

August Meeting Minutes



BILBILA PEOPLES CORPORATION



Date	20 August YYYY		
Time / Duration	7pm – 8pm		
Location	Bilbila Meeting Room 2		
Attendees	In Person: S. Smith, S. Simpson, J. Johnston, P. Proctor (Treasurer) Video Conference: G. Green		
Apologies	None		
Chairperson	J. Jones		
Secretary	S. Smith		
	Minutes	Person Responsible	Date
1	Welcome, attendees and note apologies: 1.1 Acknowledgement 1.2 Confirm the chair and minute taker for the meeting. 1.3 Attendees 1.4 Apologies 1.5 Quorum	J. Jones	N/A
2	Minutes of the Previous meeting confirmed: Moved: G. Green, Second: S. Simpson Matters arising: Read to Succeed Program contd.	All	N/A
3	Confirmation of Financial Information Moved: S. Smith, Second: J. Johnston Review of Read to Succeed Funding Agreement: Action: Agreement states that the program promotion is via social media. Program Manager to provide social media campaign for review at October meeting.	P. Proctor S. Smith	N/A
4	Read to Succeed Program Action: Management and Program Manager to provide Community feedback gained on this program, to be tabled for review at the September meeting.	Secretary General Manager Program Manager	September meeting
5	Special Resolutions	N/A	
6	Any other business		
7	This Meeting declared closed at: 8pm	J. Jones	