

Sandgroper Caravanners Inc.
Minutes of Management Committee meeting
held at via video communication, Zoom
Tuesday 2nd February, 2021 at 4pm



In attendance:

Helen Bizzill, Sharon Burge, Cindy Jordan, Cheryl Kent, Alan Kirby, Roy Lundy, Ian Moore, Helen Schell & Dianne Young.

Apologies:

Nil

Meeting opened: 4:10pm

Helen Bizzill welcomed everyone to the meeting.

Minutes:

All members had received and read the minutes from the meetings held Monday 19th October, 2020, Sunday 25th October, 2020 and 18th/19th January 2021 and they were approved as correct.

Key matters arising from minutes:

None

Minutes from previous meeting moved by, Roy Lundy

Seconded, Sharon Burge

Carried

Correspondence:

Inward:

- 20.10.20 Email from Colin & Noelene Muir requesting information on joining club.
- 22.10.20 Email from Richie Palmer, WA Caravan & Camping Magazine volume 21
- 23.10.20 Email from 18th National Caravan Clubs Rally 2022, Newsletter No. 6
- 28.10.20 Email from Gary & Christine Wilkinson, requesting information on joining club
- 30.10.20 Email from Richie Palmer, information on recall of Dometic refrigeration units
- 12.11.20 Email from Richie Palmer, Minutes from WAACCI AGM 2019 & AGM Draft Business Plan
- 12.11.20 Email from Richie Palmer, Agenda for 2020 WAACCI AGM
- 14.11.20 Email from Richie Palmer, Agenda for Delegates meeting 18th Nov 20
- 22.11.20 Email from Richie Palmer, Minutes from Delegates meeting & AGM both held 18th Nov 20
- 25.11.20 Email from Richie Palmer, details of a prospective member, Diane Silcock
- 25.11.20 Email from Richie Palmer, invoice for Affiliation Fees 2021
- 26.11.20 Email from Richie Palmer, Caravanswest November, 2020 Newsletter
- 06.12.20 Email from Gary Fitzgerald advising that corrections have been made to website report
- 06.12.20 Email from Rotary Club of Matilda Bay, Pioneer Challenge November newsletter
- 07.12.20 Email from Gary Fitzgerald advising that further corrections have been made to report
- 08.12.20 Email from RFDS. Christmas card
- 10.12.20 Email from Robyn Omacini requesting list of 2021 rallies
- 11.12.20 Email from Richie Palmer advising of new By Laws of Caravan Clubs WA Inc & Constitution
- 13.12.20 Email from Graeme MacArthur requesting information on joining Sandgroperers
- 14.12.20 Email from Chris Back advising the Club of rallies that he would like to attend in the near future

- 15.12.20 Email from Cameron Cladwell requesting information on joining Sandgropers
- 16.12.20 Email from Richie Palmer advising that the Delegates Meeting will go ahead on 20th January 21
- 17.12.20 Email from Richie Palmer advising of meeting to be held on new ACCWAI Website on 13th Jan 21
- 03.01.21 Email from Cheryl and Peter Fatti requesting information on joining Sandgropers
- 04.01.21 Email from 18th National Caravan Rally advising that if a member has registered for the rally and not supplied them with an email address, they will send the information to the club Secretary
- 05.01.21 Email from Richie Palmer, reminder meeting to be held on new ACCWAI Website on 13th Jan 21
- 05.01.21 Email from Pioneer Challenge, December 2020 Newsletter
- 15.01.21 Email from Chris Back to Ian Moore, completed application form
- 15.01.21 Email from Chris Back to Ian Moore advising that application form has been emailed and \$40 nomination fee has been paid
- 17.01.21 Email from Gary Fitzgerald advising why our website is currently unavailable
- 19.01.21 Email from Gary Fitzgerald advising that our website is back up and running
- 19.01.21 Email from Richie Palmer, agenda for Delegates meeting to be held 20th Jan 2021
- 21.01.21 Email from 18th National Caravan Clubs Rally, information on National rally
- 27.01.21 Email from Cindy Jordan, Proxy for General Meeting being held Saturday 6th February 2021
- 27.01.21 Email from Richie Palmer, notice of a new caravan park opening in Pinjara and requesting members visit
- 27.01.21 Email from Richie Palmer, invite from Getaway Outdoor Balcatta inviting members to Caravan Club Night
- 29.01.21 Email from Richie Palmer advising his email account has been spoofed & do not open emails from him
- 31.01.21 Email from Richie Palmer advising his email account should now be ok to use

Outward:

