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MINUTES OF BIRDLIFE SHOALHAVEN (BLS) COMMITTEE MEETING HELD ON-LINE ON 5TH DECEMBER 2021, 2PM

(The meeting was held on-line, in accordance with BLS procedures.)

Present: Yolande Cozijn, Brett Davis, Karen Davis, Rob Dunn, Emily Dyball, Phil Hendry, Mike Jefferis, Sue Mitchell, Oisin Sweeney – This was confirmed as a full quorum.

Agenda: It was agreed that there was only one agenda item for the meeting.

Electronic Banking

1. Karen Davis, Treasurer, proposed that BLS update its banking procedures with NAB so we can pay accounts electronically, rather than with a cheque, as is currently the case.
2. Karen proposed that we appoint four committee members, who will have authority to process payments via this method. All payments must be approved on-line through NAB by any two of the following nominated committee members:
 - Robert Dunn (President)
 - Philip Hendry (Vice President)
 - Karen Davis (Treasurer)
 - Brett Davis (Communications)
3. The current arrangement, whereby expenditure is approved for payment by the majority of the Committee, will continue.
4. Any future changes to the above authorised list of BLS Committee members for this purpose must be approved by the majority of the Committee.

Rob Dunn seconded Karen's proposals, as outlined in items 1, 2, 3 & 4 above, and they were passed unanimously by the meeting.

Action: Karen to follow-up with NAB to have this process implemented and liaise with the other authorised BLS Committee members on any other requirements.

The meeting closed at 2.30pm.

Approved as a true record of the meeting:

A handwritten signature in black ink, appearing to read "Robert Dunn".

Robert Dunn – 6/12/21

Karen Davis – 6/12/21

Brett Davis – 6/12/21