

MINUTES of Meeting held

Tuesday 25th July 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): Jodie Archer (TRC), Tanya McKnight, Janelle Tongue, Derani Barwick, Kate Ponto, Trish Moore, Karlie Tongue, Ian Pittman, Liz Blackburn
3. **Apologies:** Rebecca Barwick, Leanne Ponto, Kay Burnes
4. **Membership:** Welcome to Trish Moore
5. **Risk Awareness Statement** – as noted in the AGM
6. **Minutes** from previous meeting held Tuesday 6th June 2023. Moved correct Tanya, seconded by Janelle
7. **Business Arising** from the Minutes of Meeting held 6/5/23
 - 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? (post winter) – Liz/Kaye*
 - 7.2. *Future Projects (5 year plan) –*
 - *Footpaths – Option A approved 11//7/23. Options B&C to be resubmitted in Round 3 of Facility Improvement Fund*
 - *Air Conditioning – TRC site meeting reschedule TBC*
 - 7.3. *Table trolley – signage update to be completed by Karlie. Tables are to remain on the trollies. Update departure checklist.*
 - 7.4. *Umbrella stand/tall pot for front patio – Janelle/Karlie*
 - 7.5. *Christmas Mailbox Competition 2023 – Mud map tour to proceed. No prizes. Liz*
 - 7.6. *Honouring our local Defence Force*
 - 7.6.1. *Honour Board – Details of Grant Stocks, Kate Ponto, Neil Hartigan, Ben Lye, Libby Richards & Dennis Clapham provided – Kate*
 - 7.6.2. *Honour board water damage from wall leakage*
 - 7.6.3. *War Memorials Register – Website rego online in October. Details and photos will be uploaded. Derani*
 - 7.6.4. *Email out community consultation/Facebook for more names (upon registration) – Liz/Karlie*
 - 7.6.5. *Future grants – available from November onwards. Quotes required to apply for water damage repair on existing board + new honour board quotes. Derani*
 - 7.7. *Checks and dates*
 - *Defibrillator – AED pad replacement. Checked by committee 25/7/23. Expiry 1/4/27.*

7.8. *Spring gathering – Outdoor movie night ‘Loomberah Mystery Family Movie Night’.*
Available movies? (G?) Jodie to check Youthie licences. Family night with sausage sizzle. 15th September TBC. Popcorn machine? \$10/family? RSVP required. Pre-event analysis required for TRC. Invite new families.

7.9. *Hall Maintenance –*

7.9.1.1.1. *Wall water damage (Kay/Jodie)*

7.9.1.1.2. *Wall fan replacement – Liz/Doug*

7.9.1.1.3. *Gas Leak – Kay reported to Don @ Building Services 18/7/23.*

Plumber has been arranged to inspect.

7.9.1.1.4. *Shutter latches (Kay/Jodie)*

7.10. *Festoon Lighting – purchased. 3 x poles, cabling & concrete need to be purchased.*

Hanging required with assistance from TRC (working at heights)- Derani, Kate & Ian

7.11. *CPR Refresher 2023 – Janelle was unable to set a date. People need to update privately.*

7.12. *Email database update – Liz/Karlie*

7.13. *New Residents - Birchnells & Tremains, + ‘Marangaroo’ (Collins) + House @ Hall?*

7.14. *TRC new invoice template – logo insertion - Tanya*

8. **Correspondence In:**

8.1. *Volunteers Working at Heights – request to contact TRC for assistance*

8.2. *Chubb Fire Extinguisher visit – 17/7/23. Follow up: fabric on ceiling needs to be removed (Fire Hazard). Referred to Building Services.*

8.3. *Regional Australia Bank – Community Partnership Program: invitation to awards 30/8/23 @ 6:30pm. RSVP 14/8/23 @ Golf Club. Karlie may attend, TBC?*

8.4. *Electricity price rise of approximately 20% - Tanya to look into competitors.*

8.5. *Gas price rise per tank (Supagas) \$132 ▶ \$184 per bottle hire.*

9. **Correspondence Out:**

10. **Treasurer’s Report:** (Tanya)

Last 6 month period - Unaudited Income & Expenditure – 1/1/2022 to 30/6/2022 circulated.

Income \$969.51, Expenses \$1,776.91 = Loss \$807.40.

Current available funds \$14,625.69.

Supagas annual hire \$185 still to be paid and deposit bond refund for Carnell wedding to be paid this week.

Outstanding invoices:

- *Tullamore Water Users \$33.*
- *Brazel – booking for November*
- *Timbumburi P&C – booking for November*
- *Mosaco – still to invoice for the October booking*
- *Pending Facility Improvement Fund approvals and our requirements*

for 50% outlay would see approx. \$4k remaining.

- *Financial Documents - audited by Ms Robyn Barnes (TRC Finance) & picked up*

- *Deidre Burke refunded*

11. **Booking Officer’s Report:** (Bec)

- *Wed 26/7/23 – Community Meeting (Moore)*

- Sat 29-Sun 30/7/23 – Durkaya/Mosaco ** **KEY PICKUP/HAND OVER – Janelle**
- Fri 4/8/23 – Chit Chat
- Sat 7-Sun 8/10/23 – Durkaya/Mosaco
- Fri 3-Sun 4/11/23 – Timbumburi P&C
- Sat 11 Nov - Brazel

12. **General Business:**

- 12.1. Increased hall fees – drafted at AGM and to be checked by Bec (Booking Officer)
- 12.2. Working Bee – TBC upon pole purchases, prior to movie night (15/9/23).
Dusting, inventory stocktake

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. Hall sign – drive-by hall information for passing community members.

14. **Business Without Notice:**

- **Election of Secretary**

- .1. Nominations were called for the position of Secretary as it remained vacant from the AGM. Trish Moore was nominated by Janelle. Seconded by Derani – nomination accepted.
- .2. Regional Australia Bank - Add Trish Moore as a RAB signatory and remove Derani. Tanya will get the paperwork. Moved by Liz, seconded by Derani.
 - .2.1.1.1. Current signatories include: Tanya McKnight, Elizabeth Blackburn & Derani Barwick
 - .2.1.1.2. New signatories will include: Tanya McKnight, Elizabeth Blackburn, Trish Moore & Kay Burnes
- .3. Gmail – Derani’s phone number to be removed for access code and reassigned to Liz’s number. Moved by Liz, seconded by Derani.
- .4. Add Trish to Committee Messenger group chat.

- First Aid Kit – audited 25/7/23. TRC template needs to be updated to 1 x box of gloves. Done quarterly at meetings. Add a notebook to list what we take out.

15. **Next Meeting:** Tuesday 24th October

16. Meeting closed at: 10:01pm (minutes taken and prepared by Liz Blackburn)



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Elizabeth Blackburn

Signature of (Incoming New) Chairperson/President



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Trish Moore

Signature of (Incoming/New) Secretary