- 20.10.20 Email to Ian Moore from Colin & Noelene Muir requesting information on joining club
- 21.10.20 Email to Michael & Pam Brown from Ian Moore, information on joining club
- 21.10.20 Email to Colin & Noelene Muir, information on joining club.
- 21.10.20 Email to Petrina at Parade Hotel from Helen Bizzill, thanking her for her time to discuss Christmas lunch.
- 21.10.20 Email to Tammy at Waters Edge Café from Helen Bizzill thanking her for her time to discuss Christmas lunch.
- 21.10.20 Email to Paula at Bunbury SLSC from Helen Bizzill thanking her for her time to discuss Christmas lunch
- 28.10.20 Email to Ian Moore from Gary & Christine Wilkinson, requesting information on joining club
- 29.10.20 Email to Gary & Christine Wilkinson from Ian Moore, information on joining the Club
- 09.11.20 Email to all members WA Caravan & Camping Magazine volume 21
- 09.11.10 Email to all members, 18th National Caravan Clubs Rally 2022, Newsletter No. 6
- 17.11.20 Email to all members, information on recall of Dometic refrigeration units
- 17.11.20 Email to all members, Agenda 2020 WAACCI AGM & Agenda for Delegates meeting 18th Nov 20
- 17.11.20 Email to all members, Minutes from WAACCI AGM 2019 & AGM Draft Business Plan
- 24.11.20 Email to all members, Minutes from Delegates meeting & AGM both held 18th Nov 20
- 24.11.20 Email to Miranda at Backbeach Café from Helen Bizzill itemising decorations we plan on taking to lunch
- 24.11.20 Email to Alan Kirby advising that we have purchased 6 white tablecloths & they need to be added to the Asset List.
- 25.11.20 Mail to Elva Littlely, sympathy card
- 25.11.20 Email to Sharon Burge, invoice for Affiliation Fees 2021 from WAACCI
- 26.11.20 Email to Ian Moore, details of prospective member supplied to us from Richie Palmer
- 26.11.20 Email to all members, Caravanswest November, 2020 Newsletter
- 01.12.20 Email to Richie Palmer from Ian Moore advising that we do not take motorhomes & that our club is near capacity.

- 05.12.20 Email to Miranda at Backbeach Café from Helen Bizzill thanking her & her staff for all their efforts in making sure our lunch was a great success.
- 05.12.20 Email to Anita at Riverside Caravan Park from Helen Bizzill thanking her for assisting in making sure everything ran smoothly and for her pre-allocation of caravan sites.
- 06.12.20 Email to Gary Fitzgerald, My Expression, requesting repairs to Volunteers for Hosting report
- 06.12.20 Email to Gary Fitzgerald, My Expression, requesting further changes to web report
- 07.12.20 Email to all members from Rotary Club of Matilda Bay, Pioneer Challenge November newsletter
- 12.12.20 Email to all members from Richie Palmer copy of new By Laws of Caravan Clubs WA Inc & Constitution
- 12.12.20 Email to Ian Moore from Robyn Omacini requesting a copy of our Rally List for 2021
- 12.12.20 Email to Robyn Omacini from Ian Moore a copy of our Rally List for 2021
- 14.12.20 Email to Brian Bizzill from Chris Back advising of rally dates he would like to attend in the near future
- 14.12.20 Email to Ian Moore from Graeme MacArthur requesting information on joining Sandgroppers
- 16.12.20 Email to Ian Moore from Cameron Caldwell requesting information on joining Sandgroppers
- 16.12.20 Email from Ian Moore to Cameron Caldwell, information on joining our Club
- 18.12.20 Email to Kevin Forbes from Richie Palmer advising that the Delegates Meeting will go ahead on 20.1.21
- 18.12.20 Email to Helen Bizzill from Richie Palmer advising of meeting to be held on new ACCWAI Website
- 03.01.21 Email to Chris & Linda Back, thanking them for offering to host the Wickepin rally and advising that the Wickepin rally is at Easter and will be hosted by the committee
- 03.01.21 Email to Ian Moore from Cheryl & Peter Fatti requesting information on joining Sandgroppers
- 03.01.21 Email from Ian Moore to Cheryl & Peter Fatti, information on joining our Club
- 04.01.21 Mail to Glenda Olesen, sympathy card
- 05.01.21 Email to Helen Bizzill from Richie Palmer, reminder of meeting to be held on new ACCWAI Website
- 07.01.21 Email to Richie Palmer with attachment of comments on proposed new association website
- 07.01.21 Email to Kevin Forbes with attachment of comments on proposed new association Website
- 15.01.21 Email to Chris & Linda Back from Ian Moore asking if they would like to join our club
- 17.01.21 Email to Gary Fitzgerald advising that we are unable to access the website
- 17.01.21 Email to all members from Pioneer Challenge, December 2020 Newsletter
- 19.01.21 Email to all members, Notice of General Meeting to be held Saturday 6th Feb 2021, and Proxy Form
- 19.01.21 Email to Gary Fitzgerald requesting that some change be made to Active Van List report
- 20.01.21 Email to Kevin Forbes from Richie Palmer, agenda for Delegates meeting to be held 20th Jan 2021
- 20.01.21 Email to all members from Richie Palmer, agenda for Delegates meeting to be held 20th Jan 2021
- 27.01.21 Email to all members from 18th National Caravan Clubs Rally, information on National rally
- 28.01.21 Email to all members, email from Richie Palmer, notice of a new caravan park opening in Pinjara and requesting members visit
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Inward and outward correspondence moved by, Cindy Jordan
 Secoded, Ian Moore
 Carried

