

**Sandgroppers Caravanners Inc.**  
**Minutes of Management Committee meeting**  
**held at Nambung Station**  
**Saturday 22<sup>nd</sup> September, 11am**



**In attendance:**

Ronnie Adams, Helen Bizzill, Ian Fullerton, David Hiscock, Roy Lundy, Ian Moore, Alan Parkinson, Glenda Olesen, and Dianne Young.

**Apologies:**

Clelia Gough

**Meeting opened:** 11.25am

David Hiscock opened the meeting, welcoming all new and old Committee Members and said he was looking forward to the year ahead.

**Minutes:**

Since all committee members had seen and reviewed the minutes of the previous committee meeting, held on 22<sup>nd</sup> May 2018 at Applecross, it would not be necessary for Dianne to read them out. All members agreed that it was a good idea.

**Key matters arising from previous minutes:**

- It was suggested that not all of the incoming advertising needed to be sent out to members. It has become too much and it was agreed that the Club Secretary screen and forward only what is necessary.
- It was also suggested that the inwards & outwards correspondence on the agenda also be screened. All members agreed.

Moved by Ian Moore

Seconded Helen Bizzill

Minutes from previous meeting accepted unanimously

• **Correspondence inwards and outwards**

**Inward:**

- 19/05/18 – Mail – RFDS - request for donation
- 20/05/18 – Email - Alan Parkinson to David Hiscock - re closure of ING Account
- 21/05/18 – Email - Lawry Aarons - advising that he can't commit to rallies at the moment
- 22/05/18 - Email - John Bradley - WAACCI Treasurers report
- 22/05/18 – Mail – Advertising & application for Have a Go Day & Music Extravaganza Concert
- 23/05/18 – Email – Alan Parkinson - information on Nomination Form & Act requirements
- 24/05/18 – Email – Ian Moore to committee - Rally List for 2019
- 25/05/18 – Email - My Expression to Dianne Young - advising corrections to report have been completed
- 25/05/18 – Email – My Expression to Clelia Gough - re “friends” category on web site
- 08/06/18 – Email – John Bradley - Minutes of Club Delegates Meeting dated 23<sup>rd</sup> May 18
- 11/06/18 – Email – John Bradley - draft of the new WAACCI Constitution
- 12/06/18 – Email – John Bradley - WAACCI Caravanswest Update Vol. 20 No 3 May 2018
- 11/06/18 – Email – John Bradley - requesting volunteers for stand at George Day Caravans
- 26/06/18 – Email – Bremer Bay Caravan Park - Advertising

03/07/18 – Email – John Bradley - Registration and Program for Victorian State Rally  
04/07/18 – Email – John Bradley - advising he has 2 couples looking for a club that does mid-week rallies and a couple looking for a club that does off-road/independent camping rallies.  
09/07/18 – Email – John Bradley - advertising Wavcrest Village Park & Ravensthorpe Wildflower Show  
09/07/18 – Email – Helen Schell - advising that she would like to nominate for Committee  
11/07/18 – Email – Rob & Jacqui Groom - advertising a rally from WA to England  
12/07/18 – Email – Belair National Park Holiday Park - advertising  
12/07/18 – Email – Laurie Tyler - resignation from Sandgroper Caravanners Inc.  
13/07/18 – Email – John Bradley - July Agenda for Club Delegates meeting  
13/07/18 – Email – John Bradley - Association bank account balances for Club Delegates  
16/07/18 – Email – Andrew Sandri to Roy Lundy - Event Application for Grimwade rally  
17/07/18 – Email – Roy Lundy - information on changing Grimwade rally to Nambung Station  
19/07/18 – Email – Mary Neale - withdrawal of nomination as treasurer  
19/07/18 – Email – Derek Atkinson - National Rally newsletter No. 7  
19/07/18 – Email – John Bradley - list of Affiliated Club contacts for WAACCI  
20/07/18 – Email – Alan Parkinson to Mary Neal - offering to complete financials for 17/18  
21/07/18 – Email – Linda Haig - enquiry re joining the club  
24/07/18 – Email – Linda Haig - request to join Sandgroppers for 1 night at White Gum Farm  
25/07/18 – Email – Ian Moore - AGM Rally Report, Caravan Club 2018 Rallies and Caravan Rallies 2019  
29/07/18 – Email – Russell McKinnon - requesting hi-res photos from our Gossip for upcoming magazine  
30/07/18 – Email – Gerry & Margaret Kerrigan - resignation from Club  
02/08/18 – Email – John Bradley - WAACCI By-laws and Minutes of Club Delegate Meeting  
02/08/18 – Email – Gary Fitzgerald, My Expression - account for renewal of website hosting  
03/08/18 – Email – John Bradley - re formal motion to adopt the Model Rules for the constitution, a meeting to be held 19<sup>th</sup> September 2018  
08/08/18 – Email – Streaky Bay Islands Caravan Park - introduction to park and things to do nearby  
09/08/18 – Email – Russell McKinnon - advising that Caravan & Camping Magazines are ready for collection  
10/08/18 – Email – John Bradley - WAACCI Update Volume 20 No. 4  
12/08/18 – Email – Brian & Helen Bizzill - apologies for 2018 AGM  
13/08/18 – Email – Allan & June Foote - apologies for 2018 AGM  
14/08/18 – Email – Chittering Visitor Centre - information on Chittering Spring Festival & camping Bindoon  
14/08/18 – Email – Derek Atkinson - requesting Club assistance in the raffle organisation group and asking each club for a donation of prizes to boost the raffle.  
15/08/18 – Email – Alan & Lynne Kirby - apologies for 2018 AGM  
20/08/18 – Email – Gary Fitzgerald to Clelia Gough - reply to errors on web site  
21/08/18 – Email – John Bradley to Club Secretaries - updated list of Affiliated Club Contacts  
21/08/18 – Email – Alan Parkinson - re Associate Membership and Constitution  
22/08/18 – Email – John Bradley - requesting volunteers for Mini Caravan Expo Gnangara  
23/08/18 – Email – Associations & Charities Branch - advising that there is less than 12 months left for clubs to update their rules & meet the new requirements  
26/08/18 – Email – Alan Kirby - suggesting that we donate our subscription addition of \$10 to farmers for the drought instead of RFDS this year  
27/08/18 – Email – Alan Parkinson - re bank signatories for club  
30/08/18 – Email – Colemine Beach Holiday Park - invitation to come and stay in Walpole  
07/09/18 – Email – Ron Halse - requesting information on rallies that may have onsite accommodation  
09/09/18 – Email – Sharon Jasper - enquiry re joining club  
10/09/18 – Email – John Bradley - information for reporting responsibilities from incorporated clubs  
16/09/18 – Email- Roy & Maureen Lundy - requesting email be sent to members re Nambung Country Music Muster

