**PRAXIS Committee Meeting**

Meeting Minutes

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| **Subject** | Board meeting  | **Date** | 12/6/15 |
| **Facilitator** | Lynda Shevellar  | **Time** | 10:40am- 12noon |
| **Location** | Octane Coffee Shop, Zilmere  | **Scribe** | Tina Lathouras |
| **Attendees** | Neil Barringham, Dave Andrews, Howard Buckley, Gerard Dowling, Emily James, Lynda Shevellar, Gillian O’Brien |
| **Apologies:**  | Peter Westoby |
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| **Key Points Discussed** |
| **No.** | **Topic** | **Highlights** |
| **1.** | Personal check-in | Not minuted.  |
| **2.**  | Accredited Training | Dave reported that Roland Lubbett is keen to work with Praxis to move into this space; We agreed to look into an RTO to partner with, as we do not want to be an RTO. For example, possibilities: Borderlands; Australian Neighbourhood Houses & Centres Assoc.; Gerard’s sister has established an RTO; Kathy Buckler from Gitana; Helen Schwenke from Life Long Learning Qld; Northey Street City Farm; |
| **3.** | Financial Update | HB provided the following summary: General Account - $2656.35E-Saver $6832.03Insurance bill is due $1, 800Letter from ATO – Activity statements not submitted for July 2003 – June 2004, 2006 – 2007. Neil will find the boxes where we think the statements are, and Gerard will go through them. If we find them, it was agreed that Mary will do the Activity statements so we can submit. |
| **4.** | Ethical Dividend and Finances in general | We have roughly $6,000 allocated for ED; and we’d like to give that away and not consider it as a buffer for Praxis’ sustainabilityGerard moved that we work towards having a buffer of $5,000 that’s not the ethical dividend. Agreed.Neil moved that later in the year after the Masterclass and Conversations events that we have a discussion about Praxis’ financial sustainability. Agreed. |
| **5.** | AGM | Need to get things moving now; Audit; Books done by middle of August; Secretary’s report; Date – Friday 9th October – Board meeting and AGM |
| **6.** | Project Updates | 6.1 Two BBC courses in West End and Annerley. Em reported that *Community Plus* received a Brisbane City Council grant for Community Capacity Building. It was suggested that Em be the project coordinator for Praxis. Em raised a potential conflict of interest about her roles with Community Plus and Praxis. We agreed this is a convergence of interests and Em being in a coordinator role would actually be very helpful to both organisations. Em need to provide a budget to Howard. Howard will provide a project number. Em to also think about whether she would like to be paid for her coordination role (will the work occur in her paid work time or will it occur outside of this). 6.2 Alan Kaplan & Sue Davidoff workshop – 5 registrations only nowIt was recognised that this will not be am income generator. We need 20 people to make it viable. We need to beef up promotion of this now. Lynda and Em will attend to this in the coming week. Group reminded that as per previous meeting decision, the working group (PW, GD and LS) are eligible for free registration but all others will be required to pay. Tina is one of the five regos currently. |
| **7.** | Conversations Event | We agreed on a title at the meeting: “Conversations *from the Heart* about Communities that Embrace Others….. Imagine that!” Brainstorm of words for the blurb. Tina and Howard to finalise that and send to Mark Davidson.Agreed on Cost - $90 waged; $40 unwaged. Slightly more than last time as we don’t know yet what catering will cost. This will give us a bit of a buffer.Meet next at Griffith Uni in September break for planning meeting. |
| **8.**  | Membership | Note to keep extending an invitation to Paul Toon (he is keen - just unable to attend our meetings so far). Lynda will send a reminder for the next meeting.  |
| **9.**  | Communication | 9.1. Mailing ListPeter and Lynda have provided lists to Em. Howard to provide his list to Em.9.2 WebsiteGerard moved that we pay Em $50 a year in advance for hosting the website. Em to invite Lynda to be a fellow administrator/editor. |

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| **Action Plan** |
| **No.** | **Action Item(s)** | **Owner** | **Target Date** |
| **1.** | Lynda to Talk with Borderlands and Gitana about their RTO; Tina to talk to John Hooper from ANCHA; Em to talk to Northey Street City Farm.Bring investigations back to next meeting. | Lynda; Em; TinaAll | Prior to next meeting.  |
| **2.**  | Conversations planning group will submit Title, Blurb and Costs to Mark Davidson. | Howard and Tina | Today |
| **3.**  | Follow up with ATO what’s required; Boxes of financial statements at Thomas Street – find, look throughAsk bank about statements for those years we did not do an Activity statement.Financial Statements. | GerardNeil/GerardHowardHoward to email to everyone. | ASAP |
| **4.** | AGM Prep - Audit; Books done by middle of August; Secretary’s report; | Howard/Neil | Books – Mid August |
| **5.**  | Minutes to be distributed to Paul Toon regularly;Let Paul and Peter know of next meeting dates | TinaLynda |  |
| **6.**  | Mailing List on Mail Chip – Em’s continuing to work on this and we’ll all learn how to use it as needed with new projectsSticky Tickets | Howard to provide his list to EmGerard to email passwords and log on to everybody | SoonSoon |
| **7.**  | BBC Project – Em to provide a project name to Howard; and Howard to provide Em with a Project Number. | Em and Howard |  |
| **8.**  | Website update – members to send bios and recent photo to Em | Lynda; Gillian; Howard; Neil; Gerard |  |

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| **Next meeting** |
| **Date** | Next meeting: 14th August @ 2pm (Em to find a northside venue and let us know)AGM Date – Friday 9th October and Board meeting (Em to find a northside venue and let us know) |
| **Topics** | * Alan Kaplan & Sue Davidoff event
* Accredited Training / RTO investigation update
* Late 2015 agenda item: Financial sustainability of Praxis
* Running agenda item: 20th anniversary in 2018 and possible co-writing project
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