <p>Moved: Sam Berry Seconded: Mark Hocking For 5 Against 3</p>		Yes		
<p>Retaining wall and Col's boundary needs to be looked at along with having the station sprayed. Cockroach infestation to be looked at and sent to fire control Key audit needs to be done - Exec, Local first responders, DC's and drivers. Sam B and Warren M to bring audit to next meeting. New DC roles and brigade responsibilities as emailed out previously. See attached.</p>				
Special General Meeting at 1330 due to late running of exec meeting				
Closed at 12.50pm				

Next meeting

Date	Start time	Finish time	Location
20/3/2016	1000hrs	1130hrs	Seahampton Station 40 George Booth Dr Seahampton NSW 2286