

**Draft Agenda Norman Creek Catchment Coord.Committee**

**N4C General Meeting**

**MONDAY 5<sup>th</sup> April 2004 at 7.30pm**

**N4C Community Resource & Environmental Education Centre (CREEC)  
66 Baron St, Greenslopes  
(UBD 180,E7)**

**7.30pm – N4C General Meeting & Workshop (90 minutes):**

Attendance:

Apologies:

**1. Announcements Communications (1 minute):**

- Mark Creyton (Volunteering Qld) will be our guest speaker. He will facilitate a 'strategic capacity building workshop' for the N4C

**2. Correspondence: inwards & outwards (2 min)**

Moved:

Seconded:

**3. Treasurer's Report (2 min):**

Moved:

Seconded:

**4. Administration:amend & confirm previous Minutes (1 min)**

Moved:

Seconded;

**5. Agenda Items from Actions of previous Minutes (3 min):**

- 6.1** – Chair to move that previous minutes agenda items be passed over to next general meeting and/or addressed at next management meeting due to workshop.

**6. N4C Strategic Capacity Building Workshop (Mark Creyton)(~80 minutes)**

**Aim of this workshop-** To identify training and development needs of the N4C through considering the aims of the group and looking at how effective we are in three areas: our internal operations, our core business, our community role.

Where are we now ? Where do we want to be / need to be?

Consider the following three areas and look at what is going well and what could be improved with your group:

1. How the group operates internally.
- 2 How we do our core business
3. How we are working within the broader community

**7. Other News/Business: (5min)**

**Date next meeting (AGM & General Meeting) – 7.30pm, Monday 3<sup>rd</sup> May 2004**

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