



Meeting Minutes		
Date:	DD/MM/YYYY	
Time:	10:00 – 2:30	
Location:	The Central Board Room	
Purpose:	Quarterly General Meeting of Regional and Store Managers	
Attachments:	Nil	
Chairperson:	Charlie Sparks	Minute taker: Robbie Stevens
Attendees:		
Name	Position	Organisation
Charlie Sparks	Founder	Aussie Tool Shed Head Office
Jamie Plumber	Founder	Aussie Tool Shed Head Office
Alex Carpenter	Founder	Aussie Tool Shed Head Office
Robbie Stevens	Personal Assistant	Aussie Tool Shed Head Office
Colin Macrae	Marketing Manager	Aussie Tool Shed Head Office
Paul Thomas	Regional Manager	Aussie Tool Shed
Jane Hanson	Regional Manager	Aussie Tool Shed
John Hyatt	Store Manager	Aussie Tool Shed
Ellie Tolley	Store Manager	Aussie Tool Shed
Sam Smith	Store Manager	Aussie Tool Shed
Apologies:		
Ellie Tolley (annual leave)		
	Agenda Items	Person responsible
1	Welcome	Jamie Plumber
2	Apologies	Robbie Stevens
3	Minutes of the last meeting	Robbie Stevens
4	Matters arising from the Minutes	Nil
6	Business arising from Correspondence	Nil
7	Introduction of a new community involvement initiative	Charlie Sparks Management is considering ways for Aussie Tool Shed to be more involved in the community. Investigating options will report details at the next meeting.
8	Last quarter performance	Alex Carpenter



		5.5% increase on the previous quarter, 3.2% increase on the same quarter last year Management is happy with this result, given the economy.
9	WHS/OHS report	Rise in in-store incidents. Charlie will investigate reasons and solutions, possibly contracting safety training providers.
10	Opening of a new store	Management is considering options for opening a new store. Possible sites are Greenfields, Lakelands, and Westville. Awaiting ABS data before finalising decision by next meeting
11	Business arising from the agenda	
12	Close - time, date and place of next meeting	Jamie Plumber 2 nd week of next quarter. Date, time and venue TBA