



131 Locators Association Inc.

General Meeting Minutes 14th

January 2011

Opening:

The general meeting of the 131 Locators Association Inc. was called to order at 1.00PM 14th January 2011 at the Granville RSL.

Welcome & Apologies Present:

George Lane, Allen Morley, Ernest Newbold, Victor Danko, Grahame Dignam, Ian Amos and Bob Billiards

Apologies: Nick Proskurin: PDickson.

The minutes of the meeting held 13/1/2011 (see separate document) were read and further discussion in detail ensued:

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 the Association 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 subcommittee of A. Morley: B Billiards and & 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 A Ears, etc.
- **Insurance and Audit requirements** -these items will need to be investigated and Cost 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

Priority actions:

- Sign off of the Agreement was effected by Grahame A Allen - witnessed by Victor. Allen undertook to deliver the completed Agreement to the DVA by Express Post the same day.
- A time line was discussed for actioning the project with the MAIN focus being the Website (being the major cost factor). A target date of late April 2011 was suggested. Bob confirmed the Website was a fixed price quote of \$13,400 approx. The laptops and other quoted items could be purchased once the funds have been received into the account from the DVA.
- As insurance and audit commitments were not canvassed prior to applying for the Grant further expenditure would be deferred until quotes had been received and budget amendments had been made. While this expenditure was unexpected it will not cause any undue hardship to the association in the short term and can be met from current funds.
- The association will write a letters of appreciation to the local MPs who offered us their support for the project Messrs, The Honorable Tony Abbott and Chris Bowen.

Other business:

- Development of an appropriate letterhead to be followed up with web designer as well as email addresses for the Association Office bearers, Webmaster etc.
- Sponsorship by Clubs/Businesses which could assist funding and also as a repository for the Assn Banner display case to be investigated (*George Lane* to contact Dave Doyle Coffs Harbour RSL for e.g: Vic to enquire at Mosman RSL)
- Proposal by George Lane to search for a Patron for our Association - Jim Townley could be a candidate.
- Tim Ford was suggested as a candidate to lead the Assn in the 2011 Anzac Day March.

The Next meeting was scheduled for late February on a date to be confirmed closer to the time.

The meeting was closed at 2.45PM.