

Gumeracha Community Association Inc.

Committee Meeting held on Monday, 9th March, 2009 at 7:30 p.m. @ Torrens Valley Community Centre

1. **Present:** Dorothy & Joe Evans, Jim & Pam Hale, Marilyn Hillier, Lydia Mik, *Don Westlake*, Brett & Lee Withy
2. **Apologies:** Bob Hillier, Chelsea Lewis, Dave Garwood.
3. **Minutes from the Previous Meeting:**
Moved: Joe Evans Seconded: Lee Withy All in favour.
4. **Business Arising from Previous Meeting:** (See also Sub-Committee Reports below –Item 6)
- 4.1 **Flora and Fauna Boards – Student Acknowledgement:** This has been arranged, and Pam will be picking the board up this coming Wednesday. She will also be picking up the revised board for the Hospital.
- 4.2 **Town Hall Centenary Programme:** Pam presented the draft programme from the Hall Committee. The confirmed dates have been included in the 2009 Calendar of Events (as distributed).
- 4.3 **Town Entrance Signs:** Pam reported that she had not received a response from Kathy Bawden to a request for the sign on the Birdwood road to be raised. She will re-contact Kathy. She also suggested that the Association consider tidying up the old signs placed on the Lobethal and Forreston roads. To be discussed further.
- 4.4 **GCA Membership Pro Forma:** Pam reported that she had printed further copies. She has already put some in the Community Centre. More will be displayed, as suggested, at the General Store, Post Office, Town Hall and Library.
- 4.5 **Policy and Procedures:**
 - **2009 Management Committee Structure:** Minor changes were made, and Pam will distribute revised copies to members.
 - **2009 Planning Action Plan:** Pam distributed final working document. Some minor changes made. Members to amend their copies as follows: *P.1 - Change Tourism Touchscreen to 'Tourism Button' and add Jim with Don's name in 'Persons Responsible'; P.2 – Bus Shelters – delete Lynne's name and '??' after Chelsea's name.*
 - **Albert Street Christmas Lights Procedures:** Distributed and accepted by those present.
 - **Catering:** Pam distributed the revised check-list from Don, and explained that he is still working on the revised Procedures.
 - **Coming Events Procedures:** Pam distributed the final document, which included specific procedures for current annual events, i.e. Medieval Fair and POP! New Year's Eve Party. Accepted by those present.
 - **Heritage Walk Brochures – Marketing and Distribution:** Pam distributed copies, and reported that she will convene a sub-committee meeting shortly to look at marketing and wider distribution.
 - **Newsletter Procedures and Distribution:** Distributed and accepted by those present.
 - **'Approval of Expenditure' Policy:** Pam distributed and explained that this was drafted about 4 years ago, and the Executive has reviewed and amended for committee consideration. Jim asked members to read and suggest any changes, if necessary. Final acceptance to be decided at the next meeting.
 - **Volunteer Policy:** Jim explained what the Association has done in the past in relation to volunteers for fund-raising, i.e. with the Torrens Valley Children's Centre. The Executive has discussed this and is now putting forward the proposal, as per the final section in the draft Policy. Discussion took place on the possible options, and the following decision was made – members to draft options for (a) and (b) and send to Pam asap, who will collate and present for consideration at the next meeting.
- 4.6 **Medieval Fair:**
 - **Power and Lighting:** Jim reported he is organising with John O'Dea the upgrades requested by Michel Gray of the Medieval Fair Committee. Michel had indicated they were willing to pay for this upgrade. However, Jim suggested that we do not request that they pay for this, but instead we charge them a 'usage' fee, and this money be put towards the upgrade and future maintenance.

Further discussion took place, and the decision made that we write a letter explaining the maintenance obligations the Association has, and we request reimbursement from hirers of \$???. Pam and Jim will draft a letter.

- **Car Parking:** Marilyn reported that Brenton Jones of the Gumeracha Hotel has offered the Association the opportunity of using the hotel car park to raise further funds, and according to the number of volunteers he and the Association organise, a sharing of the net funds raised be agreed upon. Marilyn to discuss the details further with Brenton for a decision at next meeting.

4.7 **GCA Storage:** Pam requested confirmation of who the team members are for this task – Joe, Jim, Don and Brett.

4.8 **Digital Television:** Report at next meeting.

5. **Treasurer's Report:** Tabled.

Moved: Joe Evans

Seconded: Brett Withy

Accepted

5.1 **Non-GCA Volunteer Donations Policy:** *See Policies and Procedures above – 4.5, pt 9.*

5.2 **Bank Signatories:** Don explained the problem for accessing accounts through the internet.

