



# Mid Coast Outreach Incorporated

## General Monthly Meeting

### AGENDA

Monday, 5<sup>th</sup> Feb 2024- 4:30 pm

1	<b>Welcome and Acknowledgement to Country</b>	
2	<b>Attendees</b>	
3	<b>Apologies:</b> <b>New Members</b> <ul style="list-style-type: none"> <li>• Jesse Carroll</li> <li>• Tracey Minns</li> <li>• Graham Moore</li> <li>• Treasurer</li> </ul>	
4	<b>Actions from previous Meeting</b> (complete, in progress) <ul style="list-style-type: none"> <li>• From President's Report</li> <li>• ACNC Annual Information Statement- Complete.</li> <li>• Sharon is managing a lot herself, meaning snap decisions are made. She is getting mentoring from Westpac and regional bank CEOs, social hub connect.</li> <li>• Dec report covered Nov</li> </ul>	
5	<b>Correspondence In/ Out - Sharon Chamberlain</b> <ul style="list-style-type: none"> <li>• As per Outlook</li> <li>• ETC Tursa</li> <li>• Important correspondence outlined in President's Report</li> <li>• Routine correspondence with Foodbank etc.</li> <li>• Electricity report increase rent Samtech</li> <li>• accoiuntants</li> </ul>	
6	<b>President's Report</b> <ul style="list-style-type: none"> <li>• Report - Sharon Chamberlain is attached.</li> <li>• New positions</li> <li>• Clients on Centrelink will receive hamper. All voted.</li> </ul>	
7	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>• Written Report</li> <li>• Bank Signatories</li> </ul>	
8	<b>Bulahdelah Outreach</b> <ul style="list-style-type: none"> <li>• Stronger volunteer and community collaboration</li> <li>• Move to scout hall items, 2 ETC laborers). Possible future collaborations</li> <li>• Area and supply to set up</li> </ul>	
9	<b>Fundraising</b> <ul style="list-style-type: none"> <li>• Raffle tickets sold for Xmas</li> <li>• Volunteers are needed to canvas businesses in Wingham to PICK UP MONEY BOXES and deliver.</li> <li>• Outside markets</li> </ul>	
10	<b>Volunteer Manager</b> <ul style="list-style-type: none"> <li>• Volunteer Manager Report by Jessica Carroll</li> </ul>	
11	<b>Grant/ Tender Officer</b> <ul style="list-style-type: none"> <li>• Report - Sharon CHAMBERLAIN</li> <li>• <i>Feedback from grants: Lack of funding in bank statements and inability to continue program aims. No extra continual income to maintain the grant.</i></li> <li>• Sharon emailed potential Patron: Brooke from Wang Wauk (Owns a business)</li> <li>• Sharon called Wingham Beef for sponsorship: Details on sponsorship to be ironed out. IT people will help develop sponsorship.</li> </ul>	

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12	<b>Lansdowne Outreach</b> <i>Start</i>	
<b>OTHER BUSINESS</b>		
13	<b>WHS Work Health and Safety</b> <ul style="list-style-type: none"> <li>• Incident reports</li> <li>• nil</li> </ul>	
14	<b>Policy and Procedures</b> <ul style="list-style-type: none"> <li>• Incident - \$50, \$40, \$50 and \$19 and \$30 cash gone missing in the shop/petty cash tin</li> </ul>	
15	<b>Website / e-shop</b> <ul style="list-style-type: none"> <li>• Internet and social media presence is now underway.</li> <li>• Introducing Helen (Teaches Project management, UTS) and AJ (It degree) needs experience</li> <li>• "I need help" "I want to help" landing pages to be set up</li> <li>• Marketplace on Facebook could be more feasible</li> <li>• Social hub in the works – 36 Food tray spaces, shelves to put on trays on, social area for Friday clients.</li> <li>• Website and Instagram needs attention. New people with experience have started volunteering.</li> </ul>	
18	<b>Building Maintenance</b> <ul style="list-style-type: none"> <li>• Fitting Room completed for extra income</li> </ul>	
<b>GENERAL BUSINESS</b>		
19	<b>Other Items</b> <ul style="list-style-type: none"> <li>• ETC – Workforce Australia placement started. Roles: laborer, admin assistant, shop assistance</li> <li>• <del>Tursa Update</del></li> <li>• Townies, Wingham Fire Station about Christmas party (22 Dec 23, 1- 3pm).</li> <li>• Xmas</li> <li>• Data outcome based info</li> <li>• Back to school FRRR</li> <li>• IT TEAM</li> <li>• All staff pulling Weight.</li> <li>• Membership networking</li> <li>• Staff social</li> <li>• Clients needs</li> <li>• Re intake clients</li> </ul>	
20	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>• March 4<sup>th</sup> at 4:30 pm</li> </ul> <b>Meeting Close</b>	