

Administrative Meeting Minutes

MEETING:	Monthly Administrative Meeting
ATTENDEES:	16 May 2008, 19hr, 195 Bondi Road (rear Avoca Ln) – Bondi MS SR JL LM TB CR MQ AS AM
APOLOGIES:	PC
WRITER:	MQ

ACTION	New Items Items from previous minutes	WHO	DUE	STATUS		
060600.4	<p>Treasury</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>16.05.2008 May Initial Balance: \$5,927.41 Inflow: \$ 2,175.50 Outflow: \$ 2,496.00 Final Balance: \$ 5,616.91 Includes Bookshop: 1,040.00 Excludes new premises \$1,626 Separate Account. Includes Speaker fund \$1,000</p> </td> <td style="width: 50%; vertical-align: top;"> <p>04.04.2008 Apr Initial Balance: \$5,112.41 Inflow: \$ 1,605 Outflow: \$ 790.00 Final Balance: \$ 5,927.41 (Included new premises fund of \$1,236 and Speaker fund of \$1,000.)</p> </td> </tr> </table>	<p>16.05.2008 May Initial Balance: \$5,927.41 Inflow: \$ 2,175.50 Outflow: \$ 2,496.00 Final Balance: \$ 5,616.91 Includes Bookshop: 1,040.00 Excludes new premises \$1,626 Separate Account. Includes Speaker fund \$1,000</p>	<p>04.04.2008 Apr Initial Balance: \$5,112.41 Inflow: \$ 1,605 Outflow: \$ 790.00 Final Balance: \$ 5,927.41 (Included new premises fund of \$1,236 and Speaker fund of \$1,000.)</p>	AS	Ongoing	Open
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070306.2	<p>SoL Statute Update</p> <p>16.05.2008 On hold indefinitely.</p> <p>04.04.2008 On hold indefinitely.</p> <p>07.03.2008 On hold indefinitely.</p>	MS	16/05/2008 04/04/2008 07/03/2008 07/12/2007 02/11/2007 05/10/2007	On Hold		
051206.1	<p>II Regional Meeting – Melbourne</p> <p>16.05.2008 Meeting happened in Canberra in Feb08 and MS will give details of the meeting next meeting. AS will bring the minutes next meeting.</p> <p>04.04.2008 The meeting happened in Canberra in Feb/08 and MS will give details of the meeting next meeting. AS will bring the minutes next meeting.</p>	MS SR TB	16/05/2008 04/04/2008 07/03/2008 07/12/2007 02/11/2007	Open		

	<p>07.03.08 Meeting happened in Canberra in the last February. MS will provide further details of the meeting next meeting.</p>			
051206.3	<p>New location for SoL to rent 16.05.2008 SR informed that the campaign for the new premises was launched on May 13th 2008. 04.04.2008 SR says we need to receive \$2,000/month in donations to embark in the new premises rent. 07.03.08 LM reported that regular meetings are happening once a month at Thursday's. Also it was displayed all the campaign material including flyer, poster and payment slip.</p>	SR	16/05/2008 04/04/2008 07/03/2008 07/12/2007 02/11/2007 05/10/2007 07/08/2007 06/07/2007 08/06/2007 09/03/2006	Open
180507.1	<p>Contact next Spiritist Speaker 16.05.2008 PC has spoken to Sergio Thiesen. He will possibly come in 2009. 04.04.2008 PC has spoken to Sergio Thiesen. He will possibly come in 2009. 07.03.08 PC has already spoken with Sergio Thiesen. Now PC is waiting for his answer.</p>	PC MS	16/05/2008 04/04/2008 07/03/2008 07/12/2007 02/11/2007 05/10/2007 07/08/2007 06/07/2007 08/06/2007	Open
051007.1	<p>Bookshop control 16.05.2008 It was taken over by LM. LM presented the stock value \$2.615 not counting the cash amount. 04.04.2008 This task was taken over by LM. LM will record the bookshop in a separate account and will bring the value of the stock and cash available. 07.03.08 It's expected that by the next meeting LM will have taken over the bookshop.</p>	LM SR MJ	Ongoing	Open
071207.1	<p>Day's Coordinator. 16.05.2008 AC will prepare a diagram containing all names and roles in the SoL. MS and PC will support her. In progress 04.04.2008 AC will prepare a diagram containing all names and roles in the SoL. MS and PC will support her. In progress. 07.03.08 AC will prepare a diagram containing all names and roles related to SoL. MS and PC will assist her.</p>	MS	16/05/2008 04/04/2008 07/03/2008 07/12/2007	Open
060308.1	<p>Alianca's Visit. 16.05.2008 This item was closed. 04.04.2008 Alianca will arrive for work in Sydney on 2/May and will depart on 6/May. This item will be kept open till next meeting the 2nd of May. 07.03.08 Alianca will arrive for work in Sydney on 2/May/08 and depart on 6/May/08.</p>	PC	04/04/2008 07/03/2008	Closed
060308.3	<p>Business Card. 16.05.2008 This item will be kept open. 04.04.2008 This item will be kept open. 07.03.08 AS will donate a new printing of the SoL's business cards</p>	PC	16/05/2008 04/04/2008 07/03/2008	Open

	having as a template the former card. It will update the details of activities days and add email. AS will download the SoL's picture from the SoL's website.			
040408.1	Minutes online. 16.05.2008 This item was closed. 04.04.2008 MQ proposed to have the minutes published on the SoL's website. MQ will liaise with MJ for this.	MQ	04/04/2008	Closed
160508.1	Standards not to change until advised. 16.05.2008 MS Emphasised that no standard practice at the SoL will change until the visit details are assessed and advised by the Management Body.	MS	16/05/2008	Open
160508.2	Tuesday's Works 16.05.2008 GR/SR explained about the difficulties in carrying on the works on Tuesdays and compelled the team to work together to improve the works.	GR SR	16/05/2008	Open
160508.3	Software to Control Accounts 16.05.2008 Microsoft Money has been adopted.		16/05/2008	Open
160508.4	Group E-mail 16.05.2008 MS on behalf of RG expressed the idea of having e-mails in GMAIL for the various groups at the centre. For example an e-mail directed to the workers will be sent to this GMAIL address and it will be automatically redirected to all members of the group.	MS	16/05/2008	Open
160508.5	Beneficent Activities 16.05.2008 PC spoke about opportunities of beneficent work to raise funds for book translation.	PC	16/05/2008	Open
160508.6	Anderson's Departure from the Centre 16.05.2008 AS officially resigned from the Management Body as he will move to Melbourne for professional reasons. A substitute will have to be elected for the Treasury. Also the Library and Bookshop will need a replacement. MS will try to find a volunteer for the Library.	MS	16/05/2008	Open
160508.7	Cake 16.05.2008 TB informed that the cake to raise fund on Saturdays has been suspended until SoL has moved to the new venue.	TB	16/05/2008	Open
160508.7	Blanket campaign 16.05.2008 TB introduced the idea to collect blanket for donations.	TB	16/05/2008	Open

Next Meeting:

06/Jun/2008 19h00 195 Bondi Road (at rear Avoca Ln.) – Bondi – Sydney