

LIPS Executive Meeting

Sand St Port Douglas

3/12/08

Meeting Opened 8.30am.

Present

Qamar Schuyler, Alex Mateer, Michael Rees, Meredith Walsh

Management procedures discussed:

Executive Procedures

1. Minutes
2. Membership
3. Signatures
4. Email
5. Treasury

Items listed for immediate attention:

1. Quick T-Shirts
2. Turtle Letter
3. Natural Resources Awareness grant application with Heidi Taylor

Management Procedures.

1. Executive Procedures

A request for items to be discussed will go out a week prior to the next planned meeting. The agenda will be sent to the executive committee one day prior to the meeting.

2. Minutes

The secretary will send a draft of the minutes to the executive for comments as soon as possible but no more than one week after the meeting. The committee has 24 hours to respond with comments, and if necessary, can request a second viewing. Once the minutes are finalised, they will be emailed to the membership, the executive, and posted on the website (as available).

3. Membership

The secretary will check the mail-box weekly, and directly prior to general and executive meetings. The treasurer will pick up any money to be banked weekly, and will write receipts for money received.

The membership database will be updated as membership forms arrive, and an email will be sent out immediately to check that the membership details provided are correct. A certificate of membership and a receipt for payment will be then mailed.

4. Signatories

Qamar Schuyler, Alex Mateer, and Meredith Walsh will become signatories on the account. Meredith will check with the Associations Act to see if an organisation's Secretary can also be a signatory. If allowed, Michael Rees will also be a signatory to the LIPS account. The minutes for the AGM will be sent out as soon as possible, and signed by Qamar. The minutes from the AGM and from the first executive committee will be presented to Commonwealth Bank so they can prepare the new signatory form. All signatories will then be required to go to the Bank and sign this form.

5. Email

Any communications with the LIPS membership will be reviewed by the entire executive committee for the first month (except for general information that may need to be forwarded). This procedure will be reviewed after a month.

6. Treasury

The outgoing treasurer has handed over the treasury to new treasurer Michael Rees.

Items for Immediate Action

1. Quick T-shirts

50 volunteer T-shirts will be immediately organised to ensure caretakers are easily identifiable, and the LIPS presence is clear on Low Isles until GBRMPA appoint a formal caretaker. A media release will be organised to show the public that the island has a continuous presence.

All volunteer caretakers will be asked to wear the T-shirt when doing beach activities.

Michael will design a simple one colour logo for shirts and enquire where Stefan (Re:Hab) got his lightweight shirts.

The shirts will be paid for out of the \$500 grant from the Mossman bowling club received a year and a half ago.

2. Turtle Letter

Qamar will write a letter to GBRMPA expressing LIPS concerns that Indigenous hunting is taking place in the Lagoon, and request they take a quick and affirmative action to try and address this issue.

3. Natural Resources Awareness Grant application with Heidi Taylor from Tangaroa Blue.

Heidi has requested to submit a Natural Resources Awareness grant application with LIPS. The previous executive agreed to support grant applications from organisations with similar aims.

There is up to \$10,000 available through the grant which requires two or more organisations work together. The theme of the grant this year is: Youth Working Together –protecting, repairing and restoring the environment. She proposes to highlight two heritage listed areas in Queensland: Low Isles and Fraser Island. In response to this year's theme she intends to link up with a number of schools in the Far North and Harvey Bay areas

Heidi will be responsible for writing the application and the LIPS executive signing off on it.

If successful, LIPS will be responsible for administering the funds. A MOU will be drawn regarding the respective responsibilities of both parties.

To be Actioned:

Qamar:

1. Contact Kathleen Swalling and Doon McCall formally as the new LIPS president.
2. Introduce herself and the new LIPS committee to the LIPS body.
Write a letter of introduction forwarded to the executive for comment prior to sending.

3. Write a letter expressing LIPS position/concerns about Indigenous turtle hunting to go to GBRMPA.

Draft sent out to Meredith and Michael by Friday.

Final letter to be sent out Monday evening.

4. Invite Robert Hanan to be the LIPS representative on LMAC. (He will report at the quarterly general meetings as a general member. In the case of LIPS needing to address LMAC he will be contacted by a LIPS executive member.)
5. Scan Constitution to be later uploaded to the LIPS website.
6. Send Meredith the current membership status spreadsheet.
7. Send out details of Heidi Taylor's grant proposal.

Michael:

1. Feedback on Qamar's turtle letter by Saturday morning.
2. Complete membership receipts
 1. To be forwarded to Meredith for posting out in the next couple of days.
3. Organise simple caretakers Tshirts.
 1. Design simple one colour logo
 2. Find a cheap light weight cotton 'T'.
 3. Cost printing.
4. Design letter/certificate to be sent out to new/renewing members.

Meredith

1. Feedback on Qamar's turtle letter by Saturday morning.
2. AGM minutes as soon as possible so that bank signatures can be organised.
3. Password for the mailbox from Robert.
4. Update membership from Qamar's spreadsheet and check details.
5. Post receipts and hard copies of our new membership letter/certificate.
6. URL'S for the Associations Act and the Secretary's handbook to be forwarded to the rest of the executive.
Check with the Associations Act if the Treasurer can be signatory.

Alex.

1. Drafting Executive roles with Mike.
2. Serving as a contact for rostering January volunteer caretakers.

The next meeting will be held at 5:30 PM on Monday the 22nd of Dec at Sand St.

The meeting closed at 9.30am.