

# OXLEY SHIRE HALL COMMITTEE OF MANAGEMENT

No	Topic	Discussion	Action	Responsibility
-	<b>Date &amp; Time</b>	Tuesday 2 February 2016 9.25pm - General Meeting		
-	<b>Location</b>	Oxley Shire Hall		
<b>1</b>	<b>In Attendance</b>	Jason Mullins, , Clare Cowdery, Jamie Boatwood, Di Feldtmann, Sally Day, Graham Abotomey, Sue Abotomey, Janet Heath, Don Heath, Arthur Parker, Barb Goode, Nellie Van der Heyden, Erica Pike, Neil Brock		
<b>2</b>	<b>Apologies</b>	Chris Kukukulka, Margot Ingwersen, Tony Carroll, Bruce Uebergang, Sue McGregor, Kim Shirley, Lisa Whitworth, Heather Lucas,		
<b>3</b>	<b>Minutes of Previous Meeting</b>	The minutes of the previous meeting 6 October 2015 were tabled after distribution to the meeting. They were confirmed as an accurate record.	<b>Moved: Clare Sec: Graham</b>	
<b>4</b>	<b>Business Arising from previous Minutes</b>			
<b>4.1</b>	Installation of the watering system	Nothing has happened and everyone noted that Bruce has been busy and will remain so with family matters. The Committee decided that this (and the shed) could be turned into projects and be project managed by a champion to take them forward and in doing so relieve Bruce. Jason said that Bruce had a plan of the pipes etc and that he would speak to Bruce about getting that plan so Clare could get in touch with a plumber and have the water system linked up and useable. There may be a pump in the shed that can be used. Clare and Jason to check this out.	Jason to contact Bruce about the committee decision and to get the pipe plan. Clare to take this forward and contact a plumber and get the system up and running.	Clare and Jason
<b>4.2</b>	Shed Extension	Nothing has been done and as mentioned above Bruce is busy and has additional family commitments. Don will champion this project and call Al Perkins and find out the current position and get this project moving.		Don and Janet
<b>4.3</b>	Gas Heater ignition	The gas heater ignition on the heater nearest to the back door is not working. Sally will contact Chris White at Quick Gas and get him to fix it.	Sally to contact Quick Gas to fix the gas heater ignition	Sally Day
<b>4.4</b>	Doors	The Hall doors now have cracked panels in the top and bottom panelled sections. The repair to the middle rail is also showing a further crack. Everyone agreed it is disappointing. Don will contact Mark Stone at Claytons and get him to come out and look at the doors and advise on a fix. It was noted that the old doors are still in the shed and could be used if temporary doors were required.	Andy and Don to meet with Claytons re the doors and a solution.  <b>Moved Erica Second: Erica</b>	Andy and Don
<b>4.5</b>	Fire Extinguisher	Sally will contact Chubb to get them to do an inspection and assessment.	Sally to contact Chubb	Sally Day
<b>4.6</b>	Power Board	Steve Williamson has fixed the power-point behind the stage. Don will check if the power board labelling has been completed. If not he will contact Steve.	Check to see if power board labelling done if not contact Steve	Don

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4.7	Hall Insurance	Hall is now insured for contents with GIO. Invoice given to Janet for Chris and copy documentation given to Janet for Hall records.	None	
4.8	External painting quote	Get additional quote from Brian Creed for outside painting. He did work for kinder and did a good job so worth getting a quote from him.	Get quote from Brian Creed	Don
4.9	Meeting room window south west	Andy to inspect all windows to see what the issues are and if he can repair them. Report back to next meeting.	Andy	Andy
4.10	Gazebo	New gazebo purchased.	None	
4.11	Trestles	Jason and Jamie to purchase 3 new trestle tables suitable for outside use.	New trestles to be purchased.	Jason/Jamie
<b>5</b>	<b>Correspondence Inward</b>			
5.1	Simmonds family	Thank you for Hall use for funeral	None	
5.2	Karen (Yoga)	Thank you for hall use and help throughout the year	None	
5.3	RCoW	Email requesting donation for Karen Chetcuti's family. Decided people can make personal donation. Moved: Sue Abotomey. Second: Jason	None	
<b>6</b>	<b>Correspondence Outward</b>			
6.1	RCoW	Sally has ordered bin stickers		Sally Day
<b>7</b>	<b>Financial Report</b>	Cash book balance \$33,900.90 as at 31.01.16	<b>Moved: Neil Second: Arthur</b>	
7.1	Mobile phone handset	New mobile telephone handset purchased for Hall bookings. Still on same \$30 per month plan.	Handset purchased	Janet and Clare
<b>8</b>	<b>General Business</b>			
8.1	36 <sup>th</sup> Oxley Bush Market	Bush market went OK.		
8.2	A3 Laminator	Laminator has gone missing. Box is in the safe but no laminator. Email to be sent out asking if anyone knows where it is. Otherwise purchase a new one.	Email to be sent and if no response then purchase a new one	Done and Janet
8.3	Photos	Some of the photos are in the wrong spot and there are more photos in the safe to be put up following a Hall function	Photos to be sorted	Don and Neil
8.4	Upcoming events	Sal Kimber and the Rollin' Wheel at the Hall on Sunday 7 <sup>th</sup> Feb. Milawa Gourmet Region holding event on March long weekend as part of Melbourne Food Festival Yoga starting on Tuesday mornings. Also potential Wed evening 6pm to 7.45pm class.	None	All

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8.5	Door weather strips	Weather debris (leaves etc) coming in through the bottom of all the doors. Sausages are no good at stopping this. Want a more definite and permanent fix such as weather strips on the doors. Andy to investigate if possible and what would be suitable.	Solution to be investigated.	Andy
8.6	Photo of Bill Bowers	<p>Bill had done lots of work in the community when he was well and it would be nice to honour his contribution since his passing. This led to a general conversation about who else should be acknowledged and how. Other people include Ray Pike and Stuart McGregor. Could a plaque be placed in the hall with their names on it as opposed to individual photos. Words could say:</p> <p>“In appreciation of services to the Oxley community” and add names</p> <p>Suggestions of a memorial type stone and perhaps in the Memorial Park as opposed to the Hall.</p> <p>Large slabs of granite that could be used that came from the Hall foundations during its restoration It had already been planned that the memorial plaque for Terry McDonald which is presently located on the Rotunda should be placed on the Granite where it could be more easily seen</p> <p>Could have words and then individual plaques with names on it so can add additional names (via new plaque) to the memorial stones.</p> <p>Talk of criteria and what would that be for your name to go on the memorial stone.</p>	Sub-committee to be set to consider this further and report back to next meeting with thoughts.	Neil, Arthur, Sue, Jamie, Sally Day
9	<b>Next Meeting</b>	<b>Tuesday 5<sup>th</sup> April 2016</b>		
-	<b>Meeting Closed</b>	10.10pm		