

**Minutes of General Meeting  
Of Brisbane Convoy for Kids Inc.  
July 17<sup>th</sup> 2021**

<b>Meeting Information</b>	
<b>Present:</b> Steven Rowley, Darren Cartner, Sonia Cartner, Samantha Clayton, Tracy Wood	<b>Chairperson:</b> Steven Rowley <b>Signature:</b>
<b>Apologies:</b> Bec Munro, Clarissa Rowley, Jennifer Hughes, Jessica Fay, Leanne Prince	<b>Minutes Recorder:</b> Tracy Wood
<b>Meeting Opened:</b> 1015 hours <b>Meeting Closed:</b> 1230 hours	
<b>Confirmation of Previous Minutes:</b> No Minutes or notes provided from the previous meeting. Notes to be located from the June meeting within Coral's paperwork, Mork to contact Coral.	<b>Moved:</b> <b>Seconded:</b> <b>Accepted:</b>
<b>Special Meeting Minutes:</b> Special Meeting 5/7/2021 to accept Coral Resignation, Amend BOQ Account, Signatories and Credit Card, Appoint Bec Munro as Secretary until AGM, change of postal address.	<b>Moved:</b> Darren Cartner <b>Seconded:</b> Steven Rowley <b>Accepted:</b> Unanimously

<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>● Currently very time poor</li> <li>● Permits – need to review documents from Traffic Engineering Australia</li> <li>● Has unsubscribed BC4K emails from the Labor Party and irrelevant recipients from Corals emails</li> <li>● Wants all committee members added to admin@bc4k.com.au email group</li> <li>● Future Shows committed to attend               <ul style="list-style-type: none"> <li>○ Pittsworth – 18th September – Poddy &amp; Mork. Has Stand, will take Pink Merchandise only. Will require a gazebo (See General Business).</li> </ul> </li> <li>● Trailer of Hope needs to be ramped up</li> <li>● Casino Truck Show Cancelled</li> <li>● August – Gold Coast, Lowood, Wondina, Gatton and Lights on the Hill</li> <li>● To Do               <ul style="list-style-type: none"> <li>○ Speak to Active Hire, report from Mork</li> <li>○ ATM Machine</li> </ul> </li> <li>● Have contacted Redcliffe High School and working on the approval to use the Grassed Area. Have Verbal Approval,</li> </ul>

		<p>must contact a couple of weeks prior to the event for confirmation of use.</p> <ul style="list-style-type: none"> <li>● Stages – 2 Stages have been confirmed and Paid for</li> <li>● Sound and Lighting – Has been booked, and required confirmation on finishing time, eg. After fireworks and could be cheaper to the new time and not as many lights required.</li> <li>● Fireworks – Confirmed and ½ paid</li> <li>● Ice Machine – Booked through Master Hire Morayfield, and they will supply one gazebo as well</li> <li>● ATA Safety Trailer – is tentatively booked subject to Covid19. They may have staff subject to Covid and willput a truck into the Convoy.</li> <li>● Needs to contact the show society</li> <li>● No buildings are available from Retrocom. Mork will follow up with Active Hire, require Bar and First Aid Rooms</li> <li>● Possible Bar and Merch in Merch Area, or Admin and Merch in Web Hall. Mork and Tracy will both contact their contacts within Royal Wolf to see if we can have containers donated for the event.</li> <li>● Contact needs to be made with the council for appropriate notifications requirements</li> <li>● Need to investigate a marquee for the event, including chairs for tables and a skip bin</li> <li>● Unity Water Trailer has been confirmed</li> <li>● Facebook Posts need to increase</li> <li>● Auction Item has been donated, a Trailer of Firewood. It will need to be picked up</li> <li>● Need to follow up with Transurban</li> </ul>
Vice President's Report	Darren Cartner	<ul style="list-style-type: none"> <li>● Had Bec Munro go to Active Hire, and she spoke to Stan. In accordance with the 2019 invoice, Active hire are prepared to give us everything on this invoice again except marquees. They will require exact numbers for chairs and tables.</li> <li>● Active Hire can provide Hand Sanitiser stations that are portable, and will donate the hand sanitiser for them</li> <li>● Active Hire items need to be returned Sunday</li> <li>● Rides – Our current supplier will not be insured by our event and if they are their insurance would have increased by 300%. Aaron has been in contact with another contact who will still have current insurance by the time our event comes around, so is trying to see if this contact would be interested in attending.</li> <li>● Bank Details have been updated at BOQ</li> <li>● Items returned and checked off against list</li> </ul>
Treasurer's Report	Jennifer Hughes	<ul style="list-style-type: none"> <li>● No report given Motion to approve Treasurer's report Moved: Seconded: Carried:</li> <li>● Happy for Jess to Raise Invoices for Truck Show Sponsorships directly in Xero</li> </ul>

