

The Probus Club of Forestville Inc
Meeting of Members
to be held in the Dutch Club at 10:00am
Tuesday 14th October 2025

AGENDA

1. Opening

10:00am Ring the bell. Welcome by President Peter Howe to Members and Guests.

2. Forestville Probus Prayer

To be delivered by Past President Judith Timpson.

3. Apologies

Received from: Penny and Graham Kenny, Barbara Norton, Miriam Elboz.

4. Induction: of Trisha Doyle who will be called to the floor together with her sponsor Neridah Bradstreet.

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5. The Record of Proceedings of the Members Meeting held 12th August 2025 have been placed on our web site for circulation and are tabled at this Meeting for consideration and adoption.

Business arising from the Minutes. NIL

Minutes approved Proposer: Brian Norton Second: Result:

6. Birthdays

President to read birthday list as per October newsletter.

7. Correspondence:

Incoming: Correspondence from Glen Street Theatre, as well as correspondence denying our request for transport to the Premiers Gala Concert in March 2026.

Electronic advise from Probus South Pacific re our Welcome Page problems.

Outgoing; Minutes of August Record of Meeting of Members, Agenda for this Meeting, September Newsletter all placed on the website for perusal.

8. Management Committee Report

As per Newsletter and President's own comments

- a **Speakers** – Judith Timpson
- b. **Monthly Activities/Trips & Tours** – Liz Kurtz & Bev Yeomans.
- c. **Newsletter** – Eleanor Eakins.
- d. **Walks** – Leonie Worrall and Peter Howe..
- e. **Welfare** – Graham Stewart
- f. **Services/Special Duties** – Norm Reynolds
- g. **Treasurer** – Position Vacant
- h. **Archives** – Norm Eakins.
- i. **Membership Officer** -Graham Kenny - apology

9. General Business

As admitted by the Vice President.
Search for replacement Treasurer

JOB DESCRIPTION – TREASURER

This is an overview of the job of Treasurer. It can only be held by one person, but, at the discretion of

the Committee one, or two, assistants may be appointed but assistants do not have any voting rights

- ☐ Ensure all payments are ratified or approved by the Committee
- ☐ Ensure that Club has bank accounts which may include cheque or electronic funds transfer

facilities

- ☐ Arrange annual payments to PSPL by 30 April
- ☐ Prepares and submits financial statements to Committee, Members' and AGM
- ☐ Monitor and keeps Committee aware of membership numbers
- ☐ Prepares a budget each year and recommends the amount of Club's annual

membership

subscription

- ☐ Greet Members and Guests at the Members' Meeting, collect money, and ensure all Club's

funds are banked within two working days to comply with insurance requirements

- ☐ Pay all accounts by cheque or EFT facility
- ☐ Reconcile accounts monthly
- ☐ Keeps bank's signatories updated

Payment for the Christmas Lunch is required by the November Meeting of Members. Electronic payment please – no cash or cheques.

Morning Tea

10. **Speaker:** To be introduced by Judith Timpson will be Judith Dunn, AOM.

Thanks and presentation to be delivered by Judith Timpson.

11. **Future Activity Dates**

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| 1. | 21 st October | Ferry Trip to Watsons Bay |
| 2. | 28 th October | Management Committee Meeting. |
| 3. | 30 th October | Mens Coffee Morning |
| 4. | 4 th November | Melbourne Cup Lunch |
| 5. | 11 th November | Meeting of Members |
| 6. | 16 th December | Christmas Lunch |

12. **Close.**