

Minutes of a Meeting of the Venezuelan Association of Australia – Sydney Inc.

Meeting N°: 0001

Held at: 24 Douglas Av, Chatswood on the 9th of November 2019.

Chaired by: Ivonne Henriquez, President.

Minutes taken by: Irene Justiniano (Member without portfolio)

Opening: The Chair declared the meeting open at 10:40am.

Present: Ivonne Henriquez (President), Hugh Wyndham (Vice President), Luis Perez-Mora and Irene Justiniano (Members without portfolio).

Apologies: Rebeca Garrido (Treasurer) and Cristina Raso (Secretary).

Agenda item 1: Declaration of conflict of interests: all the present members declared no conflicts of interests in relation to their roles in the VAA-Sydney Inc.

Agenda item 2: Appointment of Public Officer for the VAA-Sydney Inc: Mr. Hugh Wyndham was appointed to this role by unanimous decision.

The Committee was informed by Ms Henriquez that Ms Garrido wanted to step down from the role of treasurer and take a member without portfolio position instead, due to personal commitments; Ms Henriquez also informed the Committee that Ms Raso was willing to fulfil this position. Ms Justiniano offered to fill the Secretary position. It was agreed that the new configuration of the committee would be as follows:

- Ivonne Henriquez, President
- Hugh Wyndham, Public Officer
- Cristina Raso, Treasurer
- Irene Justiniano, Secretary
- Luis Perez-Mora and Rebeca Garrido, Members Without Portfolio.

Agenda item 3: Authorised signatories: it was agreed that 2 of 3 of the following signatories would be sufficient to sign documentation related to activities of the VAA-Sydney Inc: President, Secretary and Public Officer.

Agenda item 4: Membership.

1. Mr Wyndham informed the Committee that the enrolment form was almost ready, with just minor changes to be done, to be published by the VAA-Sydney Inc on its website and social media networks.
2. Mr Perez-Mora suggested an induction package containing a list of the benefits as well as rules for a healthy group.
3. Some of the membership benefits were discussed. It was agreed that, to start, for individual and family memberships, there would be right to vote in decisions taken by the General Meeting, reduced prices in events, workshops, etc offered by the VAA, Sydney Inc and free entry to one function a year.

It was agreed to create a directory of Spanish-speaking services, such as dentists, psychologists, among others, which would be available for members of the VAA-Sydney Inc. Inclusion in the list would not incur any cost, but Corporate Members would have free advertising through VAA-Sydney Inc’s social networks. The community will be consulted in relation to which kind of services are of interest to form part of this directory and what sort of events and workshops are needed.

4. Payment for membership will be handled using Stripe and records kept in Excel spreadsheets.

Agenda item 5: Christmas party. Ms Henriquez informed the Committee that everything was set up and ready. She also said that the money obtained recycling bottles and cans in this and every other event, will be donated to Mates Without Borders.

Agenda item 6: Promotion of the Association – to discuss at the next Committee meeting.

Agenda item 7: Other business: Budget. Mr Wyndham pointed out the need for a detailed budget and strategies to raise funds to cover for the operation of the VAA-Sydney Inc, including insurance. Mr Perez-Mora suggested a workshop of Cultural Awareness in Spanish for those just arriving to support their adaptation process. Ms Henriquez also suggested Self-defence workshops. Both activities can be delivered by volunteers and therefore be source of income to cover the Association’s operation costs. The budget and strategies will be detailed and discussed at the next Committee Meeting.

Next Meeting: 9th of January 2020.

Close: The President thanked those in attendance and declared the meeting closed at 12:45.

Signed as a true and accurate record of the meeting

..... Chair

..... Date