

<b>Meeting called by:</b>	Chair – William Burton
<b>Date:</b>	Wednesday, 14 October 2020
<b>Time:</b>	1430 hrs
<b>Location:</b>	The Hamilton Hotel, Kingsford Smith Drive, Brisbane
<b>Type of Meeting:</b>	Committee Meeting
<b>Minute taker:</b>	Richard Johnson
<b>Timekeeper:</b>	Chair – William Burton
<b>Attendees:</b>	William Burton, John Watkinson, Chris Thompson, Andrew McClymont, Mike Lutze, Richard Johnson
<b>Apologies:</b>	Ernie Van Buuren, John Kavanagh, Peter Listrup, Steve Pelecanos

**Confirmation of Minutes from Previous Meeting:**

26 February 2020 – Confirmed and accepted

**Business Arising from the Minutes:**

- No Matters Arising

<b>Agenda Item 1</b>	<b>Presenter:</b>	William Burton
2020 Annual General Meeting: Those present agreed for branch AGM to be held on Wednesday, 4 November 2020 at Smartship Australia commencing at 9:30 am.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Date to be Actioned by</b>
Smartship as venue to be confirmed	John Watkinson	ASAP
AGM invitations to be forwarded to all Branch Members	Richard Johnson	15 October 2020
Should number of attendees exceed capacity for Smartship, alternate venue to be arranged as soon as RSVP closes and attendees notified of change.	Richard Johnson	30 October 2020

<b>Agenda Item 2</b>	<b>Presenter:</b>	William Burton
Tentative dates for 2021:		
<b>Planning Meeting:</b> Wednesday, 3 February 2021		
<b>Technical Meeting:</b> April 2021 – The 2020 Theme “ <i>The Use of Drones and their Potential in the Maritime Industry</i> ” will be carried forward to the 2021 Technical Meeting.		
<b>Annual General Meeting:</b> August 2021		
<b>World Maritime Day:</b> September/October 2021 – It is noted that the Theme for 2021 is “ <i>Seafarers: at the core of shipping’s future</i> ” reflecting a clear need to raise awareness of seafarers’ vital role in world trade and increase their visibility.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Date to be Actioned by</b>
No action items at present		

<b>Agenda Item 3</b>	<b>Presenter:</b>	William Burton
Chairman’s Report: Noted and accepted by Committee.		
William Burton, in his report, thanked all those members who assisted during his tenure as Chairman. William Burton advised he will not be accepting any nomination at the upcoming AGM. The committee members present, thanked William for his dedication, effort and time for the last eight years in the role of Chairman for the branch .		

<b>Agenda Item 4</b>	<b>Presenter:</b>	Richard Johnson
Secretary’s Report: Noted and accepted by Committee.		
Richard Johnson thanked the Committee for their assistance during his tenure as Honorary Secretary and advised he will not be accepting any nomination at the upcoming AGM. The committee members present, thanked Richard for his effort and time for the last three years as Honorary Secretary.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Date to be Actioned by</b>
Nautical Institute Council Member nominations to be circulated to Branch Members.	Richard Johnson	ASAP
Correspondence from Prof Edgar Gold, Member	No further response	

<b>Agenda Item 5</b>	<b>Presenter:</b>	Chris Thompson
Treasurer’s Report: Noted and accepted by Committee.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Date to be Actioned by</b>
Nil		

<b>Agenda Item 6</b>	<b>Presenter:</b>	Andrew McClymont
The Webmaster provided a verbal report on the status of the Website and LinkedIn. Committee members acknowledged work done.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Date to be Actioned by</b>
Nil		

**Other Business:**

**Certificates of Appreciation**

It was agreed to present the Certificate of Appreciation to Shipmasters and crew of those ships that have continued to visit Queensland Ports during these difficult times. To qualify, a ship will need to have visited a port in Queensland at least three times in the past 12 months. List of qualifying vessels to be obtained. Further discussion required to clarify process.

**Proposed date for next meeting:**

**TBA**

**Meeting Closed:**

**1530 HRS**