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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-section  Open a bank account.  Communicate with existing members transferred to J.S. Dickson Sub-section.  Conduct an AGM. | President  Treasurer  Secretary  Provisional President | | Closed  Open  In progress  Open |
| 27May23 | [Task list resourcing – People, Money, Authority, Responsibilities](file:///F:\Meeting%20_Council%2027%20May%202023\Item%20H.%20General%20Business%20Item%20(vi).%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 Hill  Geelong  Melbourne  Section Executive  Southwestern  East Gippsland  No sponsor | | In progress  No update  In progress  In progress  In progress  In progress |
| 27May23 | Section WHS. Populate the Section Risk Register | Ron Evans | | In progress |
| 27May23 | Apply for the [Google Ad Grant](file:///F:\Meeting%20_Council%2027%20May%202023\Google%20Ad%20Grants_%20How%20To%20Apply%20&%20Get%20Started%20(1).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 |