

**MINUTES OF COMMITTEE MEETING
LANDLORDS ASSOCIATION
Held 1st February 2016 at 33 Pirie St Adelaide
Meeting commenced at 6-45pm**

PRESENT

Margaret Kohlhagen	President
Jack Eskenazi	Secretary
Rodney Webb	Membership Officer
Patti Webb	Treasurer
Antonia Zotti	Newsletter Editor
Theo Balomenos	Assistant Treasurer

APOLOGIES

Peter Allen John Wyk

CHAIRPERSON

Jack Eskenazi chaired the meeting

MINUTES

Minutes of the previous committee meeting were accepted as correct
UNANIMOUS

MATTERS ARISING

Jack has contacted the Advertiser twice to discuss the possibility of write ups on Landlord/Tenant issues – no response. Jack will follow up again.

Internet provider – Adam has bought iiNet

1300 fax number has been cancelled

Rodney has arranged for white pages fax number not to be renewed – further saving to LASA

The phone account is being queried – Rodney to cancel Telstra and the new company will be iiNet (using Optus)

Rodney is learning the new pc and will write up instructions on the data base.

Rodney has purchased 500 prepaid envelopes and this will save on the price rise.

The new pc has been purchased and Avast will be used as a free antivirus.

The matter of back ups was again raised and it was agreed to purchase 3 memory sticks – one for Rodney, one for Jack, one for Antonia. The pc is to be backed up regularly and the pc will be backed up on all memory sticks at each committee meeting. Jack types the Minutes at home and has more than one external back up – in addition, he emails all Minutes to the committee.

Antonia will type up a schedule of back ups to be used in the office.

Antonia has checked 2 printing accounts which were overcharged and since amended (well done Antonia). Amended invoice is for \$885 – the Treasurer will email accounts to committee members so we can check accuracy.

Igloo Air had agreed to advertise but after first ad, did not pay and did not want to advertise – Igloo removed from newsletter.

Theo to check for another handyman for our newsletter ads and Margaret will follow up with SA Electrical.

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FINANCIAL REPORT

The financial report was accepted as correct. UNANIMOUS
Expenses claimed:
Antonia 209-55 postage and phone
Rodney 493-46 ph and postage costs
Approved
It was agreed to pay Aerial Printing \$1004-60 for newsletter printing.

NEW BUSINESS

Theo to investigate methods of membership application via IT and check our website for improvements
Costs of the newsletter are increasing substantially. A quote was received from a contact who is a friend of one of our members who has vouched for his integrity. It was agreed to get a sample newsletter and refer to the committee.
Rodney will update the missing tenant list.
Margaret has met with Claire, Barb Johns and Lauren from SACAT- she asked why VPs are at midday instead of 10-00am as this causes a delay when a bailiff is required.
Electronic cause list is now used in the SACAT office.
Margaret is meeting Lisa in SACAT to discuss bond refunds.
SACAT would like feedback on admin problems and how they can address issues – Margaret will advise the general meeting tomorrow and discuss with SACAT.
SACAT media engagement team to check why info is not been marketed to Landlords.
Theo has given Margaret his proxy for tomorrow’s general meeting.

Meeting closed at 8-40pm

Signed as a true and correct record
President

Date.....
Secretary