

## Minutes - Fluid Power Society (NSW) Inc



<b>Date</b>	<b>Thursday 14<sup>th</sup> July 2016</b>
<b>Time</b>	6:00pm – 7:30pm
<b>Location</b>	Rooty Hill RSL – Level 1 GWS Room
<b>Type</b>	First AGM – Inaugural Committee
<b>Attendees</b>	Ian Atkin, Deon Cilliers, Ian Allen, Clint Barefoot , Bernie Harper, Paul Husquin, Chris Bonnici, Aaron Ryland, Allen Thorpe.
<b>Apologies</b>	Ravi Ram, Joshua Ryland, Ian Sherwood, Lance Thomas, Hugh Wonham.

### 1. Approve Last Minutes

<b>Discussion</b>	Approve minutes from last meeting 5 <sup>th</sup> May 2016.		
<b>Conclusions</b>	Agreed complete and accurate.		
<b>Proposed</b>	P.Husquin	<b>Seconded</b>	A.Ryland

### 2. Committee Nominations and Appointments

<b>Discussion</b>	Accept nominations and approve inaugural committee.		
<b>Conclusions</b>	Nomination forms submitted and accepted		
President – Paul Husquin			
Vice President – Ian Allen			
Secretary – Clint Barefoot			
Treasurer – Ian Atkin			
Committee Member – Deon Chillers			
Committee Member – Bernie Harper			
Committee Member – Aaron Ryland			
<b>Action Items</b>	<b>Person</b>	<b>Deadline</b>	
Update Committee Member Register	C.Barefoot	15 Jul 2016	

### 3. Year end 30 Jun 2016 Financials

<b>Discussion</b>	Presentation of 1. Statement of Income and Expenses and 2. Statement of Financial Position for the year ended 30 June 2016. Approve for submission of Annual Summary Form A12 to Fair Trading NSW. Fees for lodgment \$54.00.		
<b>Conclusions</b>	Statements approved and to be submitted with Form A12.		
<b>Proposed</b>	P.Husquin	<b>Seconded</b>	A.Thorpe
<b>Action Items</b>	<b>Person</b>	<b>Deadline</b>	
Submit Form A12 with Fair Trading NSW	C.Barefoot	14 Aug 2016	

### 4 a. Operational requirements - Banking

<b>Discussion</b>	In order to receive membership fees and make payments for operational costs there is a requirement for the association to have an active banking account. It should have Provisions to accept EFT and credit card payments. Withdrawal facilities to be EFT with approval from two signatories required prior to processing of any outgoing transfers/payments.
<b>Conclusions</b>	Banking facilities to be raised with ANZ. Executive committee members to be appointed signatories with primary contact being the Treasurer.

President – Paul Husquin			
Vice President – Ian Allen			
Secretary – Clint Barefoot			
Treasurer – Ian Atkin			
<b>Proposed</b>	C.Barefoot	<b>Seconded</b>	P.Husquin
<b>Action Items</b>		Person	Deadline
Open account with ANZ		I.Atkin	28 Jul 2016
Request transfer of establishment funds from AFPS account		C.Barefoot	Future

<b>4 b. Operational requirements – Society Identity</b>			
<b>Discussion</b>	FPSNSW Inc. need to generate branding and logo to allow it and members to be identified. The mock-up adaptation of traditional Fluid Power Society into New South Wales format is well liked by all and should be pursued as official logo. We need to ensure we have authority to use and will not infringe against any copyright.		
	Also discussed what paraphernalia should be provided to society members on joining/renewal. IFPS provide certificate, patch, pin and safety card as per examples shown by C.Barefoot. FPSWA also provide certificate.		
<b>Conclusions</b>	Contact to be made with FPSWA to see what is provided to their members. Also as FPSWA adopted like logo they should be able to instruct how approval should be sort.		
<b>Action Items</b>		Person	Deadline
Consult FPSWA for confirmation of logo and memberships		C.Barefoot	Next Meeting

<b>4 c. Operational requirements – Website &amp; Email</b>			
<b>Discussion</b>	Agreed to ensure the society keeps members informed and has a presence to attract additional members a website should be established. Other state societies have individual websites and also have section on AFPS website as affiliates.		
<b>Conclusions</b>	Web packages to be researched for review at next meeting. Requirement to have self-managed CMS to reduce ongoing cost that would be associated with external provider. Links to be established on AFPS website upon affiliation.		
	Society email account has been setup – <a href="mailto:fpsnsw@gmail.com">fpsnsw@gmail.com</a> to be administered by Public Officer		
<b>Action Items</b>		Person	Deadline
Prepare web packages for review		A.Ryland	Next Meeting
Request links on AFPS website		C.Barefoot	Next Meeting

<b>5. Membership Drive</b>			
<b>Discussion</b>	Method to announce FPSNSW Inc. to industry. Discussed the most effective and with low cost would be via email. Utilising list obtained from AFPS on fluid power business in NSW.		
<b>Conclusions</b>	President to prepare draft letter outlining FPSNSW purpose and invitation to submit membership applications.		
<b>Action Items</b>		Person	Deadline
Draft letter to industry		P.Husquin	21 Jul 2016
Circulation		C.Barefoot	28 Jul 2016

<b>6. Future Events</b>		
<b>Discussion</b>	Discussed future events to be held committee meetings, membership events	

and annual general meetings.

<b>Conclusions</b>	Proposed meeting frequency and dates
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Committee Meetings – Bimonthly – 2 <sup>nd</sup> Thursday of the month
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Membership Events – Special dates as determined
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Proposed first as a meet and greet Saturday 19 <sup>th</sup> November 2016 details to be discussed next committee meeting.
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AGM – July each year
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#### 6. AFPS Affiliation

<b>Discussion</b>	FPSNSW application of affiliation with AFPS. Review of AFPS constitution identifies like objectives between societies and national connection will be beneficial for future Registration of skill levels and certifications of recognized professions. It was not clear how AFPS is funded and what contribution if any is required from affiliates. This must be clarified.
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<b>Conclusions</b>	Funding/contributions to be clarified
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Action Items	Person	Deadline
Request clarification from AFPS committee contacts	C.Barefoot	28 Jul 2016

#### 7. Schedule Next Meeting

<b>Date</b>	Thursday 8 <sup>th</sup> September 2016
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<b>Time</b>	6:00pm – 7:00pm
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<b>Location</b>	Bosch Rexroth - Sydney
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<b>Type</b>	Committee Meeting
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