

**Amended Minutes of General Meeting
Of Brisbane Convoy for Kids Inc.
held at
8 Leslie Street Kallangur
May 8th 2021**

Present: Coral Stevenson, Leanne Prince, Darren Cartner, Donna Burgess, Clarissa Rowley, Steven Rowley, Sonia Cartner, Zoe Outhwaite, Leisa Sutton, Bec Munro,		Chairperson: Steven Rowley Signature:
Apologies: Jason Prince, Anthony Williams, Phil Adie, Tracy Wood,		Minutes Recorder: Coral Stevenson
Meeting Opened: 1030 hours Meeting Closed: 1300 hours		
Confirmation of Previous Minutes:		Moved : Darren Cartner Seconded: Clarissa Rowley Carried : Unanimously
	Given By:	Discussed/Comments/Action Taken
President's Report	Steven Rowley	<ul style="list-style-type: none"> • Had meeting with Transurban at new office in Kedron attended with Darren Cartner, • Dave Silcock was away but will be QLD Police officer manning the convoy • Waiting for Permits from Brisbane City Council should have them by Wednesday • Need to do a video announcement about change of start point Trucks to enter along Leeroy Road onto Paradise road Larapinta • Transurban are wanting a press release need to follow up to see if it has been done • Chasing auction items • Awaiting confirmation about buildings • Have tentatively booked Webb hall and Comms tower for merchandise and administration at showgrounds as back up in case we cannot get enough buildings
Vice President's Report	Darren Cartner	<ul style="list-style-type: none"> • Gillian from Transurban has a contact at channel 9 and they may be going to do a story about BC4K • Transurban are possibly going to become more involved in supporting the event in future maybe to the point of them calling it Transurban Brisbane Convoy for Kids • Need to do posts to notify drivers that stay the night that the Bridges will be closed Sunday morning for the Bridge to Bridge funrun • Going to Active Hire to confirm availability of items on wish list to make sure they can supply them all

Treasurer's Report	Clarissa Rowley and Leanne Prince	<ul style="list-style-type: none"> • No September Statement as yet. • No payments that have been approved to pay online have been paid as yet • New Treasurer Leanne will need full access to Stripe account • Leanne moved to approve to pay all event related invoices as soon as they come in instead of individual approvals for items already approved to have
Secretary's Report	Coral Stevenson	<ul style="list-style-type: none"> • I have been busy doing signage for showgrounds lockdown notification which will go up at showgrounds on October 21st • Showgrounds notice to stakeholders information has been given to show society • Attachments for letter box flyers are printed and ready to go once i have flyers
Public Officer's Report/ volunteers	Clarissa Rowley	<ul style="list-style-type: none"> • I have been forwarding emails to Leanne • Have been sorting out bookwork and dealing with accountant • New marquee should arrive Monday • Starting work on Truck show • Urgently need more Volunteers only have 51 registered
Auction	Clarissa Rowley	<ul style="list-style-type: none"> • Require letter of thanks for Renee Darby for all items she has got on behalf of BC4K for the auction • ISRI seats met at Brisbane Truck show looking at donating truck seat with BC4K logo as well as possibility of 2 laptops and some 888 racing merchandise • Have 44 items for the auction
memberships		<ul style="list-style-type: none"> • Todd Read
truck show	Clarissa Rowley	<ul style="list-style-type: none"> • All truck show categories are sponsored 2 awaiting payment Torque Ford and Jack Duff • Will have sample of trophies to be approved • Working on all requirements needed for the truck show
Donations Co-ordinator Report		<ul style="list-style-type: none"> • Have donations from Hasbro • Have vouchers for Lucky wheel
Website		<ul style="list-style-type: none"> • No report Given
Security and Comms Report		<ul style="list-style-type: none"> • Have updated quote for radios \$ 500 refundable deposit plus \$ 363 for Radios
General Business		<ul style="list-style-type: none"> • Need to advertise and promote on more pages to get more general stalls not food • Need to have Leanne and Coral set up with banking asap • We have 3 displays booked and 5 general stalls

