



OXLEY SHIRE HALL COMMITTEE OF MANAGEMENT

No	Topic	Discussion	Action	Responsibility																
-	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	<p>The following have been appointed to the Oxley Shire Hall Committee for the period from July 1 2015 to June 16 2018</p> <p>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.</p> <p>Don thanked the previous Committee and welcomed new Committee members. He reported on the past year's achievements.</p> <p>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.</p> <p>Clare took the chair for the election of Office Bearers</p> <p>Election of Office Bearers</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%;">President</td> <td style="width: 25%;">Vice President</td> <td style="width: 25%;">Secretary</td> <td style="width: 25%;">Treasurer</td> </tr> <tr> <td>Don Heath</td> <td>Clare Cowdery</td> <td>Secretary</td> <td>Not filled at meeting</td> </tr> <tr> <td>Nom. Neil Brock</td> <td>Nom. Margot</td> <td>Nom. Nellie</td> <td></td> </tr> <tr> <td>Sec. Erica Pike</td> <td>Sec. Janet</td> <td>Sec. Jason</td> <td></td> </tr> </table> <p>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. <u>Hall Committee jobs list and contact details will be forwarded to all Committee members.</u> 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</p>	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			
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																		

No	Topic	Discussion	Action	Responsibility
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

No	Topic	Discussion	Action	Responsibility
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	36 th Oxley Bush Market	13 applications have been received already.		
6	Correspondence Outward			
6.1	36 th 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	36 th 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.	Janet to see Bruce	Janet /Bruce

OXLEY SHIRE HALL COMMITTEE OF MANAGEMENT

No	Topic	Discussion	Action	Responsibility
		<p style="text-align: center;">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</p> <p style="text-align: center;">Erica will continue sending requests for stall sites. Sally R will monitor web page and update when required</p> <p style="text-align: center;">Jamie – PA System Janet – compile list and call culling meeting mid September</p>		
8.2	Data Projector	<p>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</p> <p>Moved Erica Sec. Nellie</p>	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		