

## MINUTES OF WATER EAST TIMOR (WET) COMMITTEE MEETING

Tuesday 20 June at City Bowls Club and via WhatsApp

### PRESENT

Julie Kean (Acting Chair) Eddie De Pina (via WhatsApp- left after giving his report), Anne Maree Mugavin, Geoff Spencer, Yve Bayley (via WhatsApp), Miles Coverdale, Mabel Mitchell (minutes)

*Julie Kean assumed the meeting Chair in the absence of Greta Perry.*

### APOLOGIES

Greta Perry, Michael McCluskey

### CONFLICT OF INTEREST DECLARATION

Nil declared.

Condolences were expressed to Eddie on the death of his father-in-law.

### MINUTES OF THE PREVIOUS MEETING

Minutes of the previous meeting on 16 May 2023 were approved with the following amendments:

1. Add Mabel Mitchell to the Present list
2. Destruction of records to be changed to "Retention of records"

**Moved:** Anne Maree **Seconded:** Miles

**CARRIED**

### BUSINESS ARISING FROM PREVIOUS MINUTES

#### 1. *Report on Current Water Project at Asulau*

Eddie reported that work is progressing well. He has sent photos and a video to Geoff and Yve. Toilet should be completed in about a month. At present they are laying the pipes for the toilet and the water part should be completed this week.

Eddie is going to invite the President of Timor Leste to the opening of the water and sanitation project. The change of government will not affect our work in Timor Leste. It was noted that Eddie has been awarded the Order of Timor Leste.

Eddie had a guest with him, Hayden Robins. Hayden will be in Timor Leste for a few weeks. He is going to be in contact with Julie as he may be able to assist us with the DRG application.

Eddie is looking for funds to pay the water and sanitation team as this would secure the future for the Bakhita team.

#### 2. *Port Fairy Hospital Tank donation*

The tank will not be available until near the end of the year. It can be made into smaller tanks. Rotary donation is to be used to transport the tanks to the container, remake the tanks, and obtain liners.

#### 3. *Information of new project at Ramelau*

Eddie to forward this information to Geoff.

#### 4. *Artists exhibition 23 June*

All is organized for the catering. Geoff has received money for some of the tickets sales and donations.

#### 5. *DGR update*

We have received the "Preliminary Assessment for Approved Organisation Status" from DFAT – and this has been distributed to the committee. Further work required on Criterion 2.1 to 2.4; 3.1; 4.1 to 4.8; and 4.9 to 4.13. Julie has sought from DFAT an extension of time to respond. No reply received as yet. All outstanding items appear to be achievable. Julie to follow up Bakhita staff screening with Hayden Robins and Eddie.

#### 6. *Insurance*

Single event insurance has been obtained for this Friday. We need to follow up to obtain annual insurance for events.

#### 7. *Fundraising agenda item held over to General Business*

#### 8. *Donations and Review of Financial Policy*

At present all donations received are 100% used for projects but Financial Policy to be amended to allow for tagged donations.

**Moved:** Julie    **Seconded:** Geoff    **CARRIED**

WET budget reserve of 15% of fixed cost (operational and development costs) to be added to Financial Policy

**Moved:** Julie    **Seconded:** Mabel    **CARRIED**

Miles to review this policy and present at the next meeting

#### 9. *Review of Record Management Policy*

All our policies are on our web site. It is proposed that one policy should be reviewed at each meeting.

We need to develop a documentation retention strategy. Working group consisting of Julie, Miles, Anne Maree and Mabel to meet on 5 July at 3pm.

#### 10. *Update on database development*

Miles is familiar with web access and documentation. He has been reviewing WET documentations and is setting up categories and subcategories. To be added to the agenda of the next meeting.

#### 11. *Strategic and Action Plans*

It was suggested that these be shortened to make reporting against them more effective. To be added to the agenda for the next meeting.

### CORRESPONDENCE IN

- Westpac bank statement
- ACNC monthly newsletters
- Membership renewal and payments

### CORRESPONDENCE OUT

- Newsletter and annual membership reminders

Motion that the Secretary's reports be accepted.

**Moved:** Anne Maree    **Seconded:** Miles    **CARRIED**

## BUSINESS ARISING FROM CORRESPONDENCE

Nil

## FINANCIAL REPORT

Report distributed to members. Motion that the Treasurer's report be accepted.

**Moved:** Geoff **Seconded:** Anne Maree **CARRIED**

## GENERAL BUSINESS

### 1. Fundraising

It was decided not to have a Fundraising Committee but make it a standing item of the general committee meeting.

The Authors evening will go ahead in October but not as "Meet the Authors". To be considered are different format, theme, cultural event, smaller venue, target audience and promotion of event. Michael will investigate cost of the upstairs room at The Whalers. To be further discussed at the next committee meeting.

Bunning's BBQ will go ahead on 13 August. Miles is coordinating.

### 2. Annual General Meeting

Will be held in October or November – date to be decided at next meeting.

### 3. Minutes and agenda schedules

Miles suggested that minutes should be distributed within 7 days of the meeting and the agenda sent out 7 days prior to the next meeting. All agreed.

**NEXT MEETING** - City Bowls Club on 12<sup>th</sup> July 2023 at 7-30 pm.

Meeting closed at 9.30 pm.

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This is a true and correct record of the meeting.



Signature:

Date: 12 July 2023