

Sandgroper Caravanners Inc.
Minutes of Management Committee meeting
held at 23 Kishorn Road, Applecross
Monday 19th October, 2020 at 2pm



In attendance:

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

Apologies:

Helen Schell

Meeting opened: 2:06pm

Helen welcomed everyone to the meeting.

Minutes:

All members had received and read the minutes from the meeting held on 25th July, 2020 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:

- 23.07.20 Email from Lyn Mitchell, requesting information on joining club
- 05.08.20 Email from Sharon Burge, Treasurer's Report for June and July 2020
- 05.08.20 Email from Sharon Burge, Treasurer's package backup for safe keeping
- 09.08.20 Email from Richie Palmer advising of details of Gerry Kerrigan's funeral
- 14.08.20 Email to Brian Bizzill from Maranup Ford Caravan Park thanking Brian for his kind words
- 14.08.20 Email to all members from Margaret Kerrigan thanking Club members for our kind thoughts and attendance at Gerry's funeral
- 19.08.20 Email from Richie Palmer, advising of Delegate meeting scheduled for 16th September, 2020
- 28.08.20 Email from Richie Palmer, travel warning on State Barrier Fence warning for traveler's
- 30.08.20 Email from 18th National Caravan Clubs Rally, Newsletter No. 5
- 02.09.20 Email from Annette Messenger asking how do they become members and when is the next rally.
- 09.09.20 Email from Richie Palmer, reminder of Delegates meeting on 16th September, 2020
- 09.09.20 Email from Gary Fitzgerald, invoice for SSL fees and hosting of the website 9/10/20 to 9/10/21
- 14.09.20 Email from Sharon Burge, back up of Treasurer's files
- 14.09.20 Email from Richie Palmer, Agenda for Delegates Meeting and Draft Business Plan No. 2
- 17.09.20 Email from Brian Adams, Revised Membership Report for 2020 AGM
- 23.09.20 Email from Richie Palmer, Minutes from Delegates Meeting, Draft Business Plan, and Notice of Motion
- 03.10.20 Email from Chris Back thanking Dianne for responding to his call & advising of email addresses

08.10.20 Email from Richie Palmer, WAACCI AGM Notice 2020 and Nomination for Committee Form 2020

Outward:

- 23.07.20 Email to Brian Adams, email from Lyn Mitchell, requesting information on joining club
- 29.07.20 Email to Alan Kirby advising that the Club had purchased 24 white cloth napkins and Di Young is currently holding them
- 30.07.20 Email to all members, advising of AGM on 19th Sep, 2020 and Nomination for Committee Form
- 05.08.20 Email to Committee Members requesting approval to put a notice in the paper for Gerry Kerrigan and send card
- 05.08.20 Email to Roy Lundy advising that 8 Committee members agreed to a notice in the paper & card
- 07.08.20 Email to members from Sharon Burge, Treasurer's Reports for June and July 2020
- 07.08.20 Email to all members, asking if anyone has any items for General Business for the 2020 AGM and requesting nominations for committee
- 10.08.20 Email to all members, details of Gerry Kerrigan's funeral
- 12.08.20 Email from Brian Bizzill to Maranup Ford Caravan Park thanking them for making our Club Rally enjoyable
- 19.08.20 Email to all members advising of Delegates Meeting on 16th September, 2020
- 20.08.20 Email to David & Paula Hiscock from Roy Lundy advising the Committee has granted their 12 months leave of absence
- 21.08.20 Email to Elva Littely from Roy Lundy advising that the Committee has granted her 12 months leave of absence
- 25.08.20 Email to all members, documentation for Sandgroper 2020 AGM
- 30.08.20 Email to all members, 18th National Caravan Clubs Rally, Newsletter No. 5
- 30.08.20 Email to all members, travel warning on State Barrier Fence warning for traveler's
- 01.09.20 Email from Brian Bizzill to Lancelin Caravan Park advising of attendees for our upcoming rally
- 02.09.20 Email to Brian Adams, enquiry from Annette Messenger asking how do they become members and when is the next rally
- 09.09.20 Email to Sharon Burge, invoice for SSL fees and hosting of the website 9/10/20 to 9/10/21
- 14.09.20 Email to all members, Agenda for Delegates Meeting and Draft Business Plan No. 2
- 17.09.20 Email to all members, revised membership Secretary Report for 2020 AGM
- 24.09.20 Email to all members, email from Richie Palmer, Minutes from Delegates Meeting, Draft Business Plan, and Notice of Motion
- 24.09.20 Email to all members, 2020 AGM Minutes
- 03.10.20 Email to Ian Moore & Brian Bizzill advising of potential new member details for Chris Back
- 03.10.20 Email to Chris Back advising that his details had been forwarded onto our Membership Secretary, Ian More & our Rally Coordinator, Brian Bizzill & that they would be in contact in the near future.
- 16.10.20 Email to all members, email from Richie Palmer, WAACCI AGM Notice & Nomination for Committee Form 2020

Inward and outward correspondence moved by, Roy Lundy
Seconded, Ian Moore
Carried

Treasurer's report: - Sharon Burge

The Treasurer's Report was distributed to committee members on 17th October, 2020

- Membership fees paid \$900
- 13 members and 7 Associate members unpaid
- Current account balance, \$2,674.84

- Sharon advised that she has received an email from Graham & Clelia Gough advising of their resignation from the Sandgroppers. They asked for Sharon to give everyone in the club their best wishes.
- Dianne Young advised that she still had an invoice of around \$40 for food items purchased for the AGM.
- The petty cash tin currently has a total of \$45, it was agreed that it should be increased to \$200, that way members could be reimbursed quickly if necessary.
- Helen Schell sent an email to the committee members today with a concern over Sharon Burge's brother doing the Sandgropper review and that it may be considered a conflict of interest.

