

# MINUTES of Meeting held At the Bendemeer Hotel

## 25<sup>th</sup> February 2022

Meeting commenced at 3pm

1. **Chairperson** –Vice President Winston Doak welcomed all to the meeting
2. **Present:**Greg Offord, Jaki Dressing, Alison Smith, Verity Treeve, Leanne Summers, Anne Doak, Winston Doak
3. **Apologies:** Michael Breedon, Fiona Stanford, Steve Payne
4. **Membership:** Daniel Germon
5. **Minutes of previous meeting:** Held 28/1/22
6. **Business arising from the previous meetings:**
  - 7.1 Corflutes for advertising- Winston to sort these out
  - 7.2 sponsorship from Bendemeer Bowling Club- Thank you
  - 7.3 Point of Sale terminal at event- Greg
  - 7.4 medallions and stickers ordered, plus magnets
  - 7.5 event photographer organised- Peta Martin. List done of things to record
  - 7.6 toilet cleaning- Trish O'Toole approached and will be inducted
  - 7.7 Marquee- TRC, 2 x 6mx 3m
  - 7.8 Meeting at venue with Anne and TRC reps.
  - 7.9 Trekkers- no Wauchope group now, just Wingham and Coffs Harbour
  - 7.10 Camping DA fee waived
  - 7.11 sponsorship signs Jaki and Alison to sign write
  - 7.12 Stallholders- new form to come from TRC
  - 7.13 Raffle update - Winston o
  - 7.14 Sound system - we will borrow one from BPS
  - 7.15 Jack Carey- new member
9. **Treasurer's Report:** tabled and moved to be a true record by Greg Offord, seconded by Verity Treeve.

Greg spoke about having a targeted Facebook presence and widening the target area. Anne will look into that.

Approval given for Anne to purchase Bamboo shower stands for the amenities block.
10. **General Business**
  - 10.1 \$100 payment to BPS for photocopying and laminating- Moved Anne Doak, seconded Verity Treeve
  - 10.2 Letter from hotel re permission to use their grounds- Leanne will forward to TRC
  - 10.3 Camping below LR display on hotel grounds if we need it? Discussion re limited area

- 10.4 Registrations- Greg is getting a steady number.
- 10.5 Event Operations Manual- Anne handed these out for committee members information
- 10.6 Rules/ Conditions of entry for participants- discussion re these. Sent to TRC
- 10.7 Rosters- Anne working on these
- 10.8 Athena information stall at event- Anne. Fee of \$100
- 10.9 TRC re meet the councillors stall- \$40 fee for Tamworth Business Chamber
- 10.10 Payment for toilet cleaning \$100
- 10.11 Media consent form from TRC – Anne
- 10.12 Working bee- Winston
- 10.13 Takings for each area of money collection to be kept separate

**Next Meeting:** N/A

Meeting Closed at 4.30 pm . (minutes taken and prepared by Anne Doak)

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Signature of Chairperson

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Signature of Secretary