

**Minutes of General Meeting  
Of Brisbane Convoy for Kids Inc.  
August 11<sup>th</sup> 2021**

<b>Meeting Information</b>	
<b>Present:</b> Steven Rowley, Darren Cartner, Sonia Cartner, Clarissa Rowley, Bec Munro, Tracy Wood	<b>Chairperson:</b> Steven Rowley <b>Signature:</b>
<b>Apologies:</b>	<b>Minutes Recorder:</b> Bec Munro
<b>Meeting Opened:</b> 0915 hours <b>Meeting Closed:</b> 1238 hours	
<b>Confirmation of Previous Minutes:</b> Need correction of names.	<b>Moved:</b> <b>Seconded:</b> <b>Accepted:</b>

<b>Committee &amp; Sub-Committee Reports</b>		
	<b>Given By:</b>	<b>Discussed/Comments/Action Taken</b>
President's Report	Steven Rowley	<ul style="list-style-type: none"> <li>● meeting with Redcliffe Show Society for rental hire agreement : Previous agreement \$300 donation \$200 electricity \$1000 Bond Use of Web Hall is ok for us to use instead of buildings. \$150 Hire for entire hall \$60 Admin fee and use of the upstairs as treasury \$150 Cleaning</li> <li>● Monique from traffic engineering Australia - Waiting for permits</li> <li>● Trans Urban - Waiting to hear what support they are going to give - paying for police and rides</li> <li>● Approval granted to use Redcliffe School grounds for parking or overflow of trucks or truck show stuff.</li> <li>● contracted by public space for approval to hold the event.</li> <li>● Spoke to Tracy about bulk rego for trucks.</li> <li>● Contacted by two divisions of the Army who want to supply two different sizes of trucks. They want to supply up to 60 trucks for the show and in convoy.</li> <li>● Maybe make a category for a trophy .Received a donation from Bridgestone for two steer tyres for auction</li> <li>● Contact MC ASAP</li> </ul>
Vice President's Report	Darren Cartner	<ul style="list-style-type: none"> <li>● Rides have given the thumbs up from Arron from Party Time Amusements. \$11661.00</li> </ul>



		<ul style="list-style-type: none"> <li>• All We need is Hand wash, Check in app, Hand sanitizer, social distancing 1.5, Can't dance.</li> <li>• We are registered as an event with a check in QLD for start point and entry.</li> </ul>
Webmaster	Tracy Wood	<ul style="list-style-type: none"> <li>• Getting a lot of registrations and half of them have done their tickets.</li> <li>• Permission to order merch via email, all committee members to be CC in the email.</li> <li>• Lead truck payment and process</li> <li>• Bulk reg process</li> <li>• lead time on shirts- they need a month to organise 800 pink shirts from Country Wide</li> <li>• Polo shirts to be decided for merch store</li> <li>• Mens, womens and kids polos.</li> <li>• Facebook posts to be ramped up</li> </ul>
Truck Show Report		<ul style="list-style-type: none"> <li>• No report given</li> </ul>
Traffic control		<ul style="list-style-type: none"> <li>• No report given</li> </ul>
Donations Co-ordinator Report		<ul style="list-style-type: none"> <li>• No report given</li> </ul>
Security and Comms Report		<ul style="list-style-type: none"> <li>• No report given</li> </ul>

General Business		
	Given By:	Discussed/Comments/Action Taken
Marquees	Bec Munro	<ul style="list-style-type: none"> <li>• Contacted marquees by email, they are looking in to see if they are able to help up this year.</li> </ul>
Buildings	Bec Munro	<ul style="list-style-type: none"> <li>• Call Stan From Active hire to see if he got us the bar building and the 50m hand sanitizer stations.</li> </ul>
Invoices	Clarissa Rowley	<ul style="list-style-type: none"> <li>• Trailer of hope -Pen Jays</li> <li>• Trailer of hope- Earthquip</li> </ul>
Security guards	Steven Rowley	<ul style="list-style-type: none"> <li>• How many security guards do we need</li> </ul>
Trailer of hope	Steven Rowley	<ul style="list-style-type: none"> <li>• Family small and large logo small and large photo</li> </ul>
Email	Steven Rowley	<ul style="list-style-type: none"> <li>• Set up BC4K email to get helpers to send emails to past Trailer of Hope contacts to see if they are wanting to do the same this year.</li> </ul>
Gazebo	Clarissa Rowley	<ul style="list-style-type: none"> <li>• New Gazebo Finalised</li> </ul>
Polos	Tracy Wood	<ul style="list-style-type: none"> <li>• Polos two of each size Black and pink</li> </ul>

