

HARDWICKE BAY & DISTRICT PROGRESS ASSOCIATION INC.

MINUTES of Committee Meeting held: 7th November 2024, at Community Hall. Progress Road

Meeting opened - 5.00pm

Present: G Hampel (Vice President), L Campbell (Assistant Secretary/Treasurer), A Williams (Bar Manager), D Rohde (Project Advisor), J Curtis (Catering Manager) Bev James, J Oliver, S Leverton.

Apologies: A Gordon (President), M Zafry (Secretary), S Crook (Treasurer), B Winter, Cr Kylie Gray, M Gilchrist.

Confirmation of Minutes of previous Meeting:

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

Moved: B James – Seconded A Williams.

Business arising from previous Minutes:

- Withers reducing this year Audit cost to \$600 with Credit (\$291) being applied to next year. Commented more work was involved. Sue will arrange to meet Auditor next year before EOFY to know exactly what he expects.
- Policy Update re: Volunteers entitlement to free food or meals. Needs re-wording. **Action:** Geoff will email revised Policy to Committee members for their approval at next meeting.
- What is current rule regarding a venue with a limited club license? Is it a requirement for a person to have a Responsible Club Service Certificate to operate the Bar? Vice President informed answer was NO.
- Restrictions/Responsibilities re: roles of Volunteers (Janine)
Subjects covered:
- Instructions are to be given by the person responsible for any given event.
- Bar Manager will allocate responsibilities of Bar, Member Draws & raffles in his absence.
- Catering Manager to allocate tasks to volunteers at all catering functions.
- Volunteer Working Bee days are to be co-ordinated by Willy.
- Volunteers are to abide by the rules & instructions given at all times.
- It was noted that G Thomas (Volunteer) who currently runs the bar in Willy's absence has a Responsible Service of Alcohol Certificate.

1 REPORTS

1.1 - President Report – Nil

- Via G Hampel, Ashley has personally invited all Committee members & their partners to a Xmas Dinner on the 12th Dec. Geoff will send copy of Ashley's original email to all Committee Members.
- Progress needs to purchase Webber for Take-Away Catering purposes. Willy has kindly donated one he no longer uses.

1.2 - Finance Report (L Campbell).

- **As of 31/10/24** - Cheque a/c \$17,600 – Incentive Saver \$50,798 Total in Bank: \$63,398
- We had a loss of \$12,687.59 due to the many Community Projects paid for in October.
Motion: President and Financial Report be accepted: **Moved** J Oliver, **Seconded** D Rohde.

1.3 – Project Advisor’s Report

- New Bar will be constructed in the next few weeks. Also a new cupboard for Bingo supplies and equipment if time. Thanks to Kyle & Volunteers.
- Front Screen Door should be installed prior to Christmas. Back screen door in 2025.
- Council was advised of loose sheets on roof of new Beach Shelter. No response. CEO has now been notified.
- YP Rate Payers Association (newly formed) are looking for new members. Annual membership \$10. Meetings held at Minlaton Football Club. Darryl will supply more information to go into Newsletter.
- Bench Seat will be installed at new Beach Shelter in near future.

1.4 – Bar Manager’s Report

- Profit of 760.53 for the month of October.

1.5 - Catering Manager’s Report

- 37 bookings so far for Monthly dinner. Query if new charge is in EFTPos machine? A: Yes.
 - Will revisit increase to Take-away meals early next year after exact costing has been done.
- OTHER Catering matters**
- Insect Trapper required for kitchen as Fly Spray cannot be used. Examples of Units were given with prices ranging from \$199.00 to \$589.00. Must have HACCP Approved Standards. Jim & Janine will research further for future consideration. Agreed
 - Traditional Christmas Dinner will be held 14th December, \$25.00 per head. Normally get 60 people attending. Geoff has secured a donation of Pork & will organise Turkey purchase. Willy shall cut into required portions on the day.
 - Dec/Jan Take-away meals. Are we doing & if so who receives Honorarium payments? Do we hold on a weekly or fortnightly basis? Last Saturday of December is the most popular date. Further discussion to be had at December Committee Meeting.

2 – GENERAL BUSINESS

- **Website Issues.** Denise deVries reported issues she is encountering and presented a list of problems / issues that need attention.
 - Also Website has been down for last 3 days & enquired how to contact person in charge of the Website as they need to be advised? Also there are multiple areas that are out of date and badly need upgrading. Feels Progress should have a local person that has permission to make changes when necessary.
 - **Query:** Could we set up our own Website? **A:** Yes but not familiar with procedure. Believe there is person in Minlaton that does websites. Denise will enquire as to what is required & report back to Committee. **Issue ongoing**
 - Sue Crook to advise web owner that site is down again.
- **New Committee Member** Denise deVries – **Nominated:** A Williams, **Seconded** G Hampel.
- **Motion to handover HBPA Assets to YP Council.** Those being - New Playground Equipment, Beach Shelter near Boat Ramp and Basketball Court upgrade.
Moved: J Oliver **Seconded:** S Leverton **Carried.**
- **Toilet** at South Rd (the Loop) to be a priority in 2025 (Sue)

3 – OTHER BUSINESS

- G Hampel informed Committee Members where key to Wood Splitter & Council facility is now kept.
- S Crook & J Raco are prepared to do Catering Supervisor's Course in case Janine is ever away.
Motion: Progress pay for S Crook & J Raco to undertake Catering Supervisor's Course.
Moved: L Campbell **Seconded:** D Rohde.
- Bev has purchased an electric Santa display for front of Community Hall. Darryl will erect.
- Suggestion from resident that cupboards be made in ladies toilets to hide paper goods stored under bench. Thoughts were curtains on cord would be sufficient.
- Walk the Yorke Pathway near blue house on Bayview Drive is still unpassable. Has been reported to Council.
- Geoff queried if Bingo was worth pursuing as numbers have dropped off & Callers are hard to find. Linda felt we are giving a community service & while volunteers are willing to keep it running, it should continue. **Action:** Linda to supply an average monthly profit for next meeting. Suggestion was made to advertise in Country Times.
- Jim bought an example a Snake Bit Kit & feels that Progress should have one in our First Aid Kit.
Motion to purchase 2 kits. One to be kept at Wood Cutting Area at all times, the 2nd for the Wed Volunteer Group to have on hand.
Moved: S Leverton **Seconded: J Curtis** **Action: J Oliver to purchase.**
- Still have no rubbish bin at Beach Shelter (The Loop) **Action:** Ashley to enquire again.
- Wed volunteers will put up Christmas decorations inside hall before Christmas Dinner. Darryl will organise trees for front of hall early December.
- Janine reported lots of ants in kitchen & main hall. Willy to cost Ant Rid Powder/Granules for outside perimeter of hall from Minlaton Hardware & if cheaper Bev will purchase from Bunnings.
- Being a designated Carpark, the shelter should have Bollards in front of the Shelter to protect the public. **Action: D Rohde.**
- Regular incidents of horse poo not being removed by riders in carpark near boat ramp. Linda will contact local person who uses beach to seek their help in putting word out to other horse riders.
- **Motion** that firewood not be sold during Fire Season. Only encouraging people to have a fire.
Moved: A Williams **Seconded: S Leverton** **Carried.**
- Tap has been put on rainwater tank at shelter. Fencing at Basketball Court completed and trees on Cutline Road have been weeded, watered & mulched. Thanks to Wed Volunteer Group.

4 Meeting closed at 7.00pm

5 Next Meeting Tuesday 10th December 2024 – 5pm