**PINE RIVERS DOG TRAINING CLUB**

**ACTION SHEET**

 **ANNUAL GENERAL MEETING and**

**GENERAL MEETING 29.11.18**

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| **Item** | **Action** | **Action to be taken by** | **Due date** |
| 5 - AGM | Submit AGM report to Dogs Qld | Debby Lamprecht |  |
|  | Submit annual report to Office of Fair Trading | Debby Lamprecht |  |
|  | Provide CBA with notification of account and online transaction authorities for 2018/19 | Debby Lamprecht |  |
|  | Notify MBRC of changes in office bearers and personnel authorised to contact Council regarding club works | Debby Lamprecht |  |
| 8 - AGM | Liaise with Nicole Leyden to update hardcopy and electronic membership forms to include the provision for members to elect formal communication method from the club.  | Claire Haine |  |
|  | Liaise with Nicole Leyden to update Companion 1 & 2 enrolment forms to include the provision for members to elect formal communication method from the club.  | Claire Haine |  |
| 3.1 – GM | Obtain written quotes for mower strip and possible increase of fence height from 5 ft to 6 ft and submit to management committee | Claire Haine |  |
| 10 - GM | Obtain information on a barcode membership system  | Stephen Felsman |  |
|  | Liaise with Nicole Leyden regarding downloading membership data from online membership application/renewals and class registration processes | Claire Haine |  |