		<ul style="list-style-type: none"> <li>• Yet to Invoice Pemjays &amp; Earthquip for Trailer of Hope from Truck Show</li> <li>• Young Truckers deposited \$500 into our account and need receipt, Mork will send through email address</li> <li>• \$38 to be paid for GST on Number plates order</li> <li>• Need to check that Karremans were invoiced for flags</li> </ul>
Secretary's Report		<ul style="list-style-type: none"> <li>• No report given</li> </ul>
Public Officer's Report/ volunteers	Clarissa Rowley	<ul style="list-style-type: none"> <li>• No report given</li> </ul>
Webmaster	Tracy Wood	<ul style="list-style-type: none"> <li>• Truck Show Categories have been updated on forms with current availability</li> <li>• Have received quite a lot of interest for Volunteers though the website</li> <li>• Would like to obtain the previous stall list to email previous stall holders to show interest</li> <li>• Merchandise – Big bags to be sold for \$60</li> <li>• Yearly T-Shirts – Have visited Country Wide and have been advised that they have not pre ordered the T-Shirts, and this is not something they normally do. They typically order the shirts and get them sent directly to the printer; therefore, they do not need to spend 2 lots of freight. Therefore, each year the shirts are only ordered when BC4K places the order with Country Wide</li> <li>• Require Lead Times for printing etc</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>

<b>General Business</b>		
	<b>Given By:</b>	<b>Discussed/Comments/Action Taken</b>
Mail Redirect	Steven Rowley	<ul style="list-style-type: none"> <li>• Mail currently being delivered to Corals Address needs to be redirected</li> </ul>
Gazebo	Steven Rowley	<ul style="list-style-type: none"> <li>• Current Gazebos have damaged frames</li> <li>• BC4K Gazebo doesn't belong to BC4K and cannot be used</li> <li>• Gazebo Quotation from Extreme Marquees – 3x3 with Back Wall <ul style="list-style-type: none"> <li>o Case \$100</li> <li>o Wall \$300</li> <li>o Roof \$960</li> <li>o Frame \$578</li> <li>o Discounted to \$1511</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>Proposed Purchase New BC4K Gazebo in BC4K colours for use</li> </ul>
Insurance		<ul style="list-style-type: none"> <li>Insurance still needs to be investigated for Contents &amp; Trailer</li> </ul>
Covid Plan	Steven Rowley	<ul style="list-style-type: none"> <li>Clarissa needs to obtain confirmation in writing that a Covid Plan is no longer needed due to it being an outside event.</li> </ul>
Workshops / Phone Conferences	Tracy Wood	<ul style="list-style-type: none"> <li>It might be useful to have workshops and photo conferences in between meetings to gain momentum and get action items completed between meetings</li> </ul>
Merchandise	Tracy Wood	<ul style="list-style-type: none"> <li>To gain merchandise quotes for polo shirts</li> </ul>
Auction Items	All	<ul style="list-style-type: none"> <li>Need to start our contacts for Auction items</li> </ul>
Storage Shed	Darren Cartner	<ul style="list-style-type: none"> <li>Need to research the date of current storage shed expiry and investigate new more accessible shed for all in a central location. Eg. North lakes for easy access from the highway.</li> </ul>

<b>Motions / Action Items</b>			
<b>Motion /Action</b>	<b>Details</b>	<b>Motion / Assigned to</b>	<b>Financial</b>
<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> Order 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 Moreton Bay Council	<b>Discussed:</b> Poddy will contact the Moreton Bay Council to investigate notification requirements	<b>Assigned to:</b> Steven Rowley	
<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> Darren Cartner	
<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> Obtain Countrywide Lead Times required	<b>Discussed:</b> Obtain Countrywide Lead Times required for yearly shirts	<b>Assigned to:</b> Tracy Wood	

<b>Action:</b> Invoice for Truck Show Sponsorships	<b>Discussed:</b> Invoice for Truck Show Sponsorships in Xero and send	<b>Assigned to:</b> Jessica Fay	
<b>Action:</b> Invoice for Tailer of Hope Submissions	<b>Discussed:</b> Invoice for Tailer of Hope Submissions from Truck Show	<b>Assigned to:</b> Jennifer Hughes	
<b>Action:</b> Send Receipt to Young Truckers	<b>Discussed:</b> Send Receipt for \$500 donation to Young Truckers	<b>Assigned to:</b> Jennifer Hughes	
<b>Motion:</b> Pay \$38 on Number Plates Invoice	<b>Discussed:</b> Pay \$38 on Number Plates Invoice that remains unpaid	<b>Proposed:</b> Darren Cartner <b>Seconded:</b> Tracy Wood <b>Carried:</b> Unanimously	✓

**Next general meeting to be held:**

Saturday 7th August, 2021

10:00 am

8 Leslie Street Kallangur