Treasurer's report: - Sharon Burge

The Treasurer's Report was distributed to committee members on Monday 1st February, 2021

- Bank balance as at 31st January, 2021 was \$2,587.72

- We currently have 2 members and 5 Associate Members unpaid. Sharon has sent out at least 2 invoices and in some cases 3 invoices as a reminder. Helen Bizzill will contact the 2 unpaid members and Ted and June Bunce to check if they would still like to be members of the club. It was suggested that the Associate Members that are still unpaid should now be shown on the website as terminated.
- There was no bank interest January, 2021.

Treasurer's Report moved by, Cindy Jordan

Seconded, Roy Lundy

Carried

Membership Secretary's report: - Ian Moore

- Ian advised that he would revise our member numbers, update the Member List and then distribute to the committee.

Membership Secretary's report moved by, Dianne Young

Seconded, Roy Lundy

Carried

Rally Coordinator's report: - Presented by Helen Bizzill

- Brian has suggested that we have our 2021 New Year's Eve rally at either, Twin Waters Caravan Park in Dawesville, cost \$50 per night, less discount or Pinjarra Holiday Park. Helen Schell said we had had 2 New Year's rallies at the Pinjarra park in the past and it had 2 undercover areas which was good for a NYE. A vote was taken on choices for our NYE rally 2021, the result was 6 for Dawesville and 3 for Pinjarra.

ACTION: Brian Bizzill

Rally Coordinator's report moved by, Ian Moore

Seconded, Roy Lundy

Carried

General business: -

Previous meeting

- New member forms and procedures need to be reviewed and fine-tuned further. The following was discussed at previous meetings; -
 - 1) The process starts with an invitation to participate in 3 rallies of their choice. A ***non-refundable nomination fee*** of \$40.00 is due at the start of the process and a Nomination/Application Form is required to be completed. When the paperwork has been completed, the Membership Secretary must email the Treasurer a copy. The Treasurer can then send the potential new member a receipt when funds are received.
 - 2) At the 3rd rally, all being well, a position available and Committee approval, the potential new member will become a member. The new member will receive, a name badge and a Membership Pack. The Membership Secretary will need to be advise the Treasurer that we have a new member and the Treasurer can then forward an account for membership.

Sharon said that she is not getting the Nomination Form soon enough for new members and that is causing a delay in the new members receiving their account for membership. Helen Bizzill said that she would like to discuss the full procedure further with Ian.

Action: to be carried, Ian Moore & Helen Bizzill

- Helen, Brian, Graham & Cheryl have visited Bunbury to find a suitable venue for the Sandgroper 2020 Christmas lunch. It was agreed that the most suitable venue was the Back-Beach Café and the quote was \$35 per head for a 2 course, alternate drop.

The committee all agreed that the 2020 Christmas lunch would be held at the Back-Beach Café in Bunbury.

Action: Completed

- Ian Moore advised that the Associate Members have disappeared from our web site in some sections.

Action: Completed

- The committee felt that the arrival of Father Christmas and gift giving last year was a bit flat. After a discussion it was decided that this year's arrival of Father Christmas and gift giving would be held at the Café when we have finished lunch. Cheryl suggested that as a change, and only to those that wish to participate, if each member could purchase a \$10 gift from Bunnings. The gift can be suitable for unisex, male or female. We could then play a version of Bad Santa. All of the committee agreed that it would be a good idea. Cheryl Kent to coordinate.

Action: Completed

- The Christmas rally program was discussed. It was agreed that those committee members attending the Nambung Station rally will work on the Christmas program further.

Action: Completed

- Helen Bizzill now has all of the Executive Committee job descriptions and would like Dianne to type them up and arrange for them to be placed on the website. Helen Bizzill to email the job descriptions to Dianne.

