

Management Committee Meeting
Tuesday 19th July 2016
MINUTES

Meeting opened

1.0 Present

Committee – Sue Olcorn, Jasmin Cockram, Wendy Porter, Bill Mottershead

Staff - Debbie Morris, Gemma Romeo, Corey Tucker, Kirsty Rochford

Visitors –

2.0 Apologies – Diane O’Dowd

3.0 Confirmation of Minutes

3.1 Management Committee Meeting 21 June 2016

Moved Wendy Porter

Seconded Jasmin Cockram

That the Minutes of the Management Committee meeting 21 June 2016 be deemed a true and correct record of proceedings.

CARRIED

4.0 Business Arising from previous minutes

4.1 Building (110 Barrack Street)

Automatic doors have been completed.

4.2 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.

4.3 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.

Jasmin will discuss with Diane Last who represents the craft people.

4.4 2016/17 Budget

The Management Committee approve the 2016/17 budget to be endorsed via email prior to 1 July 2016.

Only one response was received (Wendy Porter) and her queries were discussed.

A follow up email was sent out advising that as no feedback was received regarding the draft budget, it will be taken that everyone is happy with it and it will commence as 1 July 2016.

Since sending the budget out, one amendment needs to be made – Cleaning costs to change from \$1500 to \$3120 (due to the increase in hours in this building).

Staff are requesting the budget be formally endorsed.

Recommendation

That the 2016/17 Budget as presented in Attachment 4.4 be adopted.

Moved Jasmin Cockram

Seconded Wendy Porter

That the 2016/17 Budget as presented in Attachment 4.4 be adopted.

CARRIED

4.5 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 still to be developed.

4.5 Trailer

Corey picked up the trailer on Wednesday 13 July and has been communicating with the Men's Shed regarding the modifications.

5.0 Correspondence

5.1 Correspondence In

Email – Wendy Porter (regarding budget)

Email – Lightsbaronline (response to email from Corey)

Shire of Merredin – Proposed extension of retail trading hours – Public Consultation

AWACRC – Membership and benefits

Resignation Letter – Ben Robins

5.2 Correspondence Out

Emails (2) to Management Committee – endorsement of budget

It was resolved to accept Ben Robin's resignation and to acknowledge and thank the Shire for the opportunity to comment on the extension of retail trading hours.

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)

Presented at the meeting P&L June 2016, P&L July 2015 – June 2016, Treasurer's Report and Financial Summary.

Moved Jasmin Cockram

Seconded Bill Mottershead

That the Financial Reports be accepted.

CARRIED

The Coordinator has made the suggestion in the past to ensure adequate funds are being set aside for Long Service Leave for staff. This needs to be done as soon as the 2015/16 Audit is complete.

The Coordinator is also recommending that once the Long Service Leave funds have been allocated the Executive Committee be 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.

The Committee supported the Coordinator's recommendations.

6.2 Coordinator's Report (Debbie Morris)

Presented.

Moved Wendy Porter

Seconded Jasmin Cockram

That the Coordinator's Report be accepted.

CARRIED

Sue Olcorn and Wendy Porter requested a copy of the Linkwest template for the Constitution. It was resolved that the CRC memberships not be used for the Phoenix.

6.3 Pet Cemetery

One burial in June 2016.

7.0 General Business

7.1 Governance – New Incorporation Act Requirements

Main changes include

- Committee members – eligibility, conflicts of interest, handing over Association records and reinforcing of duties
- Financial Reporting – Tier 1, 2 or 3
- AGM – 6 months from end of financial year
- Change of Address – must be registered within 28 days.
- Record Keeping – reliable means of communication to the committee (can be email)
- Record of Office Bearers – members can request to inspect the records but must declare the reason
- Grievance Process -disputes

The process for addressing the new requirements is a 3 year term however there are some things that need completing as of 1 July 2016 –

- Update current address with Department of Commerce (can be done online through Associations online) –must be done by 29/9/16 otherwise a fine is incurred.
- Eligibility of Membership
- All new members (not just committee) to receive a copy or access to the constitution (website is fine)
- Organisations now comply with the Financial Tier requirements.

There is a template on the Department of Commerce website, however Linkwest have developed one that is more appropriate to CRCs and this will be the one we will use.

8.0 Other Business

Nil

9.0 Meeting closed 6.56pm

10.0 Next Meeting – 16 August 2016