| **No** | **Topic** | **Discussion** | **Action** | **Responsibility** |
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| **-** | **Date & Time** | Tuesday 4 August 2015 8.50 - General Meeting and Annual General Meeting | | |
| **-** | **Location** | Oxley Shire Hall | | |
| **1** | **In Attendance** | Jason Mullins, , Clare Cowdery, Sally Rodgers, Nellie Van der Heyden, Jamie Boatwood, Di Feldtmann, Erica Pike, Margot Ingwersen, Tony Carroll, Graham Abotomey, Janet Heath, Don Heath, Neil Brock, Neil Barclay | | |
| **2** | **Apologies** | Sue McGregor, Tony Ciavarella, Arthur Parker, Sally Day, Bruce Uebergang, Rob Brown | | |
| **3** | **Minutes of Previous Meeting** | The minutes of the previous meeting June 2 2015 were tabled after distribution to the meeting. They were confirmed as an accurate record. | Moved: Erica  Sec: Neil Brock |  |
| **3.1** | **Annual General Meeting** | The following have been appointed to the Oxley Shire Hall Committee for the period from July 1 2015 to June 16 2018  Neil Barclay, Neil Brock, Tony Ciavarella, Clare Cowdery, Sally Day, Dianne Feldtmann, Barb Godde, Don Heath, Janet Heath, Heather Lucas, Margot Ingwersen, Paula McGavin, Sue McGregor, Jason Mullins, Arthur Parker, Erica Pike, Sally Rodgers, Alison Stephens, Bruce Uebergang, Nellie van der Heyden.  Don thanked the previous Committee and welcomed new Committee members. He reported on the past year’s achievements.  The Hall is used regularly and the 35th Bush Market last year was a great success.  The new shed, watering system still jobs in progress. New doors have been fitted.  Clare took the chair for the election of Office Bearers  Election of Office Bearers   |  |  |  |  | | --- | --- | --- | --- | | President | Vice President | Secretary | Treasurer | | Don Heath | Clare Cowdery | Secretary | Not filled at meeting | | Nom. Neil Brock | Nom. Margot | Nom. Nellie |  | | Sec. Erica Pike | Sec. Janet | Sec. Jason |  |   Sally Day had indicated that she was not able to continue as Treasurer. In her absence she was thanked for her skill and commitment to this role for the past 7 years. It was suggested that Sue McGregor or Heather Lucas may consider taking on this role. Janet will contact them to sound them out. Clare volunteered to take on the task of Minutes Secretary. Hall Committee jobs list and contact details will be forwarded to all Committee members. Committee members who were not assigned a specific task were asked to note incidental jobs which they could assist with. As an example Margot sewed a quantity of new table cloths for Hall use during the year and was thanked for completing this task |  |  |
| **4** | **Business Arising from previous Minutes** | | | |
| **4.1** | Bill Bowers death | Bill’s contribution to the Hall Committee for 30 years was acknowledged. His funeral afternoon tea at the Hall was a wonderful testament to him. Neil organised a lovely card and placed a tribute notice in the Chronicle. |  |  |
| **4.2** | Installation of the watering system | Bruce reported that this would be completed ASAP |  | Bruce |
| **4.3** | Shed Extension | Bruce reported that Al Perkins will be doing shed at the end of the month |  | Bruce |
| **4.4** | Doors | Don had again contacted Mark Stone. Andy has inspected doors and can complete a complex but permanent repair. Mark is confident that his solution will work so we can try that first as it is his responsibility. | Don Andy to keep on Mark Stone’s back | Don |
| **4.5** | Hall Community use | Karen Davis’ YOGA classes on Tuesday mornings have only attracted a few participants. Karen is going to continue for another term to see if numbers pick up.  Lots of Sausages organised for the doors.  Libby has stopped running the dance classes as there was insufficient attendance |  |  |
| **4.6** | Fire Extinguisher | Sally’s extinguishers are not suitable so we will need to purchase one. Neil Brock to take up that task. Graham suggested we could approach RCoW to see if they supply them but this would most likely further delay the process | Obtain and install ABE extinguisher | Neil Brock |
| **4.7** | Power Board | Steve Williamson, Hall electrician will be asked to assist with the labelling as it is too complex. He will need to return to repair a new plug behind the stage which has pulled away from the wall | Contact Steve | Janet |