He moved: *"That the Treasurer be empowered to use the bank account for internet or phone banking transactions, and that it be resolved and affirmed by all members. Signatories currently are President, Vice-President, Secretary and Treasurer. These to sign the extract of these minutes for the Treasurer to submit to the Lobethal branch of BankSA."*

Moved: Don Westlake

Seconded: Jim Hale

All in favour.

6. **Sub-Committee Reports:**

6.1 **Fund-Raising:**

- **2009 Action Plan:** To be presented at the next meeting.

Marilyn suggested the committee consider becoming involved in a raffle run by United Way Charity, whereby selling groups get \$1.00 per ticket.

Brett reported that Australian Central Credit Union do a similar thing.

Jim requested that Brett and Marilyn submit further information for discussion at next meeting.

- **Catering Procedures:** *See above – 4.5, pt 4.*

- **Catering:** 'Movie in the Park' (Get Smart), 28.03.09. The Association will be providing hot and cold drinks and ice-blocks.

Marilyn offered her small freezer to store the ice-blocks.

Other requirements – 1 blue marquee, eskies, 1 table and drinks equipment.

Jim will collect the store key from Joe and Dorothy prior to the 28th, as they will be away.

Marilyn, Jim and Pam will arrange collection of the equipment.

Pam will check with Anne Ellis about the marketing and advertising, as nothing been seen so far.

6.2 **Tourist Information:**

- **Heritage Walk Brochures:** *As above – 4.5, pt 6.*

Jim requested that when members are travelling around the state could they get a supply of brochures from Pam and deliver some to the caravan parks.

Some comments were made regarding the article in the latest RAA newsletter, which omitted any mention of Gumeracha in its Hills article. Pam will contact RAA and suggest a promotion.

- **Coming Events Board:** Next meeting.
- **Adelaide Hills 'Button':** Next meeting.

6.3 **Federation Park:** Nothing to report.

6.4 **Marketing/Publicity:**

- **Newsletter:** Next issue to be published in April. Marilyn will submit profiles of local businesses to Pam and Lee for inclusion in future issues.
- **Website:** Next meeting.

6.5 **Rural Watch:** No report.

6.6 **Albert Street:**

- **Christmas Lights Procedures:** *See above – 4.5 pt, 3.*

6.7 Torrens Valley Community Centre:

- **Program:** Pam gave information about the 'Let's Do Laughter' afternoon tea planned for Thursday, 19th March, between 1:00 – 3:00 p.m. Pam, Lydia, Lee and Marilyn will attend. Pam will inform Anne Ellis.

7. Correspondence:

7.1 Incoming:

- 11.02.09: Anne Ellis, TVCC – request for GCA to provide drinks and ice-creams at the Movie Night on 28.03.09
- 20.02.09: Mark Goldsworthy – Congratulating GCA for its part in the successful TDU event, and for Gumeracha winning the stage 4 'Best Dressed Town Award'.
- 2.03.069: AHC Community Information Service – Database update pro forma.

7.2 Outgoing:

- 16.02.09: TV Children's Centre – Volunteer donation for TDU.
- 16.02.09: Denise LeVars, Gumeracha Post Office – thanking her for the Christmas lights from garage.
- 2.03.09: Return of AHC's Community database pro forma.

8. Any Other Business:

8.1 Bush Fire Emergency Plan: Jim reported that we had received a draft proposal from Bob Brooksby to hold a community meeting to formulate a Plan. This process to be completed by November in readiness for the next Fire Season. The final plan could then be a model for other local towns. The committee agreed that this is a good idea. Pam will write a response to Bob.
 Jim also explained the issue of the CFS siren, and proposed that we send a letter to the Gumeracha CFS to request that the siren be used in an emergency to let the townsfolk know. Those present agreed. Pam will write a letter to the CFS.

8.2 Notice-Boards: Jim has obtained 2 notice-boards from The Farm Recreation Centre at Ingle Farm and suggested the Association may find these useful. Those present agreed, and Jim will collect and deliver them to the store at Joe's.

9. Meeting closed: 10:15 p.m.

Next Meeting: Monday, 20th April at 7:30 p.m. @ TVCC. Pam will re-negotiate the date with TVCC.

Chairperson's Signature:.....

Date:.....

Future Meeting dates and Venues

20.04.09 (*instead of Easter Monday*) - Community Centre
 11.05.09 - Hall
 13.07.09 - Hall
 14.09.09 - Community Centre
 09.11.09 (AGM) – Community Centre

08.06.09 (*Queen's Birthday*) - Hall
 10.08.09 - Community Centre
 12.10.09 - Community Centre