

Administrative Meeting Minutes

MEETING:	Monthly Administrative Meeting
ATTENDEES:	7 March 2008, 18hr, 195 Bondi Road (rear Avoca Ln) – Bondi MS PC JL LM AC JC MQ
APOLOGIES:	SR
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>07.03.2008 Dec Initial Balance: \$3,669.01 Inflow: \$ 2,243.40 Outflow: \$ 800.00 Final Balance: \$ 5,112.41 (Included new premises fund of \$1,236 Speaker funds of \$1,000). The bookshop funds are not included as they are in a separate account. Today they are approximately \$1,200. AS will bring details of the expenses by account to be documented in this section.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>07.12.2007 Dec Initial Balance: \$3,344 Inflow: \$ 495.00 Outflow: \$ 400.00 Final Balance: \$ 3,439.01 Obs.: The treasurer needs to confirm in the next meeting if the money raised for the new house is include or not. The same is asked about the bookshop.</p> </td> </tr> </table>	<p>07.03.2008 Dec Initial Balance: \$3,669.01 Inflow: \$ 2,243.40 Outflow: \$ 800.00 Final Balance: \$ 5,112.41 (Included new premises fund of \$1,236 Speaker funds of \$1,000). The bookshop funds are not included as they are in a separate account. Today they are approximately \$1,200. AS will bring details of the expenses by account to be documented in this section.</p>	<p>07.12.2007 Dec Initial Balance: \$3,344 Inflow: \$ 495.00 Outflow: \$ 400.00 Final Balance: \$ 3,439.01 Obs.: The treasurer needs to confirm in the next meeting if the money raised for the new house is include or not. The same is asked about the bookshop.</p>	AS	Ongoing	Open
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070306.2	<p>SoL Statute Update</p> <p>07.03.2008 On hold indefinitely.</p> <p>07.12.2007 On hold indefinitely.</p> <p>02.11.2007 On hold indefinitely.</p>	MS	07/03/2008 07/12/2007 02/11/2007 05/10/2007	On Hold		
051206.1	<p>II Regional Meeting - Melbourne</p> <p>07.03.08 Meeting happened in Canberra in the last February. MS will provide further details of the meeting next meeting.</p> <p>07.12.2007 MS will review it.</p>	MS SR TB	04/04/2008 07/12/2007 02/11/2007	Open		
051206.3	<p>New location for SoL to rent</p> <p>07.03.08 LM reported that regular meetings are happening once a</p>	SR	04/04/2008 07/12/2007 02/11/2007	Open		

	<p>month at Thursday's. Also it was displayed all the campaign material including flyer, poster and payment slip.</p> <p>07.12.2007 The group will continue the research over the holiday period and will meet early next year to carry on with this project.</p> <p>02.11.2007 The 1st meeting happened with 6 participants. Some research has already been conducted to assess rent costs for a house which is believed to be between \$400 and \$500/week in the same region. Direct debit is planned to start in early 2008. Some suggestions were given on how to manage the income funds in to the account.</p>		<p>05/10/2007 07/08/2007 06/07/2007 08/06/2007 09/03/2006</p>	
180507.1	<p>Contact next Spiritist Speaker 07.03.08 PC has already spoken with Sergio Thiesen. Now PC is waiting for his answer.</p> <p>07.12.2007 PC has spoken to Mr Sergio Thiesen who offered to come next year (2008). All welcomed this news, given the fact we were looking for a speaker. But Mr Thiesen has asked us for financial support. As the group agreed to provide \$1000 to Mr Richard Simonetti in order to pass this amount into Mr Thiesen's bank account. However, we will seek approval from the rest of the group in order to raise this offer.</p> <p>05.10.2007 PC will research whom can deliver talks in English.</p>	PC MS	<p>04/04/2008 07/12/2007 02/11/2007 05/10/2007 07/08/2007 06/07/2007 08/06/2007</p>	Open
051007.1	<p>Bookshop control 07.03.08 It's expected that by the next meeting LM will have taken over the bookshop.</p> <p>07.12.2007 In progress.</p> <p>02.11.2007 It was suggested to LM to take over the bookshop. MS will talk to AS.</p>	LM SR MJ	Ongoing	Open
051007.3	<p>Collect Toys or Clothes to send to Brazil. 07.03.08 The funds resulted in the equivalent of R\$778. Essential basic groceries were bought.</p> <p>07.12.2007 \$410 was raised with this campaign. AC will update the group about this project next meeting.</p> <p>02.11.2007 In progress.</p>	AC	<p>07/03/2008 07/12/2007 02/11/2007 05/10/2007</p>	Closed
021107.2	<p>Next Year's Calendar 07.03.08 The item has been closed.</p> <p>07.12.2007 PC presented the Calendar which it was reviewed and approved.</p> <p>02.11.2007 PC's task is in progress. Campaigns are set to be more dynamic. PC will present to the admin next meeting in December..</p>	PC	<p>07/03/2008 07/12/2007 02/11/2007</p>	Closed
071207.1	<p>Day's Coordinator. 07.03.08 AC will prepare a diagram containing all names and roles related to SoL. MS and PC will assist her.</p> <p>07.12.2007 It was discussed that the main task of the Day's coordinator must make all members and workers aware about his/her role in order to solve the daily issues brought to the his/her</p>	MS	<p>04/04/2008 07/12/2007</p>	Open

	attention. These issues might include library maintenance, interview, passes, etc.			
060308.1	Alianca's Visit. 07.03.08 Alianca will arrive for work in Sydney on 2/May/08 and depart on 6/May/08.	PC	04/04/2008 07/03/2008	Open
060308.2	Gospel Talks. 07.03.08 Presenters MUST use the Gospel as the start of the talk. Refer to the Chapter/message even read a quote of the Gospel so to give a reference to the audience.	PC	04/04/2008 07/03/2008	Open
060308.3	Business Card. 07.03.08 AS will donate a new printing of the SoL's business cards 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.	PC	04/04/2008 07/03/2008	Open

Next Meeting:

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