

OXLEY SHIRE HALL COMMITTEE OF MANAGEMENT

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	<p>The following office bearers have been re-appointed to the Oxley Shire Hall Committee.</p> <p>Election of Office Bearers</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">President</th> <th style="width: 25%;">Vice President</th> <th style="width: 25%;">Secretary</th> <th style="width: 25%;">Treasurer</th> </tr> </thead> <tbody> <tr> <td>Don Heath</td> <td>Clare Cowdery</td> <td>Janet Heath</td> <td>Chris Kukulka</td> </tr> <tr> <td>Nom. Neil Brock</td> <td>Nom. Erica</td> <td>Nom. Barb</td> <td>Nom. Jamie</td> </tr> <tr> <td>Sec. Di</td> <td>Sec. Jason</td> <td>Sec. Erica</td> <td>Sec. Nellie</td> </tr> </tbody> </table>			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
President	Vice President	Secretary	Treasurer																	
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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																			



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6.1	37 th 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/repared. 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		