		<ul style="list-style-type: none"> • If we are able to get buildings we will need buildings for main gate, hest paramedical, Green room for entertainment • Have been asked about a parents/ baby change room will look into getting baby change mat and use in Webb hall • Discussed at meeting about QR codes, ticketing check in /out and clarify certificates and participants T numbers no outcome of discussion as yet • Need to confirm times for entertainers on stages • Century 21 have allowed us to change lock on storage shed we now have our own lock with 6 keys Leanne, Steven, Darren, Clarissa, Coral and Tracy all have keys to access the shed • Sold \$60 merchandise at the Pittsworth show on the weekend • Clarissa is to order 7 000 DL flyers for letterbox drop and certificates • B double trailer to use to store and hold auction from has kindly been lent to us from Followmont Transport • Clarissa to do up a bookings list • 2021 participant shirts to be delivered to Corals for folding and bagging (Steven to check with Tracy if this is suitable)
Subcommittee		<p>Sponsorship marketing and promotions coordinator: Leanne Prince</p> <p>Stalls online :Tracy Wood Layout Clarissa Rowley event Coral Stevenson</p> <p>Event manager: Darren Cartner assisted by Coral Stevenson</p> <p>Auction Co ordinator: Clarissa Rowley</p> <p>Marshalling Co ordinators: South side Stevens Rowley</p> <p style="padding-left: 100px;">North side Darren Cartner</p> <p>Volunteers Co ordinator: Zoe Outhwaite</p> <p>Bar Co ordinator: Bec Munro</p> <p>Merchandise Coordinator: Tracy Wood assistant (postage) Coral Stevenson</p> <p>Webmaster and Web development : Tracy Wood</p> <p>Vehicle registration Co ordinator : Tracy Wood</p> <p>Truck Show Coordinator : Clarissa Rowley</p> <p>Traffic Management Co ordinator : Traffic Control Australia and Traffic Engineers Australia</p> <p>Stage manager : Coral Stevenson</p> <p>Security and Communications: Phil Adie</p>

Motion: Leanne and Coral to get Visa Debit cards with full access	Discussed: Leanne and Coral need visa debit cards with full access for general purchases	Proposed: Clarissa Rowley Seconded: Darren Cartner Carried: Unanimously
Motion: To approve to pay all event related invoices	Discussed : Pay all event invoices as we receive them instead of individual approvals	Proposed: Leanne Prince Seconded: Clarissa Rowley Carried: Unanimously
Motion: New membership	Discussed: To accept Todd Read as a new member	Proposed: Leanne Prince Seconded: Darren Cartner Carried: Unanimously
Motion Online: 08/09 : Clarissa Rowley hire of fridge for event	Discussed: To pay \$ 325 for Fridge rental	Proposed: Clarissa Rowley Seconded: Leanne Prince Carried: Unanimously
Motion online: 15/09 :Tracy Wood pay VMG Print group	Discussed: to pay \$ 765.49 for number plates and surrounds	Proposed: Tracy Wood Seconded: Steven Rowley Carried: unanimously
Motion: online 23/09 : Steven Rowley Pay Black Flag Designs	Discussed: Pay \$ 554 for 800 truck number stickers	Proposed: Steven Rowley Seconded: Tracy Wood Carried: unanimously
Motion: online 23/09: Tracy Wood order merchandise	Discussed : pay approx \$ 2284.00 for 62 hi Vis shirts to restock a minimum of 2 shirts per size	Proposed: Tracy Wood Seconded: Bec Munro Carried: Unanimously
Motion: online 23/09 Clarissa Rowley To pay Eric Summons	Discussed: To pay Eric Summons \$ 600 for being MC at convoy	Proposed : Clarissa Rowley Seconded : Leanne Prince Carried Unanimously

Motion: online :24/09 Clarissa Rowley To Pay entertainment	Discussed: To pay \$ 9 550 for Jade Holland, James Blundell and Team Utopia	Proposed: Clarissa Rowley Seconded : Leanne Prince Moved: Unanimously
Motion: online: 24/09 Clarissa Rowley To pay Auditor	Discussed: To pay \$ 924 to auditor for preparation of accounts	Proposed: Clarissa Rowley Seconded : Leanne Prince Moved: Unanimously

Next general meeting to be held: Saturday 9^h October 2021

10:00 am

8 Leslie Street Kallangur