

- Minutes for Officers Meeting

Group Name	Stowe on the Wowld	<i>Notes Column:</i>
Meeting Date/Time	8 th August 2018, 8:05pm	
Meeting Location	Toongabbie Scout Hall	
Meeting Attendees	Emma, Kel, Barry, Craig, David, Rebecca, Merinda	<i>NB - Has everyone signed in?</i>
Apologies from absent members	<i>Gayle, Sara, Natasja, Jacqueline</i>	
Quorum Met?	Yes	<i>NB – Quorum to a meeting is 3 officers</i>
Proceeding minutes	Yes – posted on website	
	Motion to accept by	
	Seconded by	
	Carried?	
	Previous minutes signed by two members who attended both meetings?	
Officers reports:		<i>Attach detail on reports if these are lengthy on separate pages.</i>
Seneschal	No report apart from that she has been to Stowe on the Wowld in the UK among other places and has shared the photos.	<i>Include name of officer in first column.</i>
Reeve	<p>Last week the monthly report and the quarterly report are now lodged.</p> <p>July report incomplete but in process of being finished as it includes both Winterfest and Newcomers being reconciled. Reeve now has access to Xero but not to Westpac. One way is to get it voted on and accepted that Emma Winley should be a signatory on the bank account. This needs to be confirmed for the process. We have asked for permission for Sara Manley to have read only access to the bank account. Current signatories unknown for bank account. Discussion over how we are able to put Emma on the bank account. Emma still trying to get access to dropbox.</p> <p>Motion: To put Emma Winley as a signatory on the bank account Seconded: David Vote: all in favour</p>	<i>If there is no officer report being presented then please write N/A.</i>
Arts and Sciences	Had a good month of arts and sciences thanks to Edward for holding an arrow making class. At Stowe newcomers event Rapier Master Gomez garb 101 Lady Marozia, Beginners Heraldry by Penbras, Part Singing Mistress Finn, Beginners Calligraphy Katherine, Lucet braiding Mistress Caristiona. Thanks to all the teachers for giving their time and expertise, “ Next class 22 nd August Continuing beginners garb. Yis, Marozia	
Marshall	Absent	
Herald	Nothing to report	
Constable	Hall gets opened, Sing in sheets get done, don't have any significant discrepancies in donation amounts between the bag	

	and the sheet. Nothing else to report – trundling along.			
Hospitaller	<p>WE had seven newbies book for newcomers feast and two were unable to make it on the day, everyone seemed to enjoy themselves and have sent a follow up email to those newbies that had contact details available</p> <p>Would like to thank everyone who volunteered at the event and took care of the newcomers during the event. Was a good spread of new and older members and all had a good time.</p> <p>Thanks to Barry and Jacqueline for providing the feast kits – much appreciated.</p>			
Webwright	Two week commentary period has finished and Sara is now webwright. She has updated the website and has uploaded the previous minutes to it. She has also put up lots of pictures and other resources on the website.			
Chronicler	Two week commentary period has finished and Sara is now Chronicler.			
Chirurgion	No report received			
Officer Appointments and vacancies			List any changes to group officers.	
Events				
Details on events run since last meeting:	Name of Event	WInterfest		
	Steward Name	Shannon		
	Event Report	Still awaiting on financials and report		
	Financial issues:			
	Financial Profit or loss			
	Was a petty cash float provided?			
	All receipts banked?			
	Attendance level ___ 12+8kids shire members and friends			
	Event issues and successes:			
	Name of Event	Newcomers		
	Steward Name			
	Event Report	<p>There was no profit and there may be a small loss. We were originally going to come out at a profit but there have been issues with the table cloths. It is unsure about whether the cost of cleaning the table cloths would come into the cost of the event. Table cloth cleaning costs to be around \$300. Discussion over whether this is a cost to the group rather than a cost from the event. After discussion it is decided that it would come to capital costs.</p> <p>Decided that an emergency meeting can be held once we have received written quote for the cleaning costs of the table cloths and advice from barony reeve in regards to best way to resolve problem re breeching financial policy.</p> <p>For the emergency meeting – get as many members to attend as well as barony reeve and hopefully to be held on 15th August. Emma will post on the facebook page about the meeting.</p>		
	Financial issues:			

	Financial Profit or loss		
	Was a petty cash float provided?		
	All receipts banked?		
	Attendance level _ 5 adults, 3 kids Shire members		
	Event issues and successes:		
Upcoming events			
	Name of Event:		
	Steward:		
	Has budget been submitted and approved?		
	Planning issues discussed in meeting:		<i>Attach extra page if needed</i>
Timetable for upcoming events:			
Other business arising	<p>David – review our meeting night please. We’ve had Wednesday for a long time. Is it possible to have this hall on a different night? What nights are good for our members? Could people attend more often on a different night? We don’t have to change but it would be worth reviewing it.</p> <p>Sara (via Emma) – Also interested in opening up discussion about changing the night. She also was interested in organising a Sunday gathering for craft projects. Important to not clash with Dence park days.</p> <p>Emma – would it be worth having the meetings at the same time/day as the Sundays? David suggests that it could alternate from weeknights to weekends</p> <p>Craig – suggests a survey of members</p> <p>Need to find out what days etc are available at the hall. May have to survey members over the next few months. Also suggested that may be worth looking at other halls. Merinda suggests Northmead Girl Guides Hall and will look into details of availability.</p> <p>If people could please come with their ideas and concepts to the next meeting that would be greatly appreciated. Ideas should be brought along to the next meeting only. Chronicler to put up on the facebook page but disable comments.</p> <p>Sara (via Emma) – wants to make banners for Yule for King and Queen. It is suggested that accessing the Rowany funding for the banners for the Yule event would be best due to financial issues. Stowe would like to help with the creation of the banners.</p>		

	<p>Craig – concerns about the tent material that was purchased last year. It has not had anything done with it. David also reminded that the previous half made tent in the storage unit as well. Craig suggests a basic tent pattern that would be easier to make. Make several smaller pavilions so that other people can put them up with more ease for events like Winterfest. Craig will bring plans for next meeting to be voted on. Other members encouraged to bring their own designs if they'd like.</p> <p>David puts forward there are two frames that need to be discussed to whether they will be used or thrown out.</p> <p>Emma – suggested that a new inventory needed to be done of the current Stowe goods.</p>	
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With no further business the meeting was declared closed at 9:20pm___ (time)

Signed as a true and correct record of the meeting:

Chairperson

Date

<i>Minutes published on:</i>	<i>Website</i>	<i>Newsletter</i>
	<i>Facebook</i>	<i>Other</i> _____
<i>Minutes ratified at following meeting</i>	<i>Signature:</i>	
	<i>Date:</i>	