

Sandgropers Caravanners Inc.
Minutes of Management Committee meeting
held at 23 Kishorn Road, Applecross
Wednesday 25th September 2019



In attendance:

Brian Adams, Sharon Burge, Thelma Forbes, David Hiscock, Cindy Jordan, Roy Lundy, Helen Schell and Dianne Young

Apologies:

Ian Fullerton, Alan Kirby

Meeting opened: 7:10pm

David opened the meeting and welcomed the new Committee members, and past Presidents and acknowledged the work of the previous Committee . He said that today is a good opportunity to think about our agenda for the year ahead and if anyone had anything they wanted to raise, now is the time to table it.

Minutes:

As all members had received and read the minutes from the meeting held on 20th August 2019 they were approved as correct.

Moved by, Helen Schell

Seconded, Dianne Young

Minutes from previous meeting accepted unanimously

Key matters arising from minutes:

Cindy Jordan took her name badge to a jeweler to see if it were possible to have holes drilled and he will let her know by the end of this week.

There was a discussion about pro rata fees to be charged to new members and David Hiscock said that he believes new members should be charged \$18.75 per quarter which is a quarter of the annual fee. All members agreed.

Notice of Motion

- David Hiscock proposed a motion to draft a Bylaw to say that new members be charged for each full quarter that is remaining prior to 30th June and for the quarter that they have joined. The draft Bylaw will be circulated to members when complete.

Motion seconded by Sharon Burge. Carried.

Correspondence:

Inward:

- 06.08.19 Email from Derek Atkinson, National Rally Newsletter No. 19
- 27.08.19 Email from John Bradley, Program of Events at Bruce Rock in Oct 19
- 31.08.19 Email from Derek Atkinson, National Rally Newsletter No. 20 & birdwatching around Albany
- 09.09.19 Email from WAACCI, Agenda for Delegates meeting, BIZ Plan & Draft Business Plan
- 14.09.19 Email from John Bradley, WAACCI Agenda for Delegates meet, Treasurer's Report & Motion

Outward:

- 02.08.19 Email to all members, National Rally Newsletter No. 19
- 29.08.19 Email to all members, 2019 AGM Reports, New Model Rules & Bylaws
- 03.09.19 Email to all members, National Rally Newsletter No. 20 & birdwatching around Albany
- 09.09.19 Email to all members, 2019 AGM Membership Secretary Report
- 16.09.19 Email to all members, WAACCI Agenda for Delegates meeting, Treasurer's Report & Motion
- 16.09.19 Email to all members, WAACCI Agenda for Delegates meeting, BIZ Plan & Draft Business Plan
- 17.09.19 Email to all members, 2019 AGM Minutes
- 18.09.19 Email to all members, Program of Events at Bruce Rock in Oct 19

Inward and outward correspondence moved by, Roy Lundy

Seconded, Brian Adams

Inward and outward correspondence accepted unanimously

Treasurer's report: - Sharon Burge

- Sharon has received the Treasurer's file from Alan Parkinson, downloaded it and is happy with the program. Sharon said that there are some discrepancies in addresses and email addresses when she compared her program to the Sandgroper website. Dianne Young to supply Sharon with list of current member names, addresses and email addresses.

ACTION: Dianne

- Sharon said that she backs up our accounting program regularly but thinks that the club should have a copy on file. David said that it was a good idea and it should be part of our procedures. Sharon will send the Club Secretary an attachment of the file on a regular basis.
- David advised that our current bank balance is \$2,727.18. Sharon is going to send out accounts for membership fees and that will give us another \$1,950.00. Accounts claimed this meeting, \$40.00 for Domain Renewal for 2 years, \$110.00 for a cake for our 20th anniversary lunch, \$1,239.20 for deposit and expenses for our 20th Anniversary lunch. Roy Lundy moved that the accounts be paid, seconded, David Hiscock. Carried
- David Hiscock to contact the Westpac Bank and enquire about the process to have Sharon Burge added to our signatories, ensure that Roy Lundy is still on the signatory list and remove Alan Parkinson and Helen Bizzill from the list.

