



131 Locators Association Inc.

Skype Net Special Meeting Minutes
13th January 2011

Opening:

The special meeting of the **131 Locators Association Inc.** was called to order at 9.00AM 13th January 2011.

A Welcome & Apologies

Present:

Paul Dickson: Allen Morley: Grahame Dignam: Bob Billiards

Apologies: Nick Proskurin: Ernest Newbold

B DVA Grant detail - Discussion/explanation as required. The president commended the entire committee for their efforts in putting together and submitting the DVA GRANT claim detail that we are discussing here to-day. The Grant of \$17,500 having been circulated and read was discussed in detail. Subjects covered were

- **The approval conditions** that we as a committee must legally comply with.
- **The requirement to exercise due diligence** in the administration of the funds approved to us and report regularly to the DVA. To this end a sub-committee of A. Morley: B Billiards and G Dignam reporting to V Danko as the Project Manager was formed.
- **Acknowledgement of DVA** - this will be included in emails, letterheads, and appear in the Eyes & Ears, etc.

- **Insurance and Audit requirements** -these items will need to be investigated and cost v benefit analysis done.
- **Managing Assets and Project Material** - the main component i.e. Website will be controlled by the Bob Billiards as Web Manager who will conduct Property Authority Disclosure activities. Also included will be our Intellectual Property management and License responsibilities

E Agenda for Next Meeting

The next meeting will be a general meeting covering the same Agenda items above with additional emphases on the signing and return of the Grant agreement to DVA.

Other matters are:

Timeline for the project

Details of Website

Insurance

Equipment purchase

Confirmation of responsible officers

Regular meetings

Other business:

Letterhead

Letters of appreciation to local MPs

Investigation of sponsorships by businesses /RSL clubs

Affiliates who may support us

Adjournment:

Meeting was adjourned at 10.00AM by Paul Dickson the next general meeting will be notified at a later date

Minutes submitted by: G Dignam

Approved by: P Dickson