|  |  |  |
| --- | --- | --- |
| **Attendance**  Tina Tanguy  Marlene Schoon  Tanya Levick  Jacqueline Gate  Jeffrey Cooke | Tegan Sullivan  Dieter Q  Brian McGinley  Ashley Currie  Sally Osborne  Colin Simmonds | Donald McKee  Susan Anderson  Colin Anderson  Greg Pearson  Jane Gardiner  Whitney Chapman |
| **Apologies** |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** |  | **Actioned By** |
| **Meeting Open** | 11.10am |  |
| **Minute Taker** | Sue Anderson |  |
| **Managers Update**  **(Jane)** | * Information system still being researched. In discussion with company to build a data base for us * Jason will be facilitating the Art sessions Wednesday and Thursdays * Qld Health report has been submitted |  |
| **Document Review (QMS)** | * Not Discussed |  |
| **Easter & Mother’s Day Raffle** | * Tanya suggested Valentine’s Day trivia – to be held during lunch on Monday the 15th Feb * Sally has a basket for Easter raffle and Jane a basket of goodies as well * Members to donate chocolate or gifts for raffle baskets |  |
| **Housing** | * New house open on 10th February, with 3 members from Prestige moving there (in Bethania) * Sally organising whitegoods, view to use linen company utilised for Bentinck * New Logan Street guide now available – Sally has copies |  |
| **Administration** | * Bec doing a great job engaging members in day to day admin * View to put more photos from Art sessions in the newsletter |  |
| **Employment and Education** | * Kerrin is volunteering in E&E and is keen to contact members currently studying and looking to study * One on one applying for courses, jobs and creating resumes still happening regularly * Meiyu running computer sessions Monday and Wednesday |  |
| **Catering** | * Members enjoying and taking ownership of cooking * Need to take more photos of food – great to upload on Facebook * New chest freezer to arrive at any time soon! Food processor also to be ordered * Second sink for handwashing needs to be installed in the catering area * Food Safety Programme needs to be completed by all working in the catering area. Staff member to work alongside those needing to do this course |  |
| **Social Recreation** | * Disco and Games Night both planned for March * Saturday social recs are more frequently attended than night recs * View to make fishing a monthly rec |  |
| **OzHarvest** | * Returning to how OzHarvest was run pre-Covid. Members must confirm their OzHarvest order by Wednesday 3pm to receive a box * This to be communicated on Facebook |  |
| **Other business** | * Members are interested in a photography group starting again. Need to investigate what skills are required for someone to facilitate this group * Pamper night idea – make a list of what would be needed to get this happening (Tanya and Sue) * Greg raised a question about Covid vaccinations. Jane explained the group system to be vaccinated between Feb – Oct. More information to come from the Government |  |
| **Meeting Close** | 12:10pm. Next meeting – Tuesday 16th February |  |