

**Meeting opened - 5.05pm**

**Present:** A Gordon (President), G Hampel (Vice President), L Campbell, (Assistant Secretary/Treasurer, S Crook (Treasurer), D Rohde (Project Manager,) B Winter, S Leverton, Cr Kylie Gray.

**Apologies:** M Zafry, M Gilschrist, Bev James, A Williams, J Oliver, J Curtis.

**Confirmation of Minutes of previous Meeting:**

Motion: that the Minutes of Meeting held 6 June 2024, be confirmed as a true record.

**Moved:** D Rohde – Seconded G Hampel.

**Business arising from previous Minutes - NIL**

**1 Reports / Updates**

**1.1 - President Report**

- Wednesday Volunteer Group going well. 6-7 people attending each session. Planted new Quandongs Cutline Rd, tidied up trees Moores Drive & near hall plus doing various other jobs around town.
- Applied for Council Grant \$5,000 not expecting to get as received one last year.
- Applied for \$5,000 Grant from Dept of Recreation & Sports for extension to Basketball area near playground. Not accepted.
- Painting of Kitchen & Hall Opening has been completed.
- New sign for front of Hall has been ordered. A Hart doing.
- SHELTER OF SOUTH ROAD UPDATE – Nearly finished
  - Balustrade has to be added for safety purposes, cost 50/50 with Council
  - Wood tops (Jarrah) will put on top of Balustrade so people can put their drinks, etc on.
  - Small rainwater tank has been ordered & will be installed soon
  - Reconciliation done & submitted to Council, for the \$20,000 Grant Money to be paid to us.

**1.2 - Finance Report (Sue Crook).**

**As of 30/6/24** - Cheque a/c \$26,762.99 – Incentive Saver \$49,728.57. Total in Bank: \$76,491.56  
NB\* \$20,000 was transferred from Incentive Saver to Chq a/c re expenses for Grant & Community Projects.  
Therefore Profit & Loss shows monthly Profit of \$14,423.13 because of this.

- Graphs unable to be printed this month. Software problems.
- Internet has not been working for a week. Dodo has been no help. Want to look for different provider as payments from Square cannot be processed without reliable Internet. Everyone approved Sue look into other companies.
- NBN box too high up. Had to reset to try to resolve above problem. Request to have it relocated to a more accessible position. Ashley to organise.

**Motion that Financial Report be accepted: Moved D Rohde, seconded B Winter.**

**1.3 – Secretarial Report**

Submitted 2 new/revised forms for Volunteer Information to be recorded for Insurance purposes.

- Official Volunteer Registration Form – this will be stored in office for privacy reasons.
- Volunteer Timesheet – To be filled out by volunteer every time they are performing duties.

There will be 2 separate folders. One for Kitchen duties, the other for anything else. These need to be kept in convenient location. Suggest the kitchen area.

Kitchen & Volunteer co-ordinators are to sign when individual sheets are full.

Everyone agreed Marion go ahead with setting up form info & folders.

#### **1.4 - Project Manager's Report**

- Beach Shelter, nearly completed. ½ of wiring for Balustrade has been delivered then can proceed with finishing touches.

- Picnic tables have been installed

- Got quotes from Peninsula Glass & Aluminium, Maitland for set of Flywire doors for front of hall & an Aluminium sliding door for back of hall. Back door will allow both kitchen & office to have airflow when required. Quote includes heavy duty, solid flyscreens & security features. All up cost \$7,220 installed.

**Motion to purchase: L Campbell, seconded: G Hampel. All in favour.** Darryl to organise.

#### **1.5 – Bar Manager's Report**

- Very happy how things are going. Willie needs to be commended for all the time & effort he puts in running the bar, restocking & doing a monthly stocktake. We wouldn't have the results we do without his dedication.

#### **1.6 – Catering Manager's Report** tabled A Gordon in Janine's absence.

- No monthly dinner this week as catering for a private function at hall. Janine & Judy doing.

- August Dinner will be Soup, Roast & Crumble for Dessert.

#### **2 – Any other Business**

- Geoff submitted a report on the Solar/Battery costings & estimated time that it would pay for itself. Has been advised that we need to watch how many appliances are in use at any one time, as this can overload the system & the battery will shut down.
- Suggestion that Catering does a Monthly Report similar to the Bar as some purchases don't show up in the financials until the following month. Stocktake/Reconciliation will give a true figure at Committee Meets re Profit & Loss. Geoff to discuss further with Janine.
- B/Cue at shelter has become too complicated at the moment. Defer for 6-12mths, with possible special meeting to consult with residents.
- Quiz night report tabled. \$1,993 takings for the night, includes Bar Sales. Expenses \$103. Plus cost of Bar goods 50% - \$250. **Net Profit = \$1,640.**
- Old original Quandong trees behind M Goldring's property being choked out by noxious weed. Ashley to follow up.
- S Leverton was donating a Flying Fox for the Playground but this was rejected by Council.
- Cr Kylie Gray advised Dept of Recreation & Sports Grants that are not approved quite often will be the following year if resubmitted, so advised us to try again in 12 months. Apology for August Meeting.
- Enquiry whether there was a backup Admin person for the Community Forum page on Facebook in case Janine is away & without internet service.
- All agreed to wait for outstanding Grant Monies to come in & any current Grant/Community Project Invoices are paid before we starting any new major projects

President thanked all for attending.

**Meeting closed at 6.05 pm.**

**Next Meeting Thursday 8<sup>th</sup> August 2024**