

MINUTES OF GENERAL MEETING DUNGOWAN HALL COMMITTEE

DATE: February 10th 2020

OPENED: 7.15PM

PRESENT: Alison Leckie, Marie Goodwin, Jacqui Gidley- Baird, Robyn Thompson, Di Brown, Margaret Brady, Liz Lollback, Michael Lollback

APOLOGIES: John Thompson

- The risk management awareness document and sign on sheet was circulated
- Amend date of Treasurers Report to August 2019 – November 2019
- Minutes for meeting Monday November 4th, 2019 were read and accepted

Moved: Alison Leckie *Seconded:* Margaret Brady

BUSINESS ARISING:

- Stair Railing – Marie follow up
- Dishwasher Instructions – Jacqui to develop simple, clearly displayed instructions
- A child proof lock has been installed on the cupboard with the dishwash chemicals
- The new roof and air conditioning have been completed
- Kitchen and stage blinds have been installed
- New Chairs – are expensive, People hiring the hall can hire chairs or covers if they wish
- Section 68 was submitted by Alison to Council for a temporary caravan park and was approved
- The Christmas Party held on November 16th 2019 was very successful, thanks to all who contributed
- Alison attended Gift of Time Ceremony Certificate for 400 hours presented – Liz to Frame and hang certificate
- Thanks from Alison for helping with the painting of the hall. Olivia Leckie was awarded her Scout Medallion for organizing and completing the task
- Hugh Leckie painted the kitchen and Alison Leckie and Di Brown cleaned out the cupboards – Thankyou!
- There was no concern from Country Music Campers re. pump noise
- Application for Primary Health Network funding was successful – thanks Jacqui and Di and weekly exercises have commenced.
- The landing at the back of the hall is less than 1 metre so does not require a railing
- Assets plan – Marie and Alison follow up

CORRESPONDENCE: IN 5/11/19 – 10/2/20

6/11/19 Find your feet training day and expo (K. Burns) shared with committee

6/11/19 TRC volunteer trivia night

12/11/19 TRC sport and Rec strategic plan community survey and workshop (A. Charlton)

12/11/19 TRC email response to suspected gas leak at hall – all OK

13/11/19 TRC Dungowan Hall keys

14/11/19 Jacqui Christmas party at Dungowan Hall

18/11/19 CM camping booking - McCoy
 19/11/19 Jacqui sausages – cost
 19/11/19 J Archer Sport and rec strategic plan Community workshop
 27/11/19 K Burns – Film Festival – Tamworth
 28/11/19 A Leckie – hall party
 4/12/19 My TRC J Archer Hall roof
 5/12/19 D Brown mowing at rec ground
 5/12/19 CMC booking - Strahan
 10/2/19 A Leckie advice to TRC regarding leaking tank and gutter needing repair
 12/12/19 CMC booking – Matthews
 16/11/19 TRC Don Grant re DPS access due to roof replacement
 17/12/19 Jacqui re Electricity bill for payment
 17/12/19 TRC Advice regarding cement tank and guttering
 18/12/19 Jacqui Successful grant application for the empowering our communities funding
 19/12/19 A Leckie - Dungowan Hall painting and Olivia's successful ASM
 20/12/19 Lisa Hannaford – Christmas wishes from the team tam Sth ??
 5/1/20 A Leckie – Approval request for minor purchases for the hall (see email)
 5/1/20 Jacqui – Free Fitness classes commencing 1/1/20
 6/1/20 emails CM Camping
 12/1/20 PBF - Insurance and invoice (TGD)??
 1/1/20 A. Leckie – reimburse for hall blinds
 16/1/20 CMC emails
 16/1/20 Advice from TRC Sweetwater are looking at the leak from tank and will repair if possible. Gutter and downpipes will be fixed and added to the new tank installation Due for completion March 2020
 26/1/20 Jacqui – no exercise class on Jan 27th due to PH
 27/1/20 – A Leckie Photos of power meters sent to S O'Keefe
 28/1/20 Jacqui – Hall booked for 12th September 2020 election
 29/1/20 K Burns – workshop for school students
 30/1/20 K Burns – reminder for senior awards
 31/1/20 Jacqui – Garden Club booking 15th June 2020
 3/2/20 K Burns – Generic risk assessment

