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| **Attendance**Tina TanguyMarlene SchoonTanya LevickJacqueline GateJeffrey Cooke | Tegan SullivanDieter QBrian McGinleyAshley CurrieSally OsborneColin Simmonds | Donald McKeeSusan AndersonColin AndersonGreg PearsonJane GardinerWhitney Chapman |
| **Apologies** |  |  |
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| **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
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| **Document Review (QMS)** | * Not Discussed
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| **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
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| **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
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| **Administration** | * Bec doing a great job engaging members in day to day admin
* View to put more photos from Art sessions in the newsletter
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Meeting Close** | 12:10pm. Next meeting – Tuesday 16th February |  |