

Management Committee Meeting
Tuesday 16th August 2016
MINUTES

Meeting opened 6.00pm

1.0 Present

Committee – Diane O’Dowd, Jasmin Cockram, Bill Mottershead, Wendy Porter

Staff - Debbie Morris, Corey Tucker

Visitors –

2.0 Apologies – Gemma Romeo, Sue Olcorn, Christine Campbell, Kirsty Rochford

Christine sent through comments and voting on Agenda items which were included in the meeting discussions.

3.0 Confirmation of Minutes

3.1 Management Committee Meeting 19 July 2016

Moved Wendy Porter

Seconded Jasmin Cockram

That the Minutes of the 19 July 2016 meeting be deemed a true and correct record.

CARRIED

4.0 Business Arising from previous minutes

4.1 Cleaning

A proposal has been put to WDC to contract the CRC to do the cleaning as they require someone with an ABN. Then the CRC extends Sue’s hours by what WDC require. Waiting on response.

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.

Wendy will investigate the possibility of using the undercover area at the Library. (Still to be done)

Jasmin has discussed with crafters, generally supportive of the idea. Waiting on Joy Perry and Ann Mottershead to return from holidays to hold a meeting.

Christine - Noted – additional comment. Is it possible to place the stalls down the footpath in front of the shops OR seek approval to close the road off between the bakery and say the post office to set the stalls up or the other way on the footpath from Westpac up Bates etc. Or the carpark across from the CBA can this be closed off. This way businesses that remain open later to capture passing trade will be included.

Christine’s comment was discussed and it was suggested this would apply more to Gala Night, as the craft people and party planners would prefer undercover.

4.3 The Phoenix

It was resolved that, due to a recent booking of an advertisement in The Phoenix that required considerable checking due to the possibility of being a scam, appropriate policies be set up for The Phoenix which include those advertisers with no ABN, must provide another form of identification which includes a photograph.

Policies have been drafted and working on final wording.

Christine - Noted – a sound plan. You cannot generally advertise without some proof of who you are. Refer the ASIC <http://download.asic.gov.au/media/1246974/rq234.pdf>

Publishers’ responsibility

RG 234.200 While the primary responsibility for advertising material rests with the organisation placing the advertisement, the publisher may also have some responsibility for the content of an advertisement. However, it is a defence to a prosecution if the publisher received the advertisement for publication in the ordinary course of its publishing business and did not know, and had no reason to believe, that the publication would amount to an offence: s1044A, Corporations Act; s12GI(4), ASIC Act

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.

Bookkeeper has provided some bank account options. Awaiting her return from holidays.

Christine – Noted

5.0 Correspondence

5.1 Correspondence In

Australian Bureau of Statistics – response to Census query \$

Email from Wheatbelt Development Commission – confirming shared use of internal toilets (and map)

Email from Shire of Merredin – external toilets

Fresh Start Injury Management – Programme for Sybil Miles

Email – Wheatbelt Community Legal Centre – Grant application (including CRCs)

Email – Nathan Rosair (DRD) traineeship

Shire of Merredin – Lease agreement Women’s Rest Centre

Email – Christine Campbell proposing resignation *(Committee fully supported Christine remaining on Committee and attend meetings where possible and to continue sending through comments/suggestions via email)*

DRD – letter advising our March – June statistics were accepted.

5.2 Correspondence Out

Letter to Ben Robins – accepting his resignation

Email to Melissa Price MP – Census and AEC (expectation that CRCs will provide support for free)

Letter to Shire of Merredin – External toilets

Letter to Wheatbelt Development Commission – costs of shared areas and consumables

Email to Wheatbelt Development Commission – confirmation of shared use of internal toilets and external toilets

Email to Shire of Merredin – comments on Proposed Extension of Retail Trading Hours

Email – Nathan Rosair (DRD) traineeship

Shire of Merredin – Lease agreement Women’s Rest Centre

Letter to Shire of Merredin – dispute of Water account

Email to Christine Campbell – asking her to remain on Committee and send comments via email

Christine – Noted

Moved Bill Mottershead

Seconded Jasmin Cockram

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

CARRIED

6.0 Reports

6.1 Finance Report (Gemma Romeo/Wendy Porter)

Profit and Loss for July 2016 attached.

There are a few queries, however these will be addressed when Bookkeeper returns from holidays.

Moved Jasmin Cockram

Seconded Wendy Porter

That the Finance Report be accepted on condition that the queries are investigated.

CARRIED

6.2 Coordinator’s Report (Debbie Morris)

Presented

Moved Bill Mottershead

Seconded Jasmin Cockram

That the Coordinator’s Report be accepted.

CARRIED

6.3 Pet Cemetery

Some comments have been received about the condition of the Pet Cemetery. Bill has advised that Trevor and him have sprayed for weeds and it may need these to be cleaned up. A busy bee may need to be organised.

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

Christine - Agree – were there a few weeks back and it looks like other cemeteries – unloved except for a few. Do we have any working for the dole action in town? Or Community work orders? Happy to be involved in a busy bee provided it is a weekend.

7.0 General Business

7.1 Contract/Governance Requirements

The Management Committee's role is to ensure all Contract/Governance requirements are met. A copy of the calendar with key dates for DRD requirements will be handed out at the meeting as a reference for the Committee to follow up on the actions.

