

Dundurrabin Community Centre

Meeting Minutes & Discussion Notes

Wednesday 7th September 2022 at 6pm meeting open 6.05pm
Discussed upcoming events until Deb Thornhill arrived at 6.15pm

Attendance:

Attended at 6pm: Lesli Ayling, Tash Wilson, Pete Munro, Phil Sedgman, Rudy Kistler, Shakti Lade, Sally Clayton
 Deb & Ken Thornhill at 6.15pm, Dylan Garson and Kirsty Ledger 6.30pm

Apologies: Sam Ayling, Leonie Pankhurst, Aimee Rush

Item for Discussion	Notes from Discussion	Person Responsible & Action to complete	Deadline (if required)
1. Acceptance of previous minutes <i>A motion to agree that the previous meeting's minutes are a true reflection of the meeting that happened.</i>	Accepted Tash Wilson	Seconded Phil Sedgman	
2. Business arising <i>Did we have to action anything from the last meeting? Did anything arise from those actions?</i>	Report from Medieval Night. Hall Hire \$110 owed Rubber mat samples	Aimee Rush to forward to committee Deb Thornhill	Deb to bring to market Sunday 9th Sept
3. President's Report This may include any Hall upgrade business.	Hall Upgrade - Over \$6000 still owed from BSBR grant held by CVC for pizza oven Site visit by structural engineer and CVC project team to Dundurrabin	Deb Thornhill & Leslie Ayling - All receipts have been sent to CVC. Deb to follow up Deb to follow up with Ellie from CVC	Date ????
4. Secretary's Report & Correspondence Please include any correspondence here, too. List each item of correspondence as "inward" (communicating to the centre) and "outward"	CVC- Code of Conduct for s355 committees sent by Bligh Grant. Discussion of important parts. Printed copy available at hall.	Shakti tabled the Code of Conduct. Emailed to all committee members with agenda.	All committee members to read by next meeting on Oct 5th 2022

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<p>(communicating to a third party on behalf of the centre)</p> <p>4. Secretary's Report & Correspondence cont.</p> <p>There should be a motion accepting all the correspondence items, and include any actions to arise from the correspondence.</p>	<p>Festival of Small Halls - Dundurrabin Com Centre cannot afford to be part of Spring tour</p> <p>Vinnies funded courses Chainsaw course for women and Fell Trees</p> <p>Vinnies has offered to fund extension of Water system in Cross St</p> <p>Helicopter Flight- very interesting to go up with people from Glenreagh and Nymboida. Devastating to see impact of recent logging on old growth forest saved during the 2019 fires</p>	<p>Shakti to send an email to FoSH Change email address and ask them to keep in touch for future tours. Shakti to organise</p> <p>Jo Cunningham & Ken Thornhill to get quote</p> <p>Shakti tabled report Videographer came on the flights. Resilient Clarence to present to video and report to Dundurrabin Community at a future date Kath Kermod CVC</p>	<p>by next meeting on Oct 5th 2022</p> <p>28 & 29 & 30 Sept</p> <p>Shakti has sent quote to Vinnies 26th Sept</p> <p>November 2022?</p>
<p>5. Treasurer's report</p> <p>This should include:</p> <ul style="list-style-type: none"> • the balance of the Committee's bank account as at the last report; • all transactions on that account since the last report; • the balance of the account as at the date of preparation of the report, which should not be more than 7 days prior to the date of the meeting; • a bank reconciliation. There should be a motion to accept the Treasurer's Report. 	<p>Over \$6000 still owed from BSBR grant held by CVC for pizza oven.</p> <p>Balance of Account \$1,065.72</p> <p>Reminder that \$2200 for outdoor kitchen was donated by Blicks Inc</p> <p>Set Up PaperBoys account</p> <p>Mailbox at Dundurrabin Community Centre</p>	<p>Leslie Ayling presented report. IGA and SPAR accounts have been paid upto date. Currently expenses are exceeding income Aimee Rush owes \$110 for hall hire for Medieval Night</p> <p>Leslie Ayling to do</p> <p>Cost \$240 - Leslie to order Dylan Garson to find out the actual number on Armidale Rd \$140 for food / Pizzas \$55 for hall hire</p>	<p>Treasurer's Report accepted by Deb Thornhill</p>

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5. Treasurer's report continued	<p>Invoice for Youth Forum Held on August 10th</p> <p>Rubber stamp with Hall details for cash receipts</p>	<p>Deb Thornhill to send to Allira or Giane</p> <p>Leslie Ayling to purchase</p>	
6. Any other reports or events to discuss	<p>Sally Clayton has resigned from Dundurrabin Community Centre Committee and tried to do a handover of her roles. Sally happy to help when needed.</p> <p>Shakti moved a motion of thanks for the dedication and hard work Sally has contributed to Dundurrabin Community Centre for last 8 years.</p>	<p>Tash Wilson can order and pick up supplies at IGA including Paperboys supplies.</p> <p>Dylan happy to open up hall and to clean up or get</p> <p>Krissy to do cleaning when needed.</p> <p>Sam Ayling to update events and hall hires on community online calendar.</p>	
<p>7. Community Centre Markets - Comments and Preparations If discussion is required on the markets, this is a good place to note that discussion.</p>	<p>Aimee and Rudy not available for market on 9th September Menu - Pizza & Pasta</p> <p>Fire pump & sprinkler system training</p>	<p>Kirsty and Tash to do the kitchen for the market Dylan and Kirsty to put out and bring in Market signs</p> <p>Deb & Ken Thornhill Photocopy manual & keep in storeroom</p>	After markets on 9th September
<p>8. General Business There is no need to record any discussion on any item of business, but you may do so if preferred. However, if the meeting wishes to make a decision on any matter raised,</p>	2 x pallets of pavers for outdoor kitchen \$200 & cover cost of fuel for collecting pavers	Dylan & Ken to collect Moved Dylan Seconded Pete Munro All agreed to cost of pavers & fuel	Wed 14th Sept

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<p>8. General Business continued that decision should be framed as a motion and put to the meeting. Remember, <u>all motions must have a mover and a seconder.</u></p> <p><u>EXAMPLE:</u></p> <p>a. Painting front door b. Changing coffee brand in kitchen c. Cutting new keys</p>	<p>ii) Logo design using Font from Dundurrabin sign</p> <p>iii) Screen printing at next market on 9th October - bring along light coloured Tshirt or bag</p> <p>iv) Solar Light for pizza area</p> <p>v) Paper and toner for printer</p> <p>Phil Sedgman tabled his resignation</p>	<p>Aimee Rush to do</p> <p>Phil and Rudy</p> <p>Moved Shakti Seconded Pete Munro All agreed to reimburse Phil \$70</p> <p>Sam or Leslie Ayling to buy with FRRR funding</p>	<p>Next meeting</p> <p>Sunday 9th October</p>
<p>9. Date and venue of next meeting A date should be set for the next meeting.</p>		<p>Wednesday 5th October at 6pm</p>	
<p>10. Preparation of Agenda & Minutes for next meeting</p>			
<p>11. Meeting Closed</p>	<p>8pm</p>		