

BnB Team Leaders

Following the resignation of Colin from the club recently some changes will need to be implemented for the efficient running of our successful BnB Markets into the new year. Many of these changes have been discussed verbally and in writing with Colin and Andy, most recently March this year. Colin and Andy will continue until after Christmas – with the last market they assist with being 5 January 2020. The current cleaners will also finish after the 5th January 2020.

The initial areas identified for action are:

1. New Markets Committee.
2. Address the counting of the money and the banking process.
3. New cleaners – and the new cleaners need to be able to provide an invoice to the club and have their own insurance and equipment
4. Breakfast for Team Members - we need to review the practice of providing breakfast to the teams as approximately \$2000 of public monies are currently being spent per annum without any records being kept. This contravenes the Charitable Collections Act which the market operates under
5. New Roster Coordinator - Phil, in his current role as program coordinator, has agreed to do the BnB rosters in addition to the Club Meeting duties .

Markets Committee

Our first task is to re define the role/s in looking after the markets as we see as the future it is unlikely and not necessary for any incoming Chair and committee to attend the markets every Sunday and a couple of times during the week.

It is recommended that we put together a committee with a minimum of four people with the following proposed roles:

- Committee Chair – Oversees committee, liaises with Centre Management, Reports to Club Service Committee
- Logistics Management – Insurance, Vendors (ie Coffee Van), Cleaners, Repairs and Maintenance
- Finance – Overseeing Income and Expenses, tracks against budget, and reporting to Committee
- Promotions/Marketing – Maintenance of Facebook Page, Uniforms/Brand

Should you be interested in any of these positions please talk to President Ric.

Banking solutions

1. Team leaders to take the collection across to Carlton (Tommy) D'Sousas' Business at the end of each market for counting. On busy markets an additional team member may be required
 - a. Team leaders should park their vehicle inside the markets area to provide some level of security and ensure that bags of takings are regularly locked into the car. The car should be parked in a position where it can be observed by the team at all times.
 - b. Tommy is happy to receive the banking at his shop, keep the funds overnight and bank them on Monday morning.
 - c. If Tommy is unavailable then Phil Cordery will be the backup

- d. Both Tommy and Phil have agreed to assist with this role.
2. We will investigate changing banks to Commonwealth in the Maddington centre as they have a coin counter in house

As we introduce these changes we welcome your feedback on how we can continually improve the processes and the markets in general.

We welcome your continued support in your role as Team Leader in this transition stage so that our club continues to have a viable market that not only brings in substantial income to support our club projects but also provides a visible identity for the club in our local community.

President Ric and Board