

Management Committee Meeting
Tuesday 20th September 2016
MINUTES

Meeting opened 6.46pm

1.0 Present

Committee – Sue Olcorn, Diane O’Dowd, Jasmin Cockram, Bill Mottershead, Wendy Porter, Christine Campbell

Staff - Debbie Morris, Corey Tucker, Kirsty Rochford

2.0 Apologies – Gemma Romeo

Moved Bill Mottershead

Seconded Christine Campbell

That the apology be accepted.

CARRIED

3.0 Confirmation and Acceptance of Minutes

3.1 Management Committee Meeting 16 August 2016

Moved Wendy Porter

Seconded Diane O’Dowd

That the Minutes of the 16 August 2016 Merredin CRC Management Committee meeting be deemed a true and correct record of proceedings.

CARRIED

3.2 Executive Committee Meeting 1 September 2016

Moved Diane O’Dowd

Seconded Wendy Porter

That the Minutes of the 1 September 2016 Executive Committee meeting be accepted.

CARRIED

4.0 Business Arising from previous minutes

4.1 Cleaning

Still waiting on response from WDC (follow up email sent 13/9/16)

4.2 Christmas Stalls Event

The meeting discussed the location and viability of this and agreed that CRC staff to investigate a bit more. Party Planners and Nola Allen are in favour of a joint event. Coordinator has briefly spoken with Diane Last (Craft people) and she wasn’t overly keen, but will pursue this a bit more.

Jasmin has discussed with crafters, generally supportive of the idea.

Crafters meeting is scheduled for 28 September.

4.3 The Phoenix

Policies have been drafted, still to be finalised.

4.4 Bank Accounts

Executive Committee delegated to reassess the bank accounts with the intention of adding excess funds from the Reserve account to the Term Deposit when it is next due to mature and to set up additional bank accounts for Long Service Leave/Superannuation and Auspicing funds for events/projects that are not the CRC.

Discussion with Auditor in August revealed that a separate account for LSL/Superannuation is not supported as it should stay with all other staff expenses. He suggested that LSL reserve funds do not really need to be retained until after about 6 years of service and suggested that a portion of the Term Deposit could be informally allocated to LSL.

Committee advised that with the changes to the way superannuation should be paid, that the CRC pay superannuation in line with pay cycles.

Treasurer and Bookkeeper to look into how to have a separate section/account for unallocated budget items/projects etc.

4.5 Contract/Governance Requirements

Meeting resolved that the Executive Committee meet and set up a process for Contract/Governance requirements and obligations (including dates).

Committee Responsibilities sheet emailed to all committee.

4.6 Associations Incorporations Act 2015

That the Management Committee ensure they are aware of the general requirements under the new law and provide staff with guidance and input into the Merredin CRC Constitution changes.

4.7 Signage

Quotations were provided to the Committee at the August meeting which included large acrylic sign for the inside wall of the administration area (\$832 +GST) and estimated \$80 - \$140 for installation, CRC logo for top of glass above the automatic doors (\$186 + GST with white outline or \$290 + GST for clear), opening hours for the door (\$60 + GST), new bali flag (Medium \$196 +GST and \$70 + GST artwork).

It was agreed to wait on the outcome of a DRD project for the signage however second quotes to be obtained to compare prices.

Corey presented alternate quotations to the meeting.

Moved Diane O'Dowd

Seconded Bill Mottershead

That the quotation from Signs Etc of \$832 + GST for the acrylic sign for inside the CRC be accepted and that a quote from Ben Jardine for installation of the sign be sourced with staff being authorised to select the best option and have the sign installed.

CARRIED

5.0 Correspondence

5.1 Correspondence In

Letter from Linkwest – full membership to Linkwest as part of the proposed transition and windup of AWACRC, along with EOI Packages for Linkwest Subcommittee, Linkwest Board nomination and Declaration.

Letter from Shire of Merredin – Water Usage Invoice

Quote – turning outside toilet into a storeroom (\$1012)

Letter from Hon Terry Redman – Traineeships

Email from Shire of Merredin – Future Lotterywest Applications – Strategic Direction

Email from Christine Campbell – putting her hand up for Secretary position

Email from Marie Bartlett – Christmas shopping style event for Men

5.2 Correspondence Out

EOI to Linkwest – CRC Subcommittee (Debbie Morris)

Declaration to Linkwest

Travel and accommodation subsidies application form to Linkwest (Sue Olcorn and Debbie Morris)

Service Provider Organisational Health Check Self-Assessment to DRD

Committee – Update on items discussed in the Check In Telephone Call with DRD and outstanding issues

Letter to Shire – Invoice for Farm Weekly advertising

Email to Grant Arthur WDC – cleaning arrangements and consumables.

Moved Jasmin Cockram

Seconded Wendy Porter

That the Correspondence In be accepted and Correspondence Out be endorsed.

CARRIED

6.0 Reports

6.1 Finance Report (Gemma Romeo/Wendy Porter)

Presented

Moved Bill Mottershead

Seconded Diane O'Dowd

That the Finance Report be accepted.

