



Village of Hall and District Progress Association Inc.

VHDPA Inc.
 PO Box 43
 Hall ACT 2618
www.hall.act.au
President: Peter Toet.

VHDPA Committee Special Meeting - Minutes.

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| Meeting date | 02 March 2021 at 7-7.30 pm |
| Location | by Zoom https://us02web.zoom.us/j/81709902748 |
| Attendees | Peter Toet, Olga Minion, Jan Klaver, Phil Robson, Tony Morris, John Starr, Robert Yallop, Margaret Monahan, Aaron Whittaker |
| Apologies | Peter Howard |

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| 1. | Approval for Michael Sinclair to have Advisor Level 2 access to the VHDPA Xero accounting package |
| Summary | The VHDPA maintains its financial accounts in a Xero accounting application. Access is strictly controlled to maintain integrity of the data. Michael Sinclair has been approached by the Committee to act as auditor for the VHDPA and requires Advisor Level 2 access to the accounts to perform that role. |
| Recommended Action | Move to allow Advisor level 2 access for Michael Sinclair and agree to the motion. |
| Minutes | <p>Olga Minion raised the proposal to provide Michael Sinclair with Advisor Level 2 access to the VHDPA Xero accounts. The motion was seconded by Tony Morris and passed unanimously.</p> <p>Phil Robson provided some background to the proposal noting that Michael Sinclair is willing to undertake auditor duties and is keen to understand governance and financial arrangements in place for the VHDPA and its special interest groups (SIGs). Michael advised Phil that the 'not for profit' status of the VHDPA relies on sound financial arrangements, in particular, it is important that invoices and receipts are able to be reconciled and sighted by the Treasurer.</p> <p>Once the accounts are reviewed Michael will prepare a report for the Committee and advise of any necessary improvement to processes.</p> <p>Michael has looked at some documents showing how the SIGs were initiated under the VHDPA but needs more information about the Collectors club.</p> <p>There was general discussion of the SIG history and it was concluded that the VHDPA archives (c.2011-12) would need to be searched.</p> |
| 2 | Appointment of an auditor for the VHDPA |
| Summary | The VHDPA is normally required to appoint an auditor at its Annual General Meeting. At the last AGM in October 2020 an auditor was not available to be |

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| | appointed, although there was discussion of the need to do so. The minutes of the AGM are still open and will be confirmed at the 2021 AGM. |
| Minutes | Phil Robson raised a motion to add an addendum to the draft 2020 AGM minutes noting the Committee would invite Michael Sinclair to act as auditor of the VHDPA. The motion was seconded by Margaret Monahan and passed unanimously. |
| 3 | Other business |
| Summary | Record of any other matters discussed at the special meeting. |
| Minutes | <p>There was brief general discussion about:</p> <ul style="list-style-type: none"> - Hall markets commencing next Sunday - Rubbish bins at the oval already being full due to a Kite event at the oval. - Residents finding birds tangled in string from kites. - Start of the Sheepdog Trials on Tuesday. - Camping at the showground being reported via Fix My Street - Removal of left-over untreated timber form the grandstands prior to the market day |

The meeting closed 7.34 pm