

# Minutes of Meeting to be held Wednesday 18<sup>th</sup> October 2023

Loomberah War Memorial Hall, Loomberah

1. **Welcome by Chairperson/President** – (Liz)
2. **Present:** Committee members and any guests (to be noted on the Sign on/ Sign off Register): Trish Moore, Liz Blackburn, Rebecca Barwick, Ian Pittman, Karlie Tongue, Janelle Tongue, Tanya McKnight.  
**Guests:** nil
3. **Apologies:** Kate Ponto
4. **Membership:** Nil. Resignation of Derani Barwick. Resignation letter read to the committee.
5. **Risk Awareness Statement:** As read to the committee.
6. **Minutes of previous meeting:** from previous meeting held 25<sup>th</sup> July at Loomberah Hall, Loomberah 25<sup>th</sup> July, 2023. Moved Correct Janelle Tongue. Seconded by Tanya McKnight.
7. **Business arising from the previous meetings:**
  - 7.1. *Post-Covid TRC requirements*
    - *TRC update – non vaccinated community members can attend meetings, but without weight to vote. Not able to be on committee. Review scheduled with TRC for Sept/Oct? Update requested – awaiting response – Liz/Kaye*
  - 7.2. *Future Projects (5 year plan) –*
    - *Footpaths – Options B&C have been resubmitted in Round 3 of Facility Improvement Fund. Awaiting result*
    - *Air Conditioning – TRC site meeting conducted. 28/08/2023**Reverse Cycle funded by council. Reservations of the committee are:*
    - *Electricity supply insufficient according to in-house expert, Council will fund power upgrade if it is required as part of the job.*
    - *Doors closed means events that are inside/outside are compromised.*
    - *Will the roof need to be sealed or lined?*
    - *The quote provided was for domestic use. Commercial use may be more appropriate.**Scope of works suggested to clarify exactly what we need. – Liz*
    - *Add to future projects roof lining and doors upgrade.*
  - 7.3. *Table trolley – signage to be updated - Karlie.*
  - 7.3.1. *Update departure checklist to reflect table trolley info - Bec*
  - 7.4. *Umbrella stand/tall pot for front patio – Janelle/Karlie*

7.5. Christmas Mailbox Competition 2023 – Mud map tour to proceed. Printed and left at Loomberah Hall for pick up. QR code to be created and displayed on the mud map and donation box for donations. Facebook post of the map and QR code. No prizes. Date to be up by December 3. – Liz and Karlie (FB)

7.6. Honouring our local Defence Force

7.6.1. Honour Board – Kate

7.6.2. War Memorials Register – Derani has reported the following:

“Regarding the NSW War Memorial Halls Register, the Register is still undergoing maintenance which is scheduled to be completed by November. They have uploaded the information that was sent through back in June. Loomberah War Memorial Hall | NSW War Memorials Register. At the time I sent through the information on the hall, we could only submit basic information. Once the register maintenance is complete then we can upload additional information, e.g., information in the Loomberah History Book. Karlie has the details.”

7.6.3. Email out community consultation/Facebook for more names (upon registration) – Liz/Karlie

7.6.4. Future grants – available from November onwards. Quotes required to apply for water damage repair on existing board + new honour board quotes. - Janelle Applications for the Community War Memorials Fund Grants open on 11th November. – Kate to look into

Westdale School has similar sign writing completed. Liz to find out who.

7.8. Loomberah’s Got Talent – Pre-event analysis and risk assessment done.

7.8.1 Numbers attending – 21 paid tickets

7.8.2 Items – 12 items so far

7.8.3 Food Prep – Drinks are done. Food to be served by committee. Trish to update Janelle on numbers regularly

7.8.4 New Residents – Janelle has completed. Committee to actively invite

7.8.5 Raffle – Liz to print a large poster for the door, Tanya and Karlie to be able to take cash at the door and add names before close of raffle time. Lucky Door Prize ‘Paradise Fresh’ voucher \$50 - Janelle

7.8.6 New promo – new FB post flyer with details - Karlie

Email the ticketed people the week of to remind them of the raffle tickets. – Trish

7.8.7 Committee bump into Hall for set-up from 4:30pm. Ian to run BBQ. Janelle to get gas bottle.

7.9. Hall Maintenance –

7.9.1. Wall water damage Reported 28/08/23 top TRC (Kay/Jodie)

7.9.1. Wall fan replacement – Liz/Doug

7.10. Festoon Lighting – Derani reported:

Council to hang and install. Waiting to hear when installation can be completed. I am happy to still meet with a committee member and TRC onsite if required to discuss. I have left the Solar Lights on the stage at the hall.

