

Chris Keys

From: Chris Keys [chris.keys@dingley.net]
Sent: Monday, 11 June 2012 2:02 PM
To: 'Dandenong Cemetery'; 'patandbrett@bigpond.com.au'; 'kenmasters007@gmail.com';
 'imaxwell@lepinefunerals.com.au'; 'Celestina Sagazio'; 'Michelle Blyth'
Cc: 'Dandenong & Dist Historical So'
Subject: Minutes of Meeting FODC 27th April 2012

Attached you will find both marked up and readable changed minutes of the meeting for FODC dated 27th April 2012 by C Keys.

This email has been sent to those present at the first meeting of the Friends of Dandenong Cemetery (FODC) excluding Stan Harris (no email provided) and includes the Treasurer and Public Officer of the Dandenong Historical Society.

You need to have these minutes in order. They are very important as you will not get registration with Department of Consumer Affairs or get a Bank Account unless you follow strict criteria which is marked down by Consumer Affairs Department and the Banks. I suggest the Secretary review what is required at the website of the Consumer Affairs and the Bank proposed by the Chair. Therefore I have revised the minutes to ensure that the order or issues will conform with what is required.

These are the priorities that need to be addressed.

1. Management Committee (done in Minutes 27th April 2012)
2. Office bearers (done in Minutes 27th April 2012)
3. Aims and principals (chair needs to provide in writing what she said at the meeting 27th April 2012 and then needs to be minuted)
4. Constitution (needs to be addressed at next meeting)
5. Member application (needs to be addressed at next meeting)
6. Set up funds (needs to be addressed at next meeting)
7. Treasurer and Public Officer (needs to be addressed at next meeting)
8. Copyright issues (needs to be addressed at next meeting)

After these issues have been resolved then we can move on to Grant applications, Website, Funding Proposals and other issues.

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