

MINUTES of Meeting held Thursday 18 January 2024

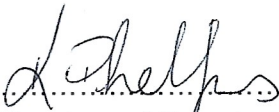
Manilla Museum Meeting Room, Manilla

Meeting commenced at 4.05pm

1. **Chairperson** – welcomed all to the meeting.
2. **Present:** Gwen Taylor, Jane Martin, Richard Bell, Emily Gaell, David Ridgewell, Jim Maxwell, Kate Phelps (Acting Chairperson)/Secretary
3. **Apologies:** Breanna Roberts
4. **Membership:** Greg Phelps, Tamara Phelps, Kris Herle moved by Jim Maxwell, seconded by Gwen Taylor, Carried.
5. **Risk Awareness Statement:**
6. **Minutes of previous meeting:** Held 15 Dec 2023
7. **Business arising from the previous meetings:**
 - 7.1 Voting of Australia Day Awards
8. **Correspondence In:**
 - 8.1 Cheque from Council for Projector and Popcorn Machine
9. **Correspondence Out:** Accounts as per Treasurer's Report
10. **Treasurer's Report:** As at 17 Jan 24, Whitehaven \$4000.00, Credit \$391 plus \$9.21gst Refund, \$59.37 Money on card.
11. **General Business:**
 - 11.1 Australia Day Posters have been distributed.
 - 11.2 Mr John Lee OAM is the Australia Day Ambassador.
 - 11.3 Risk Analysis & Pre-Event checklist has been completed.
 - 11.4 Jim Maxwell spoke about the veranda at Royce Cottage being unsafe. It was resolved that the MC's would be outside of the fence at the Cottage.
 - 11.5 Committee to ask the RSL subbranch for the use of their 3x6 gazebo and the Lions club will provide chairs.
 - 11.6 Invitations have been sent to all nominees.
 - 11.7 Women of the CWA have asked about the damper competition and have been told the competition is not being held.
 - 11.8 Rob Breese is unavailable for the music, Manilla choir will be asked to sing.
 - 11.9 Meet & Greet with the Ambassador will be held at the Royal Hotel on 25 Jan. Time to be confirmed.
12. **Committee Projects:** (ongoing – can be added to at any time)
 - 1.
 - 2.
13. **Business Without Notice:** Due to the Chairperson position being vacant, Kate Phelps was nominated by Jim Maxwell and seconded by Jane Martin, Carried.
14. **Next Meeting:** 8 Feb 24

Meeting Closed at 4.50pm. (minutes taken and prepared by Kate Phelps)


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Signature of Chairperson


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Signature of Secretary