Health Check - (self check 2016) is required to be completed, signed off by the Chairperson and submitted to DRD by 31 August. A copy of the Health Check will be available at the meeting.

Annual Report - including audited financials is due by 30 September.

Recommendation

That the Management Committee develop a "check" process to ensure that all Contract/Governance requirements are being completed by the due dates.

Christine Campbell – supports this proposal by email 16/8/2016

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

7.2 Annual General Meeting (AGM)

Over the past few years the Merredin CRC Management Committee AGM has been held in October, however with the need to review the Constitution lately because of the new Incorporations Act, it was noticed that the Constitution states *"The Annual General Meeting shall be held within three (3) months of the end of the association's financial year on a day to be determined by the committee."*

The auditor has been scheduled for 29 August, so it is presumed the audit would be completed by the end of the first week in September, which would enable the AGM to be held in September (20th) if the Committee wish to set the September meeting as the AGM.

Recommendation

That the Management Committee determine the date for the Merredin CRC Management Committee AGM.

Christine Campbell – supports this proposal of 20th Sept or another date in Sept by email 16/8/2016

Moved Wendy Porter

Seconded Bill Mottershead

That the date for the Merredin CRC Management Committee AGM be Tuesday 20th September 2016.

CARRIED

Note – The AGM meeting notice to be placed in the Phoenix 2 and 16 September 2016.

7.3 Associations Incorporations Act 2015

As has been raised at previous meetings that the new Associations Incorporations Act 2015 which came into effect as from 1 July 2016, all incorporated associations are required to amend their constitutions to comply with the new law.

All Committee members will have an obligation to make themselves aware of the general requirements under the new law.

Associations have 3 years to update their rules (constitutions) to comply.

There are some actions that committees will need to take as soon as the new law commences which include:

1. Notifying the Department of the association's address by 29 September 2016.

2. Check the eligibility requirements for members to be on the committee.
3. Give all new members a copy of the rules when they join the association.
4. Prepare accounts that comply with the requirements of the association's financial reporting tier.
5. Start considering what changes to your rules will be required.
6. Familiarise yourself with the other changes coming.

Recommendation

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.

Christine Campbell – if required do we need a get together or are we all across. Should we be issued pending changes and sign and date as understanding? I do support this proposal by email 16/8/2016

Moved Wendy Porter

Seconded Jasmin Cockram

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.

CARRIED

7.4 External Toilets (For Information)

At a previous meeting the topic of a storage area for furniture that is used in the main room. The two options proposed included an addition to the main room on the west side with one of the windows being changed to a door and the other option being the external toilet area.

The Coordinator met with the Shire EMDS to discuss these options, both of which can occur. It was agreed that the best short term and financial option would be the external toilet area being gutted. The EMDS asked for a written request from the CRC which was to include confirmation that WDC staff had access to the internal toilets.

Response received from Shire advising that we have permission to undertake the alterations.

A quote from Ben Jardine will be sought.

7.5 Women's Rest Centre (For Information)

A proposal was submitted to the Shire for the use of the Women's Rest Centre at no rent in lieu of the funds spent both on that building and the current building. Council endorsed the proposal and a formal lease was signed in July 2016 for no rent until February 2020. Some conditions were listed, however nothing out of the ordinary.

7.6 WBN – BAH 29th August 2016 (For Information)

The August BAH is being held at the Merredin Community Resource Centre commencing at 5.30pm. The Coordinator will give a brief outline on what the CRC does and how it may be of benefit to the businesses. Corey will then speak about the Phoenix – how it is going, advertising etc. A talk on UMAD – what it is, how drugs affect businesses and how to get involved will also take place. The WBN are also intending to speak about "empty shops in town".

The CRC will be doing the catering for this event, so some assistance from the Committee would be appreciated.

Christine - I have been approached by Martin Morris to attend as part of UMAD. If you require me to do anything I can assist. I will take a day's leave and be in Merredin Monday 29th August.

7.7 AWACRC/Linkwest AGM and Training Days "Stronger Together"

The AGM and Training Days are scheduled for Tuesday 25 and Wednesday 26 October at the RISE in Maylands. Registrations are being called for and there are travel/accommodation subsidies available. The Coordinator and Chair attended last year's events which were very beneficial and informative. The Coordinator will be attending, due to the position on the AWACRC. The Committee need to advise if they are interested in attending, so that registrations and arrangements can be made.

7.8 Signage (For Information)

Quotations have been sourced for some CRC signage including a 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).

Since receiving these quotes, an email came through from a group of CRCs who have received funding from DRD for signage which asked every CRC what signage they need. It appears they will be organising some bulk deals. Therefore it may be prudent to wait for the outcome of this before proceeding with some of our signage.

It is presumed that the DRD funding would only cover the bali flag so another quote for the acrylic sign will be sourced before a decision is to be made. The sign above the doors and the opening hours could probably go ahead, however we need to check on the difference between the two types of signs as it is quite a big difference in price.

Corey will follow up additional quotes.

8.0 Other Business

UMAD September Community Forum – use of the Events page to register interest
<https://www.eventbrite.com.au/e/use-as-prescribed-forum-tickets-27119722821>

9.0 Meeting closed 7.10pm

10.0 Next Meeting 20 September 2016 - AGM