

Brisbane Multiple Birth Association Westside Inc



Agenda - JULY - Monthly Committee Meeting

BMBA Westside Monthly Committee Meeting

When 16-07-2026 at 20:00

Location: Online, Online

Conferencing Join via Zoom

<https://us05web.zoom.us/j/82794095205?pwd=cU3PGEOJhkQilkGtEG15aOLKBylb71.1> (ID: 82794095205) – **Zoom link has expired**

Chairperson Megan Whitworth

Minute taker Sarah O'Neill

Present Erin Dunne , Micaela Jak , Sarah O'Neill , Liz Ortiz , Clarice Piper , Megan Whitworth , Doug Williams

Apologies Allison Burza , Anna Chisholm , Caitlin Dean , Kelly Ferris-Rogers , Shakira Xu

Minutes

1. Confirmation of Previous Minutes

AGM Notes Attached.

 [Brisbane-Multiple-Birth-Association-Westside....docx](#)

2. Outstanding Tasks

- Location for Christmas Party (Inflatable World is expensive); Sherwood Uniting Church Hall, Chapel Hill Uniting Church, with us catering; Toombul / Northgate Music Hall (Tiddlywinks); What are the ages of most of the kids? In favour of a hall with catering and entertainment (face painting, Santa, etc) - \$400-600 (in the planning meeting). Aiming to get a grant for the Christmas Party. Megan - meeting with local councillor, Sarah Hutton for funding.
- Vote for NEMO and Grants Role (Naomi), Tong Master (Grant) and VP Role (Micaela)

VP Role: Micaela Jak (nominate Dan, second Doug)

NEMO Role: Emma Burstow (nominate Megan, second Sarah)

Grants Role: Naomi Pearson (nominate Sarah, second Micaela)

Tong Master: Grant Bishell (nominate Sarah, second Megan)

Vacant Roles - Event and Socials, Funding Co-ordinator (is this different to Grants), Higher Order Multiples Liaison.

- Domain for email - Media2 Guy buying back the domain 6th August.

Lost domain - fraudulently owned. Come back to the public in 44 days. Hopefully buy it back, securing it. Once we get the domain back, we will have everything back. For now, new email, bmbawest@gmail.com

Locked out of a lot of things due to 2FA. TryBooking has been updated.

- PO Box - Tim has the key. Found the invoice, paid end of April. Paid through paypal. Handover to Dan.
- Check of the equipment quality and quantity (and deposit).

Megan getting hire equipment from Richard on Sunday

Tim has Bunnings equipment - handover to Dan

Marquees and Event equipment - Kate to handover to Megan

- Bank - Helene Lutchford, Tim, Kate and Cate. Westpac Indooroopilly, open Saturday mornings.

Megan will call Westpac, may need to provide one or two minutes from minutes (will get back to us).

- Code of Conduct, By Laws - adding in there maintaining committee. Try to avoid a whole committee stepping down. How to engage members in the community?

3. Presidents Update

- Updated all the Welcome and Renewal Emails with Links (Responses Going to TidyHQ)
- Busy month, almost on top of it all.

3.1. AMBA Update

- Insurance Certificate - confirmed that we do definitely have insurance, in writing
 - The current insurance certificate was mis-issued to southside instead of westside; AMBA has requested updated certificate

3.2. Club Update

- Quad Family (Hospital has limited the announcement of the babies being born)
 - Meal Train, GoFundMe and her social pages, donations from some members
 - Exec team have agreed to sponsor the BMBA Membership

4. Treasurer Update

Catch up on some outstanding invoices and payments.

~\$8,000 in the account

- We need to complete an audit
- Where are the current records? Are we compliant?
- Tax Returns - how many are outstanding?
- ACC Returns

5. Fundraising

- Photography Event - \$50 Tickets, 21 slots (\$1,050) -- Tim to confirm what we paid the photographer before? (Donation to their club to say thank you, same amount this year).
- \$700 in the try booking
- Bunnings BBQ (12 people) -- have an event before we book it in? Doug to raise at the Dad's Event; after 7th November -- we made \$2K after costs LY (~\$3k revenue)
- Christmas Party Raffle - Donated Prizes to the raffle (talk to local shops, councillors etc).

6. Grants

- Megan has spoken to Naomi, 5 grants that we're looking into at the moment.
- 2 x BCC - Sarah Hutton Meeting
- A couple federal grants, and one is a charity one

Aim to get funding for the Christmas party

7. Events

- Dad's Social Event - 1st August, 1pm - Surbuban Social
- Photos Booked In - Aug 29th - Chapel Hill Uniting Church
- **Mum's Brunch** - Sunday 11th October, let's lock it in! 930/10am.
- Christmas Party (every child, including siblings received a booked - with their name and from BMBA Westside 2026), Toy Raffle - Christmas Party fundraising. 29th November.

8. Playgroup

- Sherwood Weekly Playgroup: Wednesday August 5th: 930 - 1130am; First Wednesday every month.

Toys there already, will need to buy coffee and tea

Megan to sign the liability paperwork

Nay will put a post up in the next couple of days.

- Chapel Hill Uniting Church Weekly Playgroup? - \$30/hr
- PlayMatters Registration (Megan to do?)

9. New and Expectant Parents

Micaela was going to host an EPIN night - and how would it be delivered if it was going to be cut off.

Zoom doesn't get cut off - Micaela has done the presentation, run by Dan.

Use it as an opportunity to get new members - open the presentation to the public?

TBC

Shared Committee Drive > 2026 Committee > Presentation > New Updated Contact List

10. Social Media Update

- Whatsapp -
- Instagram, got this back, posting now!
- Facebook - Megan is driving that
- Facebook group members to make sure they're all financial as of the 25th July
- Logo updated to include two kids (instead of the previously one)
- Fathers Sanctuary -- posting about Brisbane and Ipswich twin fathers to drive membership

Micaela contacted Currumbin re: attending the Wildlife Sanctuary for \$15?

11. Father's and Partners Liasion

- Existing Father's Chat from ages ago (facebook Messenger, and will put it in the whatsapp channel)
- One actual RSVP - how to help advertise this?
- Event 1st August, 1pm at Surburban Social.
- Doug needs to get on top of the new members, on the intake form is the second parent - send of the spiel email - (we update the permission, export the contacts)

12. Toy Library

N/A

13. Newsletter

- Monthly following the Committee Meeting
- Discount Codes
- Anyone who wants to attend the next committe meeting can

Approval Process --> Meeting minutes to be sent > Erin to draft following the meeting > Add to the President's Group > and then the President will review and edit > President to Email out through Tidy (export as PDF).

13.1. Meal Drops

We would like to get in to but not now.

14. Meeting Closed

Next Committe Meeting - Thursday 13th August, 8pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Agenda - JULY - Monthly Committee Meeting on 16-07-2026

Summary of Attachments

Attachments

Item	File Name
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1.	Brisbane-Multiple-Birth-Association-Wests....docx
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [Agenda - JULY - Monthly Committee Meeting](#)