

## Secretary's Report (Lee Chapman):

### Correspondence

Incoming Correspondence: 29/2/2020 to 23/6/2020

3/3/20	Aquatic events Bris	Certificate of Currency	Show State Gov. Qld D.M.R. as interested party	Commodore Sailing Master				
5/3/20	Sue Peoples	Certificate of Currency, Insurance	Certificate of Currency from Sports Underwriting Australia Pty Ltd	Commodore Sailing Master	5/3/20			
11/3/20	Peter Fox	Letters to QAS, VMR, QF7	Letters sent advising matters re canoe race	Commodore Secretary				To be filed
11/3/20	The Chart and Map Shop	Invoice re maps	Maps for Canoe Race	Commodore Treasurer				
11/3/20	Denis Grant	QAS First aid	availability	Commodore				
16/3/20	Luke Kidman RCC	Covid-19	Current Health release. Inclusion in News letter	Committee			18/3/20	
17/4/20	Alan Harford VMR Vic Pt	Canoe Race	Availability	Commodore Sailing Master				
17/3/20	Micheal Jones	Canoe Race	Is it going ahead	Commodore			17/3/20	
31/3/20	Deborah Murray RCC	Canoe Race	Sponsorship grant. Is Race proceeding or return of grant	Commodore	16/3/20	31/3/20		
30/3/20	Sue Peoples	Insurance re race	Reversal of cover and premium fees	Commodore secretary				
8/4/20	Jarrold Salt	Canoe Race	Is it going ahead	Commodore	8/4/20			

<b>2/5/20</b>	<b>Bev Bancroft RCC Procurement Officer</b>	<b>Community electricity scheme</b>	<b>Council to meet Network charges ex GST due to impact of covid19</b>	<b>Commodore Secretary Treasurer</b>				
<b>2/5/20</b>	<b>Bev Bancroft RCC Procurement Officer</b>	<b>Community electricity scheme</b>	<b>Invoice for payment</b>	<b>Treasurer</b>		<b>24/5/20</b>		
<b>5/5/20</b>	<b>Neville</b>	<b>Management Meeting</b>	<b>Arrange meeting for 14/5/20 at 10am at Club</b>	<b>Secretary</b>				
<b>5/5/20</b>	<b>Ian WW</b>	<b>New Member</b>	<b>Can new member (Attached) bring visitor to paddle on Mother's day</b>	<b>Commodore Secretary treasurer</b>				
<b>8/5/20</b>	<b>Sport &amp; Rec RCC</b>	<b>Invite to a Free Succession Planning Webinar</b>	<b>Succession Planning Webinar</b>	<b>Commodore Secretary Treasurer</b>		<b>19/5/20</b>		
<b>13/5/20</b>	<b>Nisbets</b>	<b>New Shop on line facility</b>	<b>Ad for reopening</b>	<b>Providore</b>	<b>13/5/20</b>			
<b>14/5/20</b>	<b>R.C.C</b>	<b>Covid advice to food businesses</b>	<b>Easing of restrictions</b>	<b>Commodore Secretary Committee</b>				
<b>14/5/20</b>	<b>QAS</b>	<b>Canoe race</b>	<b>Re new dates</b>	<b>Commodore Sailing Master</b>				

26/5/20	Commodore	Health and safety Do we have one.	Check records for document and update as required re covid	Secretary				
29/5/20	R.C.C	Community electricity Scheme	Govt rebate	Treasurer				
29/5/20	R.C.C	Sportrec	Covid return to play grants	Treasurer				
4/6/20	B.I.A.C	Classic car show	Planning for event at club	Commodore Vice Commodore				
7/6/20	Commodore	Moving Fwd	Adoption of Industry safe plans to reopen	Committee				
9/6/20	Jacque Sheargold	Taichii Classes	Request to rehire club for classes	Committee				
11/6/20	Commodore	Dinner instructions plan	Summary of requirement in industry based plans for reopening	Committee				
17/6/20	Running wild	Club Kitchen	Kitchen Usage proposal	Committee				
18/6/20	Rob Bailey	Request for Renewal forms	Renewal form sent	Secretary				
19/6/20	Bridget Larsen	Confirmation of payment (Renewal)	Check/update records	Treasurer Secretary				
22/6/20	R.C.C	Community Electricity Scheme	Change in Tariffs	Treasurer Secretary				
23/6/20	Sports & Recreation Qld gov	Funding Support covid safe Active Clubs Kickstart	\$2,000 for Hygiene supplies, training, equipment operational costs extended to	Committee				

			<b>30/6/20</b>					
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**Outgoing Correspondence:**

Weekly Issues of the Tingira Ahoy

And member notifications regarding operational changes and requirements due to Covid 1`9 and other club matters to  
23/6/2020