7.12. Email database update – Karlie facebook post/Trish to email existing group to encourage new subscribers.

7.14. TRC new invoice template – logo insertion - Tanya

7.15 Fabric Taken Down Completed

7.16 Increased Hall Fees need to be ratified. Fee changes proposed at the AGM. Half Day \$88 instead of \$100. Short Nights \$88. Eg 7-9pm. Proposed to create a fee sheet to make it

clear to customers and treasury which outlines exactly which fees apply for which day. – Bec to create. Committee has ratified changes. Moved by Bec. Seconded by Tanya McKnight. Updated Fee schedule attached to the minutes.

7.17 Hall sign – drive-by hall information for passing community members. Nemingha school not available. Dungowan school may be a possibility – Karlie

7.18 Trish Moore has become a signatory on the accounts.

8. **Correspondence In:**

8.1 Regional Australia Bank – Community Partnership Program Awards –\$260.26 presented. Karlie able to speak to what the committee does at the event with the committee’s thanks.

9. **Correspondence Out:** Accounts as per Treasurer’s Report

10. **Treasurer’s Report:**

- Mosaic refund requested. Committee’s discretion to refund. Contract says that it should be void. As a matter of good will, extend 50% of the value as credit for next booking. – Tanya to confirm with Jodie.
- Government departments have difficulty paying bond deposits. Confirmed with Jodie that this may be waived as long as an email trail is acknowledged that they are still liable for any damage to hall during their booking.
- Unaudited Income & Expenditure – 1/7/2023 to 30/9/2023 circulated.
- Income \$931.41, Expenses \$1362.66 = Loss \$431.25.
- Bank account balance \$15,385.44 as at 18/10/23.
- Deposit Bonds held \$500 – for Timbumburi P&C event 4/11/23.
- Available balance \$14,885.44 excluding deposit bond held.

11. **Booking Officer’s Report:**

- Fri 3-Sun 5/11/23 – Timbumburi P&C
- Sun 5 Nov – Honeyman
- Sat 11 Nov – Brazel CANCELLED

12. **General Business:**

12.1 Food handling course demonstrated that a separate hand washing sink should be identified. Label to be installed above sink – Karlie

12.2 Paper towel roll dispenser to be installed above sink – Karlie

12.3 Reimburse Janelle for supplies for bathroom and kitchen essentials – Tanya

12.4 Child lock on drawer in the kitchen with knives – Liz

12.5 Flies accumulating in the kitchen whilst cooking. Consider solutions to inner door.

12.6 Gutters need clean out as blockages occur. Request council to address maintenance - Trish

12.7 Google Drive has been created to store shared files.

12.8 Defibrillator has been checked and is working correctly.

13. **Committee Projects:** (ongoing – can be added to at any time)

1. Concrete paths at entrance and side gate
2. Air Conditioning: a) kitchen, b) hall area
3. Raised stage/deck in front of the tanks (out from the toilet)
4. Internal re-paint + bathrooms
5. Roof Lining

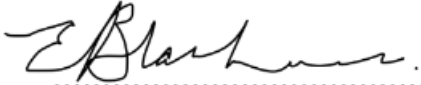
6. Doors Upgrade

14. **Business Without Notice:**

Clean out of mezzanine storage area and organising to be added to the ongoing project list.  
Best completed in the winter.

15. **Next Meeting:**

Meeting Closed at 9:45pm. (minutes taken and prepared by Trish Moore)



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Signature of Chairperson



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Signature of Secretary