| **No** | **Topic** | **Discussion** | **Action** | **Responsibility** |
| --- | --- | --- | --- | --- |
| **-** | **Date & Time** | Tuesday 2 August 2016 - General Meeting and Annual General Meeting | | |
| **-** | **Location** | Oxley Shire Hall | | |
| **1** | **In Attendance** | Jason Mullins, , Clare Cowdery, Nellie Van der Heyden, Jamie Boatwood, Di Feldtmann, Erica Pike, Margot Ingwersen, Graham Abotomey, Neil Brock, Bruce Uebergang, Graeme Bromley, Barb Godde, Marg Arnold, Erica Pike, Lisa, Pat and Wendy Richardson, Heather Lucas | | |
| **2** | **Apologies** | Janet Heath, Don Heath, Chris Kukulka, Sue McGregor, Arthur Parker, Sally Day, Sally Rogers, Neil Barclay | | |
| **3** | **Minutes of Previous Meeting** | The minutes of the previous meeting June 7 2016 were tabled after distribution to the meeting. They were confirmed as an accurate record. | Moved: Erica  Sec: Nellie |  |
| **3.1** | **Annual General Meeting** | The following office bearers have been re-appointed to the Oxley Shire Hall Committee.  Election of Office Bearers   |  |  |  |  | | --- | --- | --- | --- | | **President** | **Vice President** | **Secretary** | **Treasurer** | | **Don Heath** | **Clare Cowdery** | **Janet Heath** | **Chris Kukulka** | | Nom. Neil Brock | Nom. Erica | Nom. Barb | Nom. Jamie | | Sec. Di | Sec. Jason | Sec. Erica | Sec. Nellie | |  |  |
| **4** | **Business Arising from previous Minutes** | | | |
| **4.1** | Shed Extension | Completed with cage installed and lock has a code | Done |  |
| **4.2** | External Painting Quote | Quote is between $1500 and $1600. Committee agreed to get work done.  Move. Jamie Sec. Jason |  | Don to organise |
| **4.3** | Gas Heater | Couple of issues noted lighting the gas heaters. Instructions to be put up in the hall so people know how to do it. | Draft instruction sheets | Bruce |
| **4.4** | Meeting room window south west | Waiting outcome of RCoW audit report by Macutex Consultants | Waiting on report | Janet |
| **4.5** | Trestles | Fold up trestle purchased by Jason and demonstrated at the meeting. Liked the plastic so it will keep in outdoor weather. Liked fold up nature so easy to move round especially by the women. Table length is 2.4m and has fold in the middle which may not last so long especially if lots of weight put on it. Agreed to buy 2 fold up tables and 8 non fold up tables. Jason to be reimbursed for table purchase.  Moved. Margot Sec. Erica | Buy 8 non fold and 1 more folding tables so 10 in total | Jason/Jamie |
| **5** | **Correspondence Inward** | | | |
| **5.1** |  | None |  |  |
| **6** | **Correspondence Outward** | | | |
| **6.1** | 37th Oxley Bush Market | 450 Applications posted/emailed on July 31st | Erica was thanked for completing and co-ordinating this task |  |
| **7** | **Financial Report** | Cash book balance $24,571.80 as at 31.7.16 | Moved Nellie Sec: Neil |  |
| **8** | **General Business** | | | |
| **8.1** | A3 Laminator | Laminator still missing agreed to buy a new one. Try Wang Office supplies.  Moved. Erica Sec. Barb | Buy a new laminator | Clare |
| **8.2** | Photocopier | Guest Tab now disabled. Some people have the user IDs. Still can’t print from laptop Neil working through this. Can only print PDF files from USB stick. |  |  |
| **8.3** | Office | More power-points put In the office. Need an office chair. |  |  |
| **8.4** | Bill Bowers and others contribution | Moved to ORA. Clare to email Jamie so it goes on next ORA Meeting Agenda. |  |  |
| **8.5** | Group Photo | Framed. Awaiting plague |  | Neil |
| **8.6** | Aus Day celebrations | New Honour Board in Milawa Hall but no Oxley people listed. Neil looking into who is on it and what people should be on it. |  | Neil and Sally Rogers |
| **8.7** | Doug Cameron and Pizza Van | Shop and King River Café said no. Doug advised. Suggestion put that Milawa Footy Ground or similar could be used. |  |  |
| **8.8** | Downpipe wetting wall | Downpipe is wetting wall, moss growing, needs to be maintained/repaired. Bruce notified. | Repair or replace downpipe | Bruce |
| **8.9** | Knives | Noted at Progressive Dinner no implements’ to chop stuff so need to purchase knives, chopping boards and knife sharpener |  | Barb |
| **8.10** | Fence project | Need to reactivate the fence project. Get a new quote for the fence around the Hall | Get quote. | Neil/Bruce |
| **8.11** | Oxley School garage sale | Discussed charge for school to use the grounds for their garage sale. Decided $25.00 to cover the cleaning for the toilets | Notify school | Janet |
| **9** | **Next Meeting** | **Tuesday Oct 4 2016** |  |  |
| **-** | **Meeting Closed** | 8.50pm |  |  |