## Outward:

- 20/05/18 – Email - David Hiscock to Alan Parkinson re closure of ING Account
- 21/05/18 – Email - David Hiscock to Alan Parkinson re closure of ING Account
- 23/05/18 – Email - Dianne Young to Peter Neale & Chris Young copy of WAACCI Treasurers report
- 23/05/18 – Email - Dianne Young to Robin & Di Ashford confirming leave of absence has been approved
- 23/05/18 – Email - Dianne Young to Ian Moore advising of rallies selected for 2019
- 23/05/18 – Email - Dianne Young to Lawry Aarons wishing him best of luck & see him at future rallies
- 24/05/18 – Email – Dianne Young to all members advertising & application Have a Go Day & Music Concert
- 24/05/18 – Email – Dianne Young to Committee Members, Next of Kin List to be kept in caravan
- 25/05/18 – Email – Dianne Young to David Hiscock information from Alan Parkinson on Nomination Form & Act requirements
- 25/05/18 – Email – Dianne Young to My Expression requesting corrections to list for Rally Registrations & Emergency Contacts
- 25/05/18 – Email – Clelia Gough to My Expression requesting changes to “friends” category on web site
- 26/05/18 – Email – Clelia Gough to My Expression re “Friends” category on website
- 01/06/18 – Email – Ian Moore to members attending Ballidu advising that there is no venue officer for rally
- 05/06/18 – Email – Clelia Gough to My Expression advising members were having trouble signing into web
- 10/06/18 – Email – Dianne Young to all members Minutes of Club Delegates Meeting dated 23<sup>rd</sup> May 18
- 13/06/18 – Email – Dianne Young to Club Delegates & Committee draft of the new WAACCI Constitution
- 13/06/18 – Email – Dianne Young to all members Caravanswest Update Volume 20 Nol. 3 May 2018
- 13/06/18 – Email – Dianne Young to all members requesting volunteers for stand at George Day Caravans
- 07/07/18 – Email – Gary Fitzgerald advising that Ian Moore cannot access web site as Co-Ordinator
- 07/07/18 – Email – Dianne Young to Ian Moore advising his password has been reset
- 09/07/18 – Email – Roy Lundy to Andrew Sandri, District Officer Forestry, requesting information on holding a rally in the forest
- 09/07/18 – Email – Ian Moore to all members, Rally updates
- 12/07/18 – Email – Dianne Young to Ian Moore advertising from Bremer Bay Caravan Park
- 12/07/18 – Email – Dianne Young to all members Registration & Program for Victorian State Rally
- 12/07/18 – Email – Dianne Young to all members advertising Wavcrest Village Park
- 12/07/18 – Email – Dianne Young to Helen Schell sent Nomination Form for Committee
- 12/07/18 – Email – Dianne Young to all members advertising rally from WA to England
- 12/07/18 – Email – Dianne Young to all members advertising Belair National Park Holiday Park
- 13/07/18 – Email – Dianne Young to Club Delegates July Agenda
- 13/07/18 – Email – David Hiscock to Laurie Tyler acknowledgement of resignation
- 13/07/18 – Email – Dianne Young to Club Delegates Association bank account balances
- 15/07/18 – Email – Dianne Young to all members, advising of AGM and asking if anyone had any items for agenda
- 16/07/18 – Email – Clelia Gough to all members re programme for WhiteGum Farm
- 19/07/18 – Email – Dianne Young to all members, National Rally newsletter No. 7
- 19/07/18 – Email – Ian Moore to all members notice that OBT to Grimwade has been changed to Nambung Station
- 22/07/18 – Email – Dianne Young to Linda Haig list of planned rallies for 2018
- 22/07/18 – Email – David Hiscock to Alan Parkinson thanking him for assisting with financials for 17/18
- 24/07/18 – Email – Dianne Young to Linda Haig information and programme on WhiteGum Farm
- 25/07/18 – Email – Dianne Young to all members, Notice of AGM & relevant reports
- 25/07/18 – Email – Dianne Young to John Bradley advising our details on WAACCI list are now correct
- 30/07/18 – Email – Clelia Gough to all members information on rally at WhiteGum Farm
- 31/07/18 – Email – Clelia Gough to all members attending WhiteGum Farm requesting RSVP's to breakfast
- 31/07/18 – Email – Dianne Young to all members 2018 Rally Coordinator's Report, Report on 2018 & 2019 rallies
- 31/07/18 – Email – Dianne Young to Alan Parkinson ING Statement
- 01/08/18 – Email – Clelia Gough to all members requesting RSVP's for breakfast at WhiteGum Farm

