# **Team Meeting**

Meeting called by:		Ashley McHardy	Type of meeting:	Google Meet up (Online)	
Facilitator:		Louise Elliott	Note taker:	Ashley McHardy	
Tim	ekeeper:	Louise Elliott			
Attendees:		Ashley McHardy, Colin Bushell, Louise Elliott, Diana Briscoe, Lisa King, Kirstie Page, Leona Reif			
Please read: B		Briefing notes re: bank account terms and action			
Plea	ase bring:	NA			
Minutes					
Agenda item: Bank Application		Pro	esenter:	Ashley McHardy & Louise Elliott	
Discussion:					
In order to apply for a not for profit bank account, we need to hold a meeting to discuss the action items.					
Conclusions:					
All items have been discussed and finalized as follows.					
Action items			Person responsi	ble	Deadline
✓	How many debit cards and whose names (2; Ashley McHardy & Louise Elliott)		Louise Elliott		Week ending 20.11.2020
✓	Card limit per day: \$1000. We can arrange with vendors for any changes needed.		Louise Elliott		Week ending 20.11.2020
✓	Authorised signatories on account. 3 people; Diana Briscoe, Louise Elliott and Ashley McHardy. Two people will need to be present to make any changes or actions.		Louise Elliott		Week ending 20.11.2020
<ul> <li>Internet banking access: Louise will do most of the transactions with Ashley McHardy as a backup.</li> </ul>			Louise Elliott		Week ending 20.11.2020

# **Other Information**

## **Observers:**

Colin Bushell, Diana Briscoe, Lisa King, Kirstie Page, Leona Reif

### **Resources:**

Checklist from bank application

### Special notes:

NA

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_