

**Sandgroper Caravanners Inc.**  
**Minutes of Management Committee meeting**  
**held at Carnamah Caravan Park**  
**on Friday 12<sup>th</sup> August 2022 at 11:00am**



**In attendance:** Helen Bizzill, Sharon Burge, Cheryl Kent, Lyn Mitchell, Ian Moore

**Apologies:** Dianne Young, Chris Back

**Meeting opened:** 11.05am

**Minutes:**

All members had received and read the minutes from the meeting held on Friday, 1 April 2022.

**Key matters arising from minutes:**

None

Minutes moved by, Ian Moore

Seconded, Cheryl Kent

Carried

**Correspondence:**

**Inward:**

- 01.04.22 Email from Richard Palmer re State Rally 2023 details.
- 05.04.22 Txt message sent to Dianne Young's mobile, resignation from Laurie Tyler
- 03.04.22 Email of weekly analytics report for Sandgroper's website.
- 04.04.22 Email from Richard Palmer re the March edition of the Caravans West magazine plus rally expenses form.
- 04.04.22 Email from Richard Palmer re the form to be filled out for Insurance purposes showing club membership numbers.
- 05.04.22 Email from Helen Bizzill to Ian Moore advising that Laurie Tyler has resigned from the club.
- 05.04.22 Copy of email from Helen Bizzill to Laurie Tyler noting his resignation via text to Dianne Young and wishing him well.
- 05.04.22 Email from Meg Abercromby from Royal Life Saving attaching the Expression of Interest for the club to fill out for our application for funding to run a First Aid Course for members.
- 05.04.22 Email from Brian Bizzill advising members to contact the Dwellingup Caravan Park to pay their deposit for the July Rally.
- 06.04.22 Email from Paula Hiscock resigning her membership due to other commitments.
- 07.04.22 Email from Brian Bizzill reminding everyone to pay a deposit for the Serpentine rally.
- 10.04.22 Email from Sharon and Rod Burge providing an update of their trip.
- 11.04.22 Email of Weekly Analytics Report for Sandgroper's website.
- 11.04.22 Email from Meg Abercrombie advising that the Sandgroper Caravanners has been awarded the grant to cover the full cost of a first aid course with the Royal Life Saving Society to be held on Wednesday 11 May 2022 at 10am.
- 11.04.22 Email from Meg Abercrombie advising a trainer has been appointed for our first aid course.
- 12.04.22 Email from Meg Abercrombie advising that there is free parking and tea, and coffee are available for our members for the first aid course.

- 12.04.22 Email from Helen Bizzill inviting members to attend the Royal Life Saving Society's First Aid Course.
- 12.04.22 Email from Chris Back advising that he and Linda are unable to attend the Royal Life Saving Society's First Aid Course as they will be travelling.
- 12.04.22 Email from Helen Bizzill advising she will let me know the van numbers for Richard Palmer regarding insurance.
- 13.04.22 Email from Helen Bizzill providing the van numbers for Richard Palmer for insurance purposes.
- 17.04.22 Email of Weekly Analytics Report re website StatCounter.
- 22.04.22 Email to members from Helen Bizzill urging them to attend the First Aid Course run by the RSSLWA.
- 25.04.22 Email from Richard Palmer of ACCWA re invitation to ACCWA Delegates Meeting and feedback about our club.
- 25.04.22 Email of the Weekly Analytics Report re website StatCounter.
- 25.04.22 Email from Helen Bizzill confirming that the email from Richard Palmer should only go to Helen and Graham Kent.
- 26.04.22 Email from Helen Bizzill to Richard Palmer advising Helen cannot attend the Delegates meeting and that Cheryl Kent would be attending in her stead along with delegate Graham Kent.
- 26.04.22 Email from Helen Bizzill to Dianne regarding a payment that needs to be made.
- 02.05.22 Email from Richard Palmer requesting we promote Caravan Water Proofing WA to our members.
- 03.05.22 Email from Helen Bizzill confirming there are 15 people attending the Royal Life Saving WA First Aid training course.
- 04.05.22 Email from Sharon and Rod Burge providing an update on their travels.
- 08.05.22 Email of the Weekly Analytics Report re website StatCounter.
- 11.05.22 Email from Meg Abercromby from Heartbeat 45+ RSSLWA course with some additional information for our newsletter.
- 14.05.22 Email from Richard Palmer attaching the Agenda and Minutes of the Delegates Meeting 23 February 2022.
- 15.05.22 Email of the Weekly Analytics Report re website StatCounter.
- 25.05.22 Email from Richie Palmer attaching Minutes of Delegates Meeting from 18<sup>th</sup> May and Rally expenditure form
- 22.05.22 Email of the Weekly Analytics Report re website StatCounter.
- 24.05.22 Email from Richard Palmer regarding a complaint re a White Gum Farm rally.
- 25.05.22 Email from Helen Bizzill proposing the next committee meeting be held at the Carnamah Rally.
- 25.05.22 Email from Sharon Burge agreeing to the committee meeting being held at the Carnamah Rally.
- 25.05.22 Email from Chris Back agreeing to the committee meeting being held at the Carnamah Rally and outlining his frustration at gun laws in the USA.
- 30.05.22 Email from Richie Palmer advising of ACCWA Finance Expenditure
- 21.06.22 Email from Richie Palmer with attachment from Ashley Hams re 2023 State Rally
- 21.06.22 Email from Richie Palmer advising of a warning regarding Swift 500 Series appliance
- 24.06.22 Email from Richie Palmer advising of member update from CIAWA re Swift safety investigation
- 25.06.22 Email from Richie Palmer advising of another update from CIAWA re Swift 500 series
- 05.07.22 Email from John Harskamp, Leisureseekers Caravan Club, response to the recent ACCWA Future Plan 2021-2026
- 08.07.22 Email from Richie Palmer advising of an update from CIAWA re Swift 500 gas cookers
- 08.07.22 Email from Richie Palmer advising details of our new insurance policy and policies attached
- 10.07.22 Email from Brian & Ronnie Adams advising that they are resigning from Sandgropers
- 24.07.22 Email from Chris Back attaching Nomination for Committee Form
- 26.07.22 Email from Alan & Lynne Kirby requesting 12 months leave of absence for calendar 2022
- 28.07.22 Email from Richie Palmer re official notice of recall from Swift regarding the Swift cooker recall
- 05.08.22 Email from Roustabouts RV Club Inc. QLD inviting all club members to the QLD State Rally Feb 24
- 09.08.22 Email from My Expression, invoice for club website for 1 year