02/08/18 – Email – Dianne Young to Mary Neale and Alan Parkinson, account for website hosting  
12/08/18 – Email – Dianne Young to all members Caravanswest Newsletter Volume 20 Nol. 4  
12/08/18 – Email – Dianne Young to all members information on new caravan park at Streaky Bay  
12/08/18 – Email – Dianne Young to all members WAACCI By-laws and Minutes of Club Delegate Meeting  
12/08/18 – Email – Dianne Young to Russell McKinnon advising that I will collect magazines from Leeming  
15/08/18 – Email – Dianne Young to all members information on Chittering Spring Festival & camping Bindoon  
19/08/18 – Email – Clelia Gough to Gary Fitzgerald re issues on the Sandgroper web site  
19/08/18 – Email – Clelia Gough to Gary Fitzgerald further information on Sandgroper web site  
20/08/18 – Email – Clelia Gough to Gary Fitzgerald response to problems on web site  
21/08/18 – Email – Clelia Gough to all members requesting photos for the web site  
21/08/18 – Email – David Hiscock to Ian Fullerton thanking Ian for taking the position of Rally Coordinator  
21/08/18 – Email – David Hiscock to Alan Parkinson thanking Alan for taking the position of Treasurer  
22/08/18 – Email – Dianne Young to all members 2018 AGM Minutes  
24/08/18 – Email – Clelia Gough to committee Sandgroper Club Member Details  
27/08/18 – Mail – Alan & Rheta Parkinson, sympathy card  
27/08/18 – Mail – Kel & Glenda Olesen, sympathy card  
28/08/18 – Email – Dianne Young to Alan Kirby advising that David Hiscock will be notified of his suggestion for our additional \$10 donation fee to be paid to farmers instead of RFDS  
28/08/18 – Email – David Hiscock to Alan Parkinson re bank signatories, fee increases, & accounting software  
28/08/18 – Email – Dianne Young to all members requesting volunteers for Mini Caravan Expo Gnangara  
28/08/18 – Email – Dianne Young to Committee re adoption of the Model Rules for the constitution, a meeting to be held 19<sup>th</sup> September 2018  
31/08/18 – Ian Moore to Gingin Road House re holding a rally April 2019  
31/08/18 – Ian Moore to all members information on dates for the Binningup Rally  
31/08/18 – Ian Moore to Committee information on Christmas Buffet Lunch at Cervantes Country Club  
07/09/18 – Email – Dianne Young to Ron Halse information on rallies that has onsite accommodation  
10/09/18 – Email- Dianne Young to Clelia Gough enquiry from Sharon Jasper re joining club  
13/09/18 – Email – Ian Moore to Shire of Harvey permit for our club to camp on the Yarloop Oval  
16/09/18 – Email – Dianne Young to all members information on the Nambung Country Music Muster  
18/09/18 – Email – Dianne Young to all members information on Colemine Beach Holiday Park

Inward and outward correspondence moved by Ronnie Adams  
Seconded Ian Moore  
Inward and outward correspondence accepted unanimously

- **Treasurer's report:** - Alan Parkinson tabled report dated 18/09/18
  - Our current net assets \$5,546.61
  - Maureen had reported stock numbers and advised that some items should not be reordered as members were not interested in purchasing them.
  - Alan reported that the RFDS had not been paid for last year and advised that he would arrange payment.
  - Our \$10 per member donation will go to the RFDS again this year as per AGM decision. It had been suggested that we donate it to the farmers this year to help with drought relief.