		pink and black mens and womens \$13.20 womens \$8.40 Mens Put in order Moved Tracy Wood Second Clarissa Rowley
Vests	Steven Rowley	<ul style="list-style-type: none"> <li>covid safety officer vests to be made</li> </ul>
Change address	Darren Cartner	<ul style="list-style-type: none"> <li>Darren to change address</li> </ul>
Postage	Tracy Wood	<ul style="list-style-type: none"> <li>invoice for postage of stock to be paid to Tracy Wood</li> </ul>
T# Stickers	Steven Rowley	<ul style="list-style-type: none"> <li>T# stickers by Black flag \$500.50 for 800 stickers</li> </ul>
Drivers shirts	Steven Rowley	<ul style="list-style-type: none"> <li>raffle ticket for drivers shirts</li> </ul>
T# Stickers	Darren Cartner	<ul style="list-style-type: none"> <li>Hand write numbers on the T number stickers.</li> </ul>
Sticker	Darren Cartner	<ul style="list-style-type: none"> <li>Large sticker for auction from Black flag</li> </ul>
Covid shut down	Steven Rowley	<ul style="list-style-type: none"> <li>Have a plan how to shut down from a family fun day to a truck show if needed because of covid.</li> </ul>
Show Decision	Steven Rowley	<ul style="list-style-type: none"> <li>Make a decision on what kind of show we will be having by October meeting</li> </ul>
Corals/merch	Tracy Wood	<ul style="list-style-type: none"> <li>Coral is still needing to be invoiced for merch</li> </ul>
Shirts	Darren Cartner	<ul style="list-style-type: none"> <li>Committee only shirts to be decided next meeting what we are going to have, looking for stand out shirts that recognises committee only .</li> </ul>
Skip bin	Steven Rowley	<ul style="list-style-type: none"> <li>order skip bin for event JJ Richards</li> </ul>
entertainment	Tracy Wood	<ul style="list-style-type: none"> <li>Jamie Tauroa- \$550 for 3 hours expression of interest</li> </ul>
Trailer of hope	Steven Rowley	<ul style="list-style-type: none"> <li>Are we going to have a trailer of hope this year</li> </ul>

### Motions / Action Items

Motion /Action	Details	Motion / Assigned to	Financial
<b>Motion:</b> Mail Redirected	<b>Discussed:</b> Redirect Mail at Australia Post from 21 Cascade Street, Kippa Ring to PO Box - Mork	<b>Proposed:</b> Steven Rowley <b>Seconded:</b> Darren Cartner <b>Carried:</b> Unanimously	
<b>Motion:</b> Order BC4K Gazebo	<b>Discussed:</b> Orderd BC4K Gazebo from Extreme Marquees	<b>Proposed:</b> Darren Cartner <b>Seconded:</b> Tracy Wood <b>Carried:</b> Unanimously	✓
<b>Action:</b> Royal Wolf	<b>Discussed:</b> Mork & Tracy to contact their contacts at Royal Wolf to see if they would be interested in donating the hire of Containers for the event	<b>Assigned to:</b> Darren Cartner & Tracy Wood	
<b>Action:</b> Contact Active Hire	<b>Discussed:</b> Enquire with Active hire on the availability of marquees, and chairs for tables	<b>Assigned to:</b> Bec Munro	

<b>Action:</b> Contact Previous Year Marquee Supplier	<b>Discussed:</b> Enquire with previous marquee supplier for a marquee	<b>Assigned to:</b> Bec Munro	
<b>Action:</b> Obtain June Meeting Notes from Coral	<b>Discussed:</b> Need Corals notes from June meeting to document June Meeting Minutes	<b>Assigned to:</b> Darren Cartner	
<b>Action:</b> Countrywide	<b>Discussed:</b> work out the date to order shirts	<b>Assigned to:</b> Tracy Wood	
<b>Action:</b> Invoice for Trailer of hope	<b>Discussed:</b> Invoice for Trailer of hope for Pen Jays and Earthquip	<b>Assigned to:</b> Darren Cartner	
<b>Action:</b> safety officers vests	<b>Discussed:</b> Safety officer vests to be ordered	<b>Assigned to:</b> Steven Rowley	
<b>Action:</b> Facebook	<b>Discussed:</b> More posts on facebook to gain more interest	<b>Assigned to:</b> Tracy Wood	
<b>Motion:</b> email	<b>Discussed:</b> set up generic BC4K email for volunteers to help send emails	<b>Proposed:</b> Tracy Wood	

<b>BC4K Administration Chat Topics</b>			
<b>Motion /Action</b>	<b>Details</b>	<b>Motion / Assigned to</b>	<b>Financial</b>

**Next general meeting to be held:**

Saturday 28th August, 2021

10:00 am

8 Leslie Street Kallangur