## Outward:

- 04.04.22 Email to all members forwarding Richard Palmer's email and the State Rally 2023 details.
- 05.04.22 Txt message from Di Young to Laurie Tyler's mobile, acknowledging his resignation & wishing him all the best for the future
- 05.04.22 Email sent to Ian Moore and Helen Bizzill regarding Richard Palmers request for a form to be filled out with membership numbers for insurance purposes.
- 05.04.22 Email to all members attaching a copy of the March 2022 Caravans West magazine.
- 05.04.22 Email to Royal Life Saving WA attaching our completed Expression of Interest form regarding their First Aid Course.
- 05.04.22 Email to Laurie Tyler from Helen Bizzill acknowledging his resignation and wishing him all the best
- 08.04.22 Email to Committee members attaching the Minutes of the Committee meeting at Miami on 1 April 2022.
- 12.04.22 Email to Helen Bizzill regarding Richard Palmer's request for van numbers for insurance.
- 12.04.22 Email to Meg Abercromby asking whether there is parking available for members for the training day on Wednesday 11 May at 10am.
- 13.04.22 Email to all members attaching the Minutes of the Committee Meeting at Miami.
- 14.04.22 Email from Helen Bizzill to Richard Palmer regarding a spreadsheet of rally expenditure for Sandgroper Caravanners Inc over the last four rallies.
- 20.04.22 Email to Richard Palmer providing the van numbers for insurance purposes as requested.
- 25.04.22 Email to Helen Bizzill and Graham Kent re Richard Palmer's invitation to ACCWA delegates meeting and feedback about our club.
- 27.04.22 Email to Meg Abercromby at RSSLWA advising that the club has 15 people attending the Heartbeat 45+ training on Wednesday 11 May at 10am.
- 03.05.22 Email from Lyn Mitchell to Jordan Welti at the Royal Life Saving WA confirming the booking details and that 15 people will be attending.
- 03.05.22 Email from Lyn Mitchell to members regarding Richard Palmer's request to forward an advert for caravan waterproofing.
- 13.05.22 Email from Lyn Mitchell to Meg Abercromby at RLSSWA thanking her for providing the course and attaching some photos of our training session.
- 17.05.22 Email to Committee attaching the Agenda and Minutes of the Delegates Meeting from Richard Palmer.
- 25.05.22 Email from Richard Palmer forwarded to the committee regarding a complaint re a White Gum Farm rally.
- 12.07.22 Email to all members advising of a warning regarding Swift 500 Series appliances
- 12.07.22 Email to all members advising of member update from CIAWA re Swift safety investigation
- 12.07.22 Email from Richie Palmer advising of another update from CIAWA re Swift 500 series
- 12.07.22 Email from Richie Palmer advising of update from CIAWA re Swift 500 gas cookers
- 14.07.22 Email to Brian & Ronnie Adams from Helen Bizzill Email acknowledging their resignation from the Club and wishing them all the best for the future
- 24.07.22 Email to all members with a Nomination for Committee Form attached advising of upcoming AGM and requesting Nominations for Committee
- 27.07.22 Email to Alan & Lynne Kirby from Helen Bizzill advising that their request for leave of absence will be tabled at our next meeting
- 01.08.22 Email to all members re official notice of recall from Swift regarding the Swift cooker recall
- 02.08.22 Email to Chris Back thanking him for his Nomination for Committee
- 03.08.22 Email to Helen Bizzill from John Harskamp, Leisureseekers Caravan Club, response to the recent ACCWA Future Plan 2021-2026
- 03.08.22 Email to all members advising of details of our new insurance policy and policies attached
- 03.08.22 Email to all members attaching Minutes of Delegates Meeting 18<sup>th</sup> May & Expenditure From form ACCWA