Treasurer's report moved by Glenda Olesen  
Seconded Ronnie Adams  
Treasurer's report accepted unanimously

- **Membership Secretary's report:** - Prepared by Clelia Gough and read by Dianne Young
  - It was requested that the Membership Secretary report on current member numbers and possible new member numbers at each meeting.

Membership Secretary's report moved by Helen Bizzill  
 Seconded Glenda Olesen  
 Membership Secretary's report accepted unanimously

- **Rally Coordinator's report:** - Ian Fullerton
  - Glenda read out Clelia Gough's comments.
  - Helen & Brian Bizzill and Ian & Beth Moore went to Cervantes and spoke about a \$40 lunch and Ian spoke to the ex-manager re an evening meal. Ian is waiting on a price from the pub but thinks that it will not be suitable for the Club.
  - A discussion took place over this year's Christmas gift and it was decided that it would remain the same as last year, 1 per van to the value of \$20.00 and it should be edible or usable.
  - Ian Fullerton thanked Ian Moore for his help with the hand over and said that 2020 could be an interesting year. He has just ordered the latest Wikicamps and will use it for additional information.
  - Ian Moore said that we needed to make a decision on meals at Golden Ponds.
  - A discussion took place of next year's AGM at it was decided that it would be held at Golden Ponds.

Rally Coordinator's report moved by Glenda Olesen  
 Seconded David Hiscock  
 Rally Coordinator's report accepted unanimously

- **General business:** -

Matters arising from 2018 AGM

- Chris Young has purchased 2 lock boxes that may be suitable to use on caravans. He will show them to members and if required he can purchase more.
- It was suggested that the President had a lock box on his caravan so that members had access to the defibrillator.
- Rather than reduce rallies in winter it was suggested that we hold a rally with another club.
- A discussion took place over Club winter lunches in lieu of rallies. We were reminded that we are a Caravan Club and should stick to caravanning.
- WAACCI have now adopted the Department of Commerce Model Rules. Alan Parkinson has been thru the Department Model Rules and our club rules. Roy Lundy has discussed the Model Rules with Kevin Forbes and said we need to see if we can put by-laws in place to cover our club rules. We may need to hold a Special General Meeting to change the Sandgroper Constitution.

**Notice of Motion**

Helen Bizzill proposed a motion that we nominate a small committee to work on amendments. The small committee to consist of David Hiscock, Alan Parkinson and Roy Lundy and others should the committee decide.

Motion seconded Glenda Olesen

Motion accepted unanimously

- Our Associate Membership/Friends of the Club needs to be put forward as a motion and passed. It needs to be written into our Constitution or as an amendment. It should not be used now. Alan Parkinson will arrange an amendment and at the moment our list of Friend's is informal.
- Alan Parkinson suggested that the Club have a review each year rather than an audit. We can then put into our Model Rules that we can call for an audit if necessary.

Outstanding action list from previous meeting

- Alan Parkinson has been into the Westpac Bullcreek and he has not been taken off the bank authorisation. Mary is to be taken off and David, Helen and Dianne are now on the list. **Action completed.**
- Website – Changes to wording on home page. **Action Clelia, David and Dianne**
- Asset and Inventory List to be provided to Committee. **Action Alan**
- Clelia has been nominated to authorise information for Dept. of Mines, Industry Regulation & Safety. **Action Dianne**
- Emergency contact details for members, each committee member should have a list kept in their van. **Sent 24.5.18 and 13.8.18 Action completed.**
- Dianne tabled a report from Ian with a list of Rally suggestions for 2019. Dianne to report to Ian with the results. **Sent 23.5.18 Action completed.**
- Dianne to write to Robin & Di Ashford to inform them that their 12 months leave of absence has been granted. **Sent 23.5.18 Action completed.**

This meeting

- National Rally requesting club participation in raffle organization and donation of prizes
- Helen Bizzill suggested that the Club purchase a flag pole. It was agreed that it would be a good idea and Helen said that Brian Bizzill would arrange the purchase.

Future Committee Meetings and 2019 AGM

- To be held at November, February, May and July rallies. Our next AGM is to be held at Golden Ponds, September 2019.

- **Meeting closed:** 12:20pm
- **Next Management Committee meeting:** Cervantes Friday 30<sup>th</sup> November 3pm

Signed as a true and correct record of the meeting: \_\_\_\_\_

Date: \_\_\_\_\_