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| **PAPER TWO** |  |  |
| **Meeting Date** | **Task Description:** | **Owner** | **Status** |
| 17Sep22 | **Membership to JS Dickson Sub Section.****Next actions:** Raise motion for donation to J.S. Dickson Sub-sectionOpen a bank account.Communicate with existing members transferred to J.S. Dickson Sub-section.Conduct an AGM. | PresidentTreasurerSecretaryProvisional President | ClosedOpenIn progressOpen |
| 27May23 | [Task list resourcing – People, Money, Authority, Responsibilities](file:///F%3A%5CMeeting%20_Council%2027%20May%202023%5CItem%20H.%20General%20Business%20Item%20%28vi%29.%20Task%20List%20Resourcing.docx). * Welfare Frequently Asked Questions (FAQ) (Under Development)
* Sub-section New Member Checklist (Under Development)
* Bereavement Package (Under Development)
* Executive Forum (Under Development)
* First Aid Training Update and equipment (Under Development)
* Memorabilia and Honour Boards (Under Development)
* ANC Award Sponsorship (Under Development)
 | Box HillGeelongMelbourneSection ExecutiveSouthwesternEast Gippsland No sponsor | In progressNo updateIn progressIn progressIn progressIn progress |
| 27May23 | Section WHS. Populate the Section Risk Register | Ron Evans | In progress |
| 27May23 | Apply for the [Google Ad Grant](file:///F%3A%5CMeeting%20_Council%2027%20May%202023%5CGoogle%20Ad%20Grants_%20How%20To%20Apply%20%26%20Get%20Started%20%281%29.pdf) Status: Request for an account lodged on 14 June 2023. Request denied due to Google is unable to verify the Section’s credentials. | President | Closed |
| 22Jul23 | KO/UO Actions | Ron Evans & Sub-sections | In progress via email |
| 22Jul23 | New member reading pack for appointed Secretary – Ange Kenos | Chair | Closed. Completed |
| 22Jul23 | Adjust Section Regulations to reflect the new By-law | Secretary | Closed. Completed |
| 22Jul23 | Dandenong Sub-section Motion \_ 2024 AGM and luncheon | Executive | In progress |
| 22Jul23 | Set quarterly meeting dates to review the Section hazards, risks, and mitigation. | Executive | Closed. Completed |
| 22Jul23 | **Memorabilia Ms Carol Marshall**. Contact Ms Marshall and advise the Memorabilia will be accepted and stored at the Langwarrin storage unit.**Status:** No response from MS Marshall despite a telephone call and email. | Chair | Closed |