CORRESPONDENCE OUT:

3/2/20 Marie – next meeting 10/20 at 7pm
 9/2/20 Jacqui – Financial Report
 9/2/20 Marie - Total collected for camping \$3265

Motion: The correspondence be accepted as read
Moved: Marie Goodwin Seconded: Liz Lollback

TREASURERS REPORT:

February 2020 Dungowan Memorial Hall financial update

2019_2020 FY Profit and Loss

Income

Hall Hire	\$	2,330.00
Camping fees	\$	3,265.00
Charitable donations	\$	-

PHN fitness grant	\$	5,574.55
Expenditure		
Capital equipment	-\$	8,266.00
Hall cleaning/ maintenance	-\$	160.00
Electricity	-\$	425.07
Gas	-\$	150.45
Hall refund	-\$	500.00
PHN grant payments	-\$	1,443.75
camping costs	-\$	207.67
Balance	\$	16.61

Opening Balance 1/7/2019 14, 232.22 current balance 8/2/2020 \$14,215.61

- Bank balance 8/2/2020 was \$14215.61 in S1 and \$10,049.58 in S2
- Hall has total of \$24,265.19 in funds available
- Hall hire includes \$750 funding from PHN grant.
- PHN fitness grant needs to be spent before July 2020 so not actual 'money in bank'.
- Camping costs do not include utilities, garbage fees and 10% payment to Recreational ground committee, as these invoices are not presented as yet.
- Large capital equipment expenditure was due to purchase of dishwasher.

Camping fees are good compared with previous years, thanks Marie for your effort this year!!!

	Camping fees	
2015	\$	2,885.00
2016	\$	4,154.00
2017	\$	1,970.00
2018	\$	1,515.00
2019	\$	3,765.00
2020	\$	3,265.00

Tabled and moved by: Jacqui Gidley-Baird Seconded: Margaret Brady

GENERAL BUSINESS:

- Discussion about holding another community day to show appreciation and to thank the volunteer Firemen in our area. Suggested date is Sunday lunch April 5th depending on football (Margaret B Follow up) Suggestions – we make up a flyer and organize a car/post drop (Liz follow up with Jacqui), wine tasting – Jacqui follow up, jumping castle, Liz follow up with Salvos, games, beer?
- Discussion re. campers parking under trees – there are signs and campers have been advised not to in writing Marie tabled a report for the camping 17th Jan – 26th Jan 2020. Regretfully some campers had to cancel bookings due to drought and bushfires, 18 sites were occupied for between 2 and 10 nights, total money collected was \$3265.

- Thank you to committee members for cleaning amenities prior to and during the Festival, thank you to Hugh Leckie for transferring and returning the gas bottle. Campers enjoyed their stay
- Mobile phone numbers for the committee

- An appropriate First Aid Kit is required to be kept in the hall

Motion: We purchase a tamper proof First Aid Kit to the value of \$210 - \$250

Moved: Jacqui Gidley-Baird *Seconded:* Margaret Brady

- Alison will follow up test and tag of electrical items
- Marie tabled an emergency contact list supplied by Council, to be displayed in the kitchen
- Mugs – Marie has followed up with Reward Hospitality

Motion: Marie Goodwin purchase 110 mugs

moved: Jacqui Gidley-Baird *seconded:* Di Brown

Motion: We investigate and purchase new mops for the bathrooms and floor

Moved: Liz Lollback *Seconded:* Michael Lollback

- Hall clean up Tuesday 3rd March at 9.00am
- Fence around the septic tank – 4 fence panel have been donated by Blue Dog fences, concrete is required. John Thompson to investigate prices. Hugh Leckie to complete the work- Thank you!

Motion: \$250 be allocated to purchase concrete and extra fence posts

moved: Jacqui Gidley-Baird *seconded:* Marie Goodwin

MEETING CLOSED: 8.33PM

NEXT MEETING: Monday 11th May, at 7.00pm