

**MINUTES OF THE**  
**TBWN EXECUTIVE COMMITTEE**  
**HANDOVER MEETING**

**Date:** Monday 28<sup>th</sup> September 2009

**Venue:** Barron Valley Hotel, Atherton

**Meeting Opened:** 6:30pm

**Attendees:** Leslie Tye-Parsons, Lesley Gilbride, Sarah-Kaye Page, Lorraine Petersen, Melisa Cook, Maria Pesavento, Sherryn Rendall

**Apologies:** Alison Sheppard, Don Sheppard

---

**General Business Hand Over Meeting**

- Outgoing Committee Members were very helpful in passing on information to new Committee Members and will be available for assistance.
- Each Outgoing Committee Member provided a run down on their specific position description and what did and didn't work in the previous year.
- Looking at incentive for on-line subscribers who update their email address.
- Treasurer to get all new Membership forms/renewal forms and Marie will update TBWN website with Sherryn's fax number.
- Lorraine to organise raffles for next Dinner Meeting.
- At the next dinner an announcement to be made about positions that will need to be filled on the Committee i.e. Sponsorship Co-ordinator, Guest Speaker Co-ordinator, Meet and Greet Person.
- October Dinner has already been organised by previous Committee.
- Sherryn has been handed the "Change of Signatories Form" to be presented to Bendigo Bank. Melisa, Sheila and Sherryn to organise mutually agreeable time to go to Bendigo Bank. Allison to provide Minutes of the AGM.

### Directions Meeting:

- \* Directions Meeting to be organised by new Committee. Need to discuss/brainstorm what we want to achieve for the next 12 months.

### October Dinner & Committee Meeting:

- Dinner Meeting on Wednesday 28<sup>th</sup> October – to be held at Barron Valley Hotel
- Committee Meeting on Monday 2<sup>nd</sup> November – at Sherryn's home – 46 Dalziel Avenue, Atherton

Meeting Closed: 7:30pm