- 03.08.22 Email to Helen Bizzill from Richie Palmer advising of ACCWA Finance Expenditure
- 03.08.22 Email to Helen Bizzill with attachment from Ashley Hams re 2023 State Rally
- 05.08.22 Posted a sympathy card to June Bunce
- 09.08.22 Email to Sharon Burge Email from My Expression, invoice for club website for 1 year
- 09.08.22 Email to all members from Roustabouts RV Club Inc. QLD inviting all club members to the QLD State Rally being held February 24
- 09.08.22 Email to all members from Richie Palmer with information on ACCWA finance expenditure

Inward and outward correspondence moved by, Helen Bizzill  
Seconded, Cheryl Kent  
Carried

### **Treasurer's report:** - Sharon Burge

- Treasurer's report was distributed to committee members 9<sup>th</sup> August 2022
- Current bank balance \$1,855.22 \$100 petty cash to be added.

Treasurer's Report moved by, Lyn Mitchell  
Seconded, Ian Moore  
Carried

### **Membership Secretary's report:** - Ian Moore

- Membership Secretary's report was distributed to committee members 9<sup>th</sup> August 2022
- Currently 24 member vans, Mark and Cheryl Norris on wait list. Next rally available for visitors will be in the New Year when the situation will be reviewed.

Membership Secretary's report moved by, Helen Bizzill  
Seconded, Lyn Mitchell  
Carried

### **Rally Coordinator's report:** - Brian Bizzill

- On behalf of Brian Bizzill, Helen Bizzill advised that there were two changes to the 2023 rally list – the Jurien Bay rally in March had been moved to Seabird and the Southern Stars rally had been postponed by one week to 19<sup>th</sup> October due to clashing with the State Rally on the 12<sup>th</sup>.

Rally Coordinator's report moved by, Sharon Burge  
Seconded, Cheryl Kent  
Carried

### **General business:** -

Previous meeting

- Di Young to speak to members about being Venue Officers.

**Action: completed**

## This meeting

- The Rally Coordinator to send an email to all members listing 2023 rallies and indicating where venue officers are required and circulate it at the AGM rally.

**Action: Brian Bizzill**

- AGM: It was agreed that the fees for the 2022/2023 year would remain as previously - \$75 annual subscription, \$40 nomination fee, special purpose fee nil, \$10 per person per annum for associate members.

- The Committee would prepare a program for the AGM rally including a communal curry night on the Friday, AGM at 10.30 am followed by a sausage sizzle and cakes, byo dinner on Saturday night, followed by games, rally closing at 9.30 am on Sunday.

**Action Helen Bizzill to draft program for approval by committee**

- The Agenda for the AGM has been prepared by Di Young and will be distributed to all members early next week.

**Action: Di Young**

- The current membership level of 24 vans was discussed and it was agreed with this matter would be brought up at the AGM rally for general discussion (outside the actual meeting).

- Committee nominations to date: Helen Bizzill as President, Cheryl Kent as Vice President, Lyn Mitchell as Secretary, Ian Moore as Membership Secretary, Chris Back as general committee. John Allen agreed to act as Treasurer following the meeting.

Non-committee positions: Brian Bizzill as Rally Coordinator and Alan Kirby as Property Manager.

- Alan and Lynne Kirby have applied for a 12 month leave of absence covering the whole of the 2022 year due to ongoing medical procedures on Alan's eyes. It was agreed that such leave be approved.

**Action: Helen Bizzill to send email of confirmation**

- Alan Kirby has requested assistance with the completion of the Asset Register prior to the AGM. Helen Bizzill agreed to take over completion of the register.

**Action: Helen Bizzill**

- An email from ACCWA advising of recommendations from the sub-committee in relation to the utilisation of the current bank funds to better benefit all current members was distributed to all members. Chris Back, as Chairman of the sub-committee, requested that feedback on the recommendations was obtained from Sandgroper members to provide a coordinated response to ACCWA. It was agreed that Graham Kent would ask all members at the Carnamah rally to respond to him before the next rally so he could prepare the response.

**Action: Graham Kent**

- Christmas rally program. Christmas lunch at the restaurant will cost \$55 and it was agreed that the Club would subsidise \$20 per full member. Brian Bizzill will be asked to talk to the park owners about the possibility of using the hanger area for a get together of all attendees on the Friday night with a possible 1940s/aeronautical theme. It was agreed that gifts to the value of \$10 per person would be exchanged (female members to buy female gift, male members to buy male gift). Participation is optional.

**Meeting Closed:** 12.22pm

**Next Management Committee meeting:** AGM on Saturday 17<sup>th</sup> September 2022 at Golden Ponds with an informal committee meeting to be held on Sunday, 18<sup>th</sup> also at Golden Ponds.

Signed as a true and correct record of the meeting:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Attachments**

Treasurer's Report, Membership Secretary's Report