

## DUNDURRABIN COMMUNITY CENTRE MANAGEMENT COMMITTEE

## MEETING MINUTES

8 March 2023; Dundurrabin Community Centre

**Present:** Deb Thornhill, Rudy Kistler, Steve Rush, Amiee Rush, Dylan Garson, Leonie Pankhurst, Shakti Mundra, Invited Guest Phil Sedgman, Mylea Veldamen

**Apologies:** Hon. Secretary – Sam Ayling, Leslie Ayling, Kirsty Ledger, Invited Guest Benjamin Bennett

Meeting opened at 6pm by Steve Rush; welcomed those attending Meeting

<i>Item</i>	<i>Discussion</i>	<i>Responsible person &amp; deadline</i>
<p><b>1. Adoption of previous minutes</b> <i>Deb Thornhill moved to except and adopt the minutes of previous meeting, seconded by Rudy Kistler.</i></p>	Minutes of last meeting taken as been distributed and read by all committee members.	Dylan Garson.
<p><b>2. Business arising</b></p>	<p>Matters arising from last meeting –</p> <p>1. Dylan made inquiries and received paperwork and forms for local trade accounts.</p> <p>2. Deb corresponded with motorcycle restoration club concerning their booking.</p>	<p>1.To action – Dylan - local trade accounts. Complete paperwork and open trade accounts.</p> <p>2. To action – Deb to further negotiate with motorcycle restoration club.</p>
<p><b>3. Particular items of business (list)</b></p>	<p>1.Groundsman's Report – Dylan contacted Pete Singleton and will meet with him Thursday 9<sup>th</sup>/3<sup>rd</sup> to get a fire permit to burn 6 burn piles and discuss doing a hazard reduction burn with RFS, one on the west side of grounds another on the south to south west sides creating a fire break for the community centre and bush regeneration project we are working on with Blicks Inc and Bluerock nursery.</p>	<p>1. To action - Dylan to meet RFS to get fire permit and discuss hazard reduction burn/fire breaks.</p> <p>1. To action- Dylan to contact Reece Luxton (CVC) to request assistance with ongoing maintenance of regen project.</p>

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	<p>Dylan talked to councillors about ongoing help with maintenance of the regen project and was given a contact in CVC to request assistance from. Dylan reported not having a chance to put the mower and brush cutter in for a service.</p> <p>2. Cafe and more – Kitchen – Dylan spoke on kitchen’s behalf giving the planned menu, Rudy to do bbq.</p> <p>- Deb organised vouchers from supermarket and possibly the bottle shop.</p> <p>Confusion to do with purchasing raffle prizes, discussions at meetings need to be made final with further correspondence and communication by email thread to eliminate confusion with who is doing what concerning all committee matters. – everyone to action.</p> <p>3. Hon. Secretary’s Report – correspondence tabled – Clarence Catchment Alliance sent further information doc but no suggested visit date’s as yet.</p> <p>- Dylan, finally got Nicky Baff on phone and made appointment to see him regarding payment for saw log’s and possible further sale.</p> <p>-Dylan questioned council regarding making community centre toilets public, concluded that with work done on the larger of the two cubicles, making it wheelchair accessible and building new</p>	<p>2. To action – Dylan to organise a band to play at the Café and more market.</p> <p>2. Aimee to ask volunteers to bake cakes for Café.</p> <p>- To action- everyone to communicate and correspond by email thread.</p> <p>3. To action - Dylan to correspond further with Clarence Catchment Alliance to make a date for them to visit.</p> <p>3. Dylan to see Nicky Baff regarding sale of logs.</p> <p>3. All in agreeance that we should follow this avenue further, but not</p>

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	<p>entrance path, which we needed anyway would bring up to the standard required, this was seen as achievable and beneficial to the community, the committee and the public.</p> <p>Correspondence from former committee treasurer to secretary regarding change of name for sign in to smarty grants.</p>	<p>seen a priority. To be followed up at a later date.</p> <p>3. To action - Dylan to contact Samy Lovejoy about current grants.</p>
	<p>4. Hon.chairperson's Report – discussion of recent governance meeting with council.</p>	
<b>4. General Business</b>	<ol style="list-style-type: none"> <li>1. Phill reported on progress of pizza oven roof and ongoing regular work bee's, also plans of pouring concrete slab for woodshed.</li> <li>2. Discussion on possible liabilities, trip hazards that need to be reported to council.</li> <li>3. Rudy requested use of movie projector- moved by Deb seconded by Steve.</li> <li>4. Festival of Small Halls. Discussion had, pros and cons – winter months and no kitchen due to renovations, bbq possible for event, nobody put their hands up to volunteer as everyone busy or away during this time. Leonie to</li> </ol>	<ol style="list-style-type: none"> <li>1. To action – Phil to purchase building materials and organise work bee's with assistance from Ken and Dylan.</li> <li>2. To action Deb to purchase hi-viz tape and to report to council.</li> <li>3. Rudy to make appropriate donation for use of projector.</li> <li>4. Festival of Small Halls - to be discussed further at next meeting.</li> </ol>