Helen Bizzill said that it was discussed and minuted at our 2020 AGM and members did not have a problem with this action.

Helen Schell also asked if there would be anyone at Nambung Station to collect funds if Sharon Burge is not available. Cheryl Kent volunteered to collect any funds that members wished to pay to the Club while Sharon Burge is absent from the next 3 rallies. Sharon will provide Cheryl with the petty cash tin, the receipt book and a list of accounts that are still outstanding.

Treasurer's Report moved by, Helen Bizzill
 Seconded, Ian Moore
 Carried

Membership Secretary's report: - Ian Moore

The Membership Secretary's report was distributed to committee members on 18th October, 2020

- Ian Moore advised that the Associate Members have disappeared from our web site in some sections.
Action: Dianne Young
- Sharon Burge to supply Ian Moore with list of Associate Members.
- Ian advised that we had 2 new members joining the club at our next rally at Nambung Station. Ian will not be attending the rally so Brian Adams will arrange to give them their badges and Membership Pack.

Membership Secretary's report moved by, Roy Lundy
 Seconded, Alan Kirby
 Carried

Rally Coordinator's report: - Brian Bizzill

The Rally Coordinator's Report was distributed to committee members on 19th October, 2020

- Helen Bizzill read out the Rally Coordinator's report
- Helen said that the problem with the Green Head Caravan Park is that they have another club booked the same weekend as us. The other club has 20 sites booked and we only have 12 booked which means that we cannot increase our numbers and we think that 12 will not be enough.

Notice of Motion.

Helen Bizzill moved a motion that we move our March 2021 rally from the Green Head Caravan Park to the Big 4 Ledge Point Holiday Park.

Motion seconded by, Sharon Burge
Carried

Action: Brian Bizzill

Rally Coordinator's report moved by, Roy Lundy
Seconded, Cindy Jordan
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.

Action: to be carried, Ian Moore & Helen Bizzill

- David & Paula Hiscock requested an extended leave of absence. 12 months leave of absence was granted by the committee. Roy to write to David and Paula and advise.

Action: Completed

- Elva Littlely is unsure what her attendance will be in the future as Arthur is unwell. Should we consider 12 months leave of absence. 12 months leave of absence was granted by the committee. Roy to write to Elva and advise.

Action: Completed

- The committee discussed club uniforms and it was decided that we would keep the current uniform as they are not very old and it would be unreasonable to ask people to replace them. If new members wanted to order the current jackets or T-shirts, they should be made available. The navy fleecy jackets are available to be ordered as a single item. Roy thinks they are around \$50 each. It was discussed that our current provider of the light blue T-shirts and jackets is in Mandurah and not really convenient. Roy said that the shops were not able to match the current fabric supplied by the Mandurah supplier.

Action: Completed

This meeting

- Kevin Forbes plans on not standing again as the WAACCI President. The AGM is scheduled for November, 2020 and he has volunteered to replace Chris Young as the Club Delegate. Chris Young

would be happy to step in when Kevin is unavailable. Roy suggested that as a Committee we should be directing the Club Delegate when necessary.

Notice of Motion.

Helen Bizzill moved a motion that Kevin Forbes be appointed as the Club's WAACCI delegate.

Motion seconded by Roy Lundy

Carried

- 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: Helen Bizzill

Cheryl Kent suggested that the Club subsidise each member \$15 and the committee all agreed that the subsidy would be \$15 per member and each member to pay \$20.

Notice of Motion.

Roy Lundy moved a motion that our 2020 Christmas lunch at the Back-Beach Café in Bunbury be subsidised by \$15.00 per member.

Motion seconded by, Cheryl Kent

Carried

- 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: Cheryl Kent

- Brian Bizzill has volunteered to play Father Christmas this year at the Café. All agreed.
- 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: Helen Bizzill & Cheryl Kent

- Helen Bizzill said that they visited the Eaton Caravan Park while they were in Bunbury and that it has a nice camp kitchen, it's modern but not a lot of shade. The Parkinsons will be joining us for Christmas lunch and the Wales will be attending the rally and staying in a cabin.
- Helen Bizzill would like the Executive Committee to think about what their job involves and then do a Job Description, preferably in a point by point format and not very long. This can then be made available for members to read and think about taking on that position in the future.

Action: Executive Committee

- 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: Dianne Young

- Venue Officers seem to be an ongoing problem. Ian Moore said that he completed a list a few years ago of members who had recently had a turn. Ian said that he would be happy to arrange a new list. Cindy suggested that we publish the new list in the newsletter and thank the members who have participated.

Action: Ian Moore

- Ian would like to source a new supplier of club name badges. The current supplier is in Midland and he would like to arrange one that is closer. The committee agreed that it was a good idea.

Action: Ian Moore

- Cheryl Kent asked if anyone would object to the Groper Gossip being posted as a blog. It would enable Cheryl to use more photos with better clarity and easier to send. None of the Committee objected.

Action: Cheryl Kent

Meeting Closed: 3:25pm

Next Management Committee meeting: 6th February, 2021 at the Peppermint Beach Caravan Park. Time 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, & Rally Coordinator's Report.