| **4.8** | Hall Insurance | Further information from Council has shown that the Hall does not have contents insurance for our photo collection, chairs, etc. Clare got a quote from JLT insurance who provide insurance cover for the Hall building. Their quote is made up of various parts and if we have all parts to cover us for fire and theft it would equate to $2741.75. Clare will source other quotes and report back to the next meeting | Clare to source other quotes | Clare |
| **4.9** | External painting quote | Alan McCrohan has indicated the need for external paint and some repairs on the hall whilst completing the other work. The cost is a minimum of $10,615. This is beyond our resources. Also seek advice from Al Perkins who was our original builder  Don, Janet and Alan McCrohan met with Alan Thrum RCoW after contacting Alan Clarke. We had previously advised Alan McCrohan that we could not go ahead with the work as it was too expensive. Alan Thrum was not particularly helpful. Alan Clarke is perhaps looking at options | No further progress | Don |
| **4.10** | Meeting room window south west | Andy has inspected the window and will repair that window and another 3 also | Andy | Andy |
| **4.11** | Gazebo | Need to buy a new one to match existing ones. | Buy new gazebo | Janet |
| **4.12** | Trestles | Jason has done an audit and he and Jamie will make three new white trestles to bring their total to 10. There are also 6 old timber trestles. These are suitable for outdoor use and hiring. | New trestles to be made. | Jason/Jamie |
| **4.13** | Kitchen | Graham Abotomey advised of a discussion which he had with Peter Hoppach. Peter advised that he could draw up a plan to make the kitchen more of a commercial standard at a cost of less than $10,000. Graham also tabled brochures for commercial stoves at reasonable prices. | Graham to follow this up with Peter. No update at this time. | Graham |
| **4.15** | Dead tree | Council felled the large dead tree out the back of the Hall and in the process of felling the tree; they broke one of our Manchurian pear trees. Check tree. Possibly purchase new tree. | Pending. | Jamie and Jason |
| **4.16** | Bus stop | Concerned that the bus stop has been put in the wrong position (directly out the front of a Heritage Hall). Stop is for VLine coaches. PTV did not get in touch with the Hall Committee to ask where stop should go. | Clare to talk to PTV | Clare |
| **5** | **Correspondence Inward** | | | |
| **5.1** | RCoW | Advise re the newly formed Oxley Shire Hall Committee. |  |  |
| **5.2** | 36th Oxley Bush Market | 13 applications have been received already. |  |  |
| **6** | **Correspondence Outward** | | | |
| **6.1** | 36th Oxley Bush Market | 400 Applications posted/emailed on July 31st | Erica was thanked for completing and co-ordinating this task |  |
|  |  | Acceptance of Correspondence | Moved: Dianne Sec: Neil Brock |  |
| **7** | **Financial Report** | Cash book balance $25,787.68 | Moved Nellie Sec: Erica |  |
| **8** | **General Business** | | | |
| **8.1** | 36th Oxley Bush Market | Jobs to be started now: Traffic Management – Bruce not at meeting so Janet to confirm he and Evan Laverty’s role  St John’s Ambulance – Neil  Raffle – Erica and then Margot when Erica leaves in Sept.  Bags/Giveaways – everyone – Jamie will do Beechworth Bakery, have NE Water bottles already, Don will try Bunnings  Anyone else who can source some- that would be great  Erica will continue sending requests for stall sites. Sally R will monitor web page and update when required  Jamie – PA System  Janet – compile list and call culling meeting mid September | Janet to see Bruce | Janet /Bruce |
| **8.2** | Data Projector | Neil Brock suggested we should buy a Data Projector as we often have a need for one and they have to be borrowed from CFA by Neil. Neil and Jason to source quotes and purchase one before the Trivia Night on August 29 if possible  Moved Erica Sec. Nellie | Neil Jason |  |
| **8.3** | Door sausages | Sally Rodgers had purchased some as had Janet so we have some spare | DONE |  |
| **9** | **Next Meeting** | **Tuesday Oct 6 2015** |  |  |
| **-** | **Meeting Closed** | 9.48pm |  |  |