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	<p>go ahead with applying for grant funding.</p> <p>5. Proposed childcare business, to be run from community centre. Discussion had - not seen as viable or compatible with hall and it's facilities due to the regular use of the hall and grounds by community, also the frequent use of toilets by the public, possibly liabilities cited</p> <p>6. New flags at entrance – all in agreeance new flags to be put up.</p> <p>7. Is it too much to have community cook up Saturday prior to Sunday market- advice asked of Dylan as he runs the cook up. No Community cook up is not seen to conflict with markets, it's actually of benefit as Café prep is done, oven fired, cakes made and hall made ready for the early Sunday morning start. The Saturday night pool and darts is normally shut down earlier to facilitate some pre set-up.</p> <p>8. -Do we have a mission/purpose statement. - No we don't as we are a new committee still finding its way, but all in agreeance that we should adopt one. All to take notes on ideas, further email discussion, to be put on nxt meeting agenda for discussion.</p> <p>9. -Kitchen - gas stove, already discussed and voted on at previous meetings, most are for gas including the people who</p>	

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	<p>frequently use the kitchen. discuss further by email thread.</p> <p>10. - I need to find out what the go is with the email trail (Leonie) use of duncom email explained and the committee protocol of keeping community centre business as email thread so to negate bullying, harassing and backdoor campaigning.</p> <p>11. -Hall cleanliness- Hall has been regularly cleaned by volunteers for some time now as cleaner wasn't doing the job that was needed and was seen to be costing too much. Regular work bee's of small groups have been getting long neglected job's done such a scrubbing of doors walls, and windows sills, scrubbing of upstairs pool room to be made ready for plaster repairs and painting.</p> <p>12. -Accountability regarding purchases – and can general committee be informed more explicitly. – We already have in place total transparency of spendings, unless donated, all purchase receipts are given to the treasurer, any big item purchases are put to the committee for approval. Though a complete breakdown of kitchen costs would be beneficial for those running the café and catering for other events, it would be to much to ask of people who are already giving so</p>	

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	<p>much of their time to work out every little thing like how much tea, coffee, sugar, soft drinks are consumed, how much cleaning products are used, these things are also used and consumed regularly with no monetary profit, such as at working bee's and for general upkeep, the shopping is done by a number of volunteers as things are needed or when somebody can find the time.</p> <p>13. -Donations box – needs new signage - ask Sam. Donation box for toilets suggested - further discussion next meeting.</p> <p>14. -Engaging community members regarding support on market days /how is this organised or communicated /allocation of roles and possible rosters. Discussion had, to discuss further.</p> <p>15. - Shakti's spoken resignation, which differs from the resignation letter sent to council. Disagreement of what was said by Shakti, Shakti claims she agreed to stay on as a committee member when asked to do so by one of the members. We had to go with the written resignation which was worded as a resignation from joint secretary only. Discussion had on what lead</p>	

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	<p>up to the resignation, breach of conduct, back-door campaigning, the unnecessary friction and tension caused by Shakti that was threatening to break up the committee with more than a few members talking of quitting because of these problems. All members and people at the table bar one named incidents for Shakti. It must be stated that the meeting was conducted in a orderly way with the chair giving everyone a chance to say what was needed to be said and keeping the discussion to the matter at hand.</p> <p>16. - Shakti's resignation letter and what is contained in it. It was felt by committee members that the letter that went to council was unfair, unjustified and contained false allegations. Shakti's motives for sending such a letter to council where seen to be questionable. Most of the committee was in agreeance that SHAKTI handled the matter poorly and that certain alleged incidents or conduct should be brought first to the committee to hear and be given the chance to be resolved by the committee before being put in a letter to council.</p>	

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	17. A move for a vote of no confidence was made and carried.	
	18. A vote was taken by committee members, including Shakti, 4 for, 1 abstained, 2 against. council to be notified that Shakti is no longer on the committee.	18. To action - Dylan to contact council informing them of the vote of no confidence, Shakti to be removed from committee.
	19. Leonie quit in protest, stating she would not stand for it, that Shakti should be allowed to stay on.	
<b>5. Treasurers report</b>	5. Hon.Treasurers Report – Not given	5. To action – Leslie
<b>6. Correspondence</b>	As above	As above
<b>7. Date and venue of next meeting</b>	Next meeting set for 5 <sup>th</sup> /4 <sup>th</sup> /2023 6.00pm	Next meeting set for April the 5 <sup>th</sup> /2023 6.00pm
<b>8. Preparation of Agenda &amp; Minutes for next meeting</b>		
<b>9. Close</b>	Meeting closed by the chair 7.15pm	Meeting closed by the chair 7.15pm