CARRIED

6.2 Coordinator's Report (Debbie Morris) -Attached

Presented

Moved Christine Campbell

Seconded Wendy Porter

That the Coordinator's Report be accepted.

CARRIED

6.3 Pet Cemetery

Corey will follow up with Essential Personnel regarding assistance to clean up the Cemetery.

7.0 General Business

7.1 External Toilets

At the August meeting an item was tabled regarding converting the external toilets into a storeroom. Following approval from the Shire the Committee requested the staff seek a quote for this work from Ben Jardine.

Quote was received - \$1012 (including GST). Staff will follow up with Ben to clarify if this includes painting of walls, but either way, this is a very realistic price. If the Committee agree to progress with these works, it is recommended that the funds be separately allocated in the finances, as this is outside the expenditure allocated in the 2016-17 budget.

Recommendation

That the Merredin CRC Management Committee accept the quote of \$1012 (incl GST) from Ben Jardine for the conversion of the outside toilets to a storeroom and authorise staff to progress the project.

Moved Diane O'Dowd

Seconded Bill Mottershead

That the Merredin CRC Management Committee accept the quote of \$1012 (incl GST) from Ben Jardine for the conversion of the outside toilets to a storeroom and authorise staff to progress the project.

CARRIED

7.2 UMAD (Uniting Merredin Against Drugs)

In 2015 Merredin CRC authorised Martin Morris to progress a group in Merredin to look at ways to address the drug issues in town, under the umbrella of the CRC.

He initiated a meeting in 2015 with a range of various community members, representative of certain areas of the community that were non-government based, including the Chair of the CRC to see if there was interest to pursuing this idea. A small number of people attended the initial meeting and were keen to get involved.

It was fantastic to have Christine Campbell attend one of the meetings and show interest in being a part of UMAD, due to her personal experience from the effects of drugs.

Whilst the progress has been relatively slow, it has been difficult to get everyone together and actions happening, as everyone is busy. It is pleasing that the first approach to the Merredin Sports Council received positive feedback and sports were going to look at drug related policies within their individual sporting groups.

A flyer was developed and printed, thanks to donations from two members of the group, and these have been distributed at various events.

At the recent WBN Business After Hours which was held at the CRC, the CRC staff had the opportunity to give presentations about the CRC and the Phoenix and Christine gave a talk on UMAD and drugs in Merredin. This was extremely well received and had people talking about the issue.

Christine is a Director an organisation called Scriptwise and is coordinating the regional launch of Scriptwise in Merredin which is a fantastic opportunity to make people aware of Prescription drugs as well as all drug issues. The date was set and advertised for 27th September, however due to a number of circumstances the launch has been postponed to November.

The Merredin CRC has identified Health and Well Being as one of our focus areas and drugs are a big part of this. For this reason, the CRC needs to play a pivotal role in UMAD by have representatives on the group, as community members and for the CRC staff to support the group through provision of administration, promotion, venue and any other way that is identified.

With the 27th September already promoted for the Scriptwise launch, it is suggested that an invitation be offered to various organisations and individuals to attend a roundtable discussion about Merredin, UMAD and Scriptwise.

Recommendation

That the Merredin CRC Management Committee

- *support the UMAD group through provision of administration, promotion, venue and the launch of Scriptwise event and any other way we can, as this is a key focus area for the CRC; and*
- *support hosting a roundtable discussion on Tuesday 27th September to discuss Merredin, UMAD and Scriptwise.*

The Management Committee resolved to support the UMAD group through provision of administration, promotion, venue and the launch of Scriptwise event and any other way we can, as this is a key focus area for the CRC; and schedule a committee meeting for Tuesday 27th September at 6pm to discuss a proposed roundtable discussion for October 2016 inviting the wider community.

8.0 Other Business

8.1 Committee Membership Fees

\$10 membership fees are due as of the AGM tonight.

8.3 Projector

The CRC's projector is around 5 years old and whilst it still works it is not a good quality. Staff presented the meeting with the details of a Sony mobile laser (led light) projector for \$700 and suggested that this be purchased. Firstly because it is better quality and secondly we have the need for 2 projectors with the number of bookings we are getting.

Moved Wendy Porter

Seconded Jasmin Cockram

That the Management Committee endorse the purchase of the Sony mobile laser projector for the amount of \$700, with staff looking into the best warranty available.

CARRIED

Note – This item is to be allocated to Office Equipment.

8.4 Re-Usable Bags

At the recent WBN Business After Hours held at the Merredin CRC the WBN advised they would look into re-usable shopping bags for their members.

There is currently funding available through Waste Authority WA – Community Waste Grants that could be used for this project. The grant is for 50% of a project.

This information was provided to the WBN and they said they were looking to contact all their members, but if the CRC wanted to take the lead in this then they would hold off.

The concept was that the CRC could undertake this project and work with the WBN and the CRCs in the WBN area on this and have the WBN and CRC logos on. The remaining 50% would still be borne by the businesses who wanted to participate or the CRC in that town.

Management Committee were happy for the staff to continue looking into this project and work with the WBN and surrounding CRCs.

9.0 Meeting closed 8.30pm

10.0 Next Meeting 18th October 2016