ACTION: David

Treasurer's report moved by, Roy Lundy

Seconded, Dianne Young

Treasurer's report and Financial Review accepted unanimously

Membership Secretary's report: - Brian Adams

- Brian has been contacted by Peter and Cheryl Watson re joining the Club. He has sent them an introductory letter, information on rallies and told them to feel free to call him for any more information.
- Brian gave Dianne Young the photo albums from the 20th Anniversary lunch to store with the Secretarial files.
- At the 20th Anniversary Lunch Brian received payments from David & Janet Currow and Anne Boan & Anton Riegger to join the club as Associate Members. The committee had a discussion about the Associate Member category and the Bylaws relating to the category. It was decided that David and Janet Currow did not qualify to be Associate Members, however they do qualify to be full members.

Notice of Motion

- Helen Schell moved a motion that under the Bylaws, David and Janet Currow did not qualify to be Associate Members.

Motion seconded by Roy Lundy. Carried.

- Brian Adams will speak to David and Janet Currow. **ACTION:** Brian

Notice of Motion

- Helen Schell moved a motion that Associate Members cannot bring a caravan to a rally.

Motion seconded by Dianne Young. Not carried

- Brian has arranged a new introductory letter to be sent to Associate Members. It outlines that fees are \$10 each per annum and this fee covers insurance from WAACCI.
- In the future if an Associate Member attends a rally, they must sign the Attendance book. The attendance book is for insurance purposes.
- Brian is drafting a letter to send to previous members advising them of our Associate Membership and inviting them to join. Draft will be circulated to committee prior to sending out.

Membership Secretary's report moved by, Dianne Young

Seconded, Helen Schell

Membership Secretary's report accepted unanimously

Rally Coordinator's report:

- Helen Schell has sent a list of suggestions for rallies in the north to Ian Fullerton and David Hiscock. Helen said that there is currently one 1 rally in the north next year and most of the other rallies in the south. Helen would like to see an OBT on the rally list for next year or at least a semi OBT. Thelma Forbes suggested that Helen nominate a park that would be suitable for an OBT. Roy Lundy suggested Chittering Hall. Helen suggested Henry White Camp Grounds in the Yanchep National Park.

ACTION: Ian

- Cindy and Barry Jordan would like to coordinate the August 2020 rally in Nannup with Graham and Cheryl Kent.

ACTION: Dianne

- The meeting was advised that there was a discrepancy with the May 2020 rally. The website has Lake Navarino listed but the report received at the AGM lists Guilderton. Dianne Young to speak to Ian and sort out.

ACTION: Dianne

- Dianne Young has received an email from the Southern Stars Caravan Park re deposits for our Christmas rally 2020. The deposit required is \$100 per booking and our site will be held until 1st November 2020. It was decided that it is far too early to ask members to pay a deposit and we would leave it until mid next year. Dianne to send Ian Fullerton a copy for his information.

ACTION: Dianne, May next year

General business:

- Dianne Young presented the members with 2 suggestions for Christmas lunch, including venues, menu's and prices. The first being The Local Hotel in South Fremantle and The Esplanade Hotel in Fremantle. It was decided that we go to the The Local Hotel but Dianne will need to arrange if possible, an alternate drop for entrée. The current cost is \$45.00 per person but we are prepared to pay up to an extra \$5.00 per person for the alternate drop.

Notice of Motion

- Helen Schell moved a motion that we go to The Local Hotel in South Fremantle and the Club pay a subsidy of \$20.00 per person.

Motion seconded by Dianne Young. Carried.

- Christmas Gifts. Thelma Forbes would like to have a separate gift this year for guys and girls. After a discussion on playing Bad Santa and costs, it was decided that this year's theme would be "socks n chocs". If each caravan could supply one gift for another caravan, with a maximum spend of \$20, and if the gift could be, socks, chocolates or socks & chocolates. When Christmas lunch arrangements have been finalised, Dianne Young is to send an email to all members with details of this year's Christmas gift and lunch.

ACTION: Dianne

- Christmas Program. Dianne had started a Program for our Christmas rally, it was decided to add Bingo, a combined BBQ dinner, a games night and a few other points of interest as suggestions to attend.

ACTION: Dianne

- Being close to 10pm the committee decided that the last 3 items under General Business being, 1. Property Officer, 2. Sandgroper T Shirts/Uniforms and 3. Club values and behaviors would be moved to our next meeting to discuss.

Meeting Closed:

- 9:55pm

Next Management Committee meeting:

- Woodman Point Caravan Park. Friday 29th November at 3pm

Signed as a true and correct record of the meeting:

President

Secretary

Date

Date

Attachments