Action: Helen Bizzill & Dianne Young

- The paperwork for the new signatories at the Westpac Bank is almost complete. Dianne Young needs to supply her customer number. When the paperwork is completed, the Executive Committee should download the Westpac App on their phones.

Action: Completed

- Ian Moore arranged a list of previous Venue Officers for the past few years and Helen Bizzill has updated the website with the information.

Action: Completed

- Ian Moore has sourced a new supplier of club name badges. They have been closed over the holiday period and he was unable to arrange badges for new members, Chris & Linda Back. He will arrange them for the next rally and they have magnetic backs.

Action: Completed

This meeting

- Elva Littlely would still like to attend rallies and bring her own van. Elva has discussed her membership with Helen Bizzill and Sharon and is happy to stay on as a full member. Helen Bizzill will contact Elva and speak to her about paying her membership.

Action: Helen Bizzill

- Dianne sent out an email to committee members requesting approval for Chris and Linda Back to join our club, the committee approved. There are no new members in need of committee approval this meeting.
- Our Easter rally at Wickepin is a committee hosted rally and Sharon Burge has volunteered to do the program and Cindy Jordan has offered to assist.

Action: Sharon Burge & Cindy Jordan

- Our General Meeting that was due to be held on Saturday 6th February, 2021 has to be cancelled due to the COVID-19 isolation rule that is now in place for Perth, the south west and the Peel region until Friday 5th February 2021 at 6pm. If the isolation is lifted, we may have a few vans go to the rally on Saturday. All committee members agreed that this was our only option and that Helen Bizzill send an email to all members and inform them that the General Meeting has been cancelled.

A discussion was held over member numbers and it was decided that for the good of the club we need to put a cap on member numbers until such time as we can arrange to hold a General Meeting.

Notice of Motion.

Helen Schell moved a motion that we suspend present new members because of COVID-19 and difficulties with bookings. An exception will be made for those members currently classified as visitors as at 2nd February, 2021. Suspended membership will be in place until either a General Meeting, if appropriate, or AGM is held to propose a new cap on members.

Motion seconded by, Helen Bizzill

Carried unanimously

Any feedback from members on this issue would be most welcome.

It was agreed that a new date for a General Meeting would be set by the Executive Committee a few weeks after the minutes are distributed.

Helen Bizzill asked the committee if they had a chance to read the Proposed Motion for our General Meeting and they had.

Dianne to put a note on our website to say that our **new membership is currently suspended.**

Action: Helen Bizzill and Dianne Young

- Brian Bizzill is waiting on an announcement from the State Government to hear if the isolation rule is lifted. If it is, at least 6 vans would like to attend the rally at Peppermint Beach Grove. The rally will be shortened to Saturday and Sunday nights only and to classify as a rally at least 4 vans must attend.

Cheryl and Graham Kent were the venue officers at Peppermint Beach Grove. Cheryl said that rather than go ahead with the program they had planned for Peppy Grove she would be happy to work with Doris at the Ledge rally in March and perhaps use some or all of their program.

- Brian Wales made a donation of a hand-held radio. He asked if it could be used as a caravan prize or raffle. Helen Bizzill said that it was too valuable to use as a caravan prize and seeing we do not fund raise perhaps we could add it to the Asset Register and it could be borrowed by members that need it when we go on an outing. The committee agreed that it should be added to the Asset Register and that it was a very generous gift from Brian.
- Helen Bizzill has prepared a draft response to Alan & Rheta Parkinson's email re Proposed Motion at General Meeting. All of the committee had received a copy of the Alan & Rheta Parkinson's email and Helen Bizzill's proposed reply. The committee are happy with Helen Bizzill's reply and for Helen Bizzill to email it to Alan & Rheta.
- Roy Lundy spoke about the ACCWA bank balances and queried if they are all in term deposits. Roy will draft a letter to our club delegate, Kevin Forbes, to put forward at the next Delegates Meeting.

Action: Roy Lundy

- Dianne advised the committee that Alan & Rheta had made a point of mentioning an Associate Member that had not completed enough rallies. Dianne asked if we should look at members that are not completing 3 rallies per year. The committee agreed and Ian Moore will check and arrange a list.

Action: Ian Moore

Meeting Closed: 6:03pm

Next Management Committee meeting: to be advised.

Signed as a true and correct record of the meeting:

President

Secretary

Date

Date

Attachments

Treasurer's Report, Membership Secretary's Report, email from Alan Parkinson, email from Alan & Rheta Parkinson, email to Alan Parkinson, proposed response to Alan & Rheta Parkinson and proposed motion to put forward at General Meeting.