



Date and Time: 14 August, 2016 Location: USQ Toowoomba Refectory

Meeting Discussion Points and Actions

Attendance: John Smith, John Doe, Sally Brown, Georgia Gray, Herman Jude, Harvey Spector, Troy Barnes, Ross Geller (80%)

Apologies: Sue Green, Tom Wilhelm (20%)

Meeting Documentation: Emailed copy of last meeting minutes

Agenda Item	Discussion Points	Post Meeting Actions
1. Confirmation of the minutes	Meeting minutes confirmed by Chair	No post meeting actions
2. Business arising from the minutes	2.1 Event calendar update (Sally Brown) <ul style="list-style-type: none">• Event calendar is on schedule with development• Release date set for 15 December 2016	No post meeting actions

<p>3. Items for discussion</p>	<p>3.1 Election of Club Executives</p> <ul style="list-style-type: none"> • Determination of which Club Members will be Executives for 2017. <p>Georgia Gray moved that voting for the Club Executive positions of Club Contact, President, Secretary and Treasurer occur for 2017.</p> <p>John Doe seconded the motion.</p> <p>Names presented for positions were:</p> <ul style="list-style-type: none"> • Club Contact: Sally Brown • President: Tom Wilhelm • Secretary: John Smith • Treasurer: Sally Brown <p>Vote called by meeting Chair</p> <p>Voting was unanimous</p> <p>3.2 Change of USQ Sample Club bank signatories</p> <ul style="list-style-type: none"> • Bank account with Example Bank • BSB: 000000 AC: 0000000000 • Current signatories: Herman Jude, Georgia Gray, Sue Green • Any two to sign <p>Sally Brown moved that the existing signatories are removed and the new Club Executives are added under matching conditions.</p> <p>Tom Wilhelm seconded the motion.</p> <p>Vote called by meeting Chair</p>	<p>Details to be provided to USQ Phoenix Central. Transition meetings are to be scheduled between outgoing and incoming Executives.</p> <p>New signatories to visit Example Bank to finalise paperwork.</p>
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	Voting was unanimous New signatories are: <ul style="list-style-type: none">• Tom Wilhelm• John Smith• Sally Brown	
4. Other Business	No other business	No post meeting actions

Next meeting to be held 14 November 2016

EXAMPLE