

**Sandgroper Caravanners Inc.**  
**Minutes of Management Committee meeting**  
**held at 23 Kishorn Road, Applecross**  
**on Thursday 26<sup>th</sup> August 2021 at 1:30pm**



**In attendance:**

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

**Apologies:**

Nil

**Meeting opened:** 1:36pm

**Minutes:**

All members had received and read the minutes from the meeting held on Saturday 3<sup>rd</sup> April 2021, the Resolution emailed on 12<sup>th</sup> May 2021 and the Resolution emailed on 11<sup>th</sup> August 2021. The minutes and emails were approved as correct.

**Key matters arising from minutes:**

Helen Bizzill mentioned the resignation letter from Frank & Janice Alilovic received on 7<sup>th</sup> April 2021. Helen advised that Frank & Janice were upset that they no longer had access to the Sandgroper Website and that they may have had their access removed prior to 30<sup>th</sup> June 21. Ian apologised and said that they may have had their access taken prior to the 30<sup>th</sup> June but he could not be sure. Ian said that he would send Frank & Janice a list of their past rallies.

Helen Bizzill asked the committee if they thought Frank and Janice qualified to become associate members. The committee all agreed that they did not qualify to become associate members but would be welcome to rejoin the club as full members.

A discussion took place over resigned members having access to the website and it was decided that the website was only for current members to access.

Minutes and emails moved by, Sharon Burge

Seconded, Ian Moore

Carried

**Correspondence:**

**Inward:**

- 01.04.21 Email from Pioneer Challenge, March Newsletter
- 06.04.21 Email to Wayne at Ledge Point Holiday Park thanking him for accommodating us in March
- 06.04.21 Email to Wickepin Shire thanking them for accommodating us at our Easter rally
- 06.04.21 Email to all members from Helen Bizzill, reminder to do 3 rallies per year
- 07.04.21 Email from Cameron & Denise Coldwell, completed Membership Application
- 07.04.21 Email from Frank & Janice Alilovic, resignation from Club
- 10.04.21 Email from Peter & Margaret Celenza thanking the club for making them welcome & comradeship
- 30.04.21` Email from Richie Palmer, Bulletin No. 2 & registration form for State Rally.

- 04.05.21 Email from Richie Palmer, Minutes of Delegates Meeting held 24<sup>th</sup> March 2021
- 04.05.21 Email from Pioneer Challenge, April Newsletter
- 04.05.21 Email from Lisa & Alex Manalis, membership enquiry
- 11.05.21 Email from Laurie Tyler to Helen Bizzill advising that he has been ill & may not be able to complete his 3 rallies per year & he will be unable to fulfil the role of acting venue officer in Aug 21
- 13.05.21 Email from Laurie Tyler requesting 12 months Leave of Absence due to ill health
- 13.05.21 Email from Syd & Jacque Adams, completed Membership Application & Nomination Forms
- 13.05.21 Email from Richie Palmer, Agenda for Delegates Meeting due to be held 19<sup>th</sup> May 2021
- 23.05.21 Email from Ashley Hams, an invitation to all club members to attend the State Rally 2021
- 28.05.21 Email from 18<sup>th</sup> National Caravan Clubs Rally 2022, May 2021 newsletter
- 31.05.21 Email from The West Australian Newspaper, confirmation of death notice for Alan Parkinson
- 01.06.21 Email from Pioneer Challenge, May Newsletter
- 10.06.21 Email from Richie Palmer, Association of Caravan Clubs SA May 21, The Journal
- 12.06.21 Email from Michelle, enquiring about membership on behalf of her parents
- 14.06.21 Email from Richie Palmer, Minutes of Delegates Meeting held 19<sup>th</sup> May 2021
- 16.06.21 Email from Richie Palmer, corrected Minutes of Delegates Meeting held 19<sup>th</sup> May 2021
- 18.06.21 Email from Cheryl Fatti, completed Membership Application and Nomination Form
- 26.06.21 Email from Richie Palmer, policies on Public Liability Insurance
- 29.06.21 Email from Richard Palmer advising of passing of Derek Atkinson
- 29.06.21 Email from Coast to Coast advising of Suburban HWS important product notice
- 30.06.21 Email from Richie Palmer, WA Caravan & Camping Magazine, July 2021
- 01.07.21 Email from Pioneer Challenge, July Newsletter
- 03.07.21 Email from Richard Palmer, details of funeral for Derek Atkinson
- 06.07.21 Email from Richie Palmer, State Rally Bulletin No 3 and Registration Form
- 06.07.21 Email from Associations & Charities Branch, Newsletter, Issue 28
- 09.07.21 Email from Richie Palmer, information from John Bradley new caravan park in Pinjarra
- 10.07.21 Email from Chris Young to Helen Bizzill re water and dump point at State Rally
- 11.07.21 Email from 18<sup>th</sup> National Caravan Clubs Rally 2022, 12<sup>th</sup> Newsletter
- 11.07.21 Email from Ashley Hams to Helen Bizzill reply on dump point and water at State Rally
- 21.07.21 Email from Richie Palmer, list of revised Delegates & Committee meeting dates for 2021
- 22.07.21 Email from Ashley Hams to Helen Bizzill re update on water & dump point at State Rally
- 25.07.21 Email from Richie Palmer amended copy of ACCWA by-laws for consideration
- 28.07.21 Email from Hopetoun Beachside Caravan Park, inviting Sandgroppers to stay
- 30.07.21 Email from Richie Palmer, update, and reminder for State Rally October 21
- 30.07.21 Email from Richie Palmer, Agenda for Delegates Meeting to be held on Wednesday 4<sup>th</sup> August 21
- 31.07.21 Email to Helen Bizzill from Ashley Hams re dump point for State Rally in October
- 31.07.21 Email from 18<sup>th</sup> National Caravan Clubs Rally 2022, Newsletter No. 13
- 01.08.21 Email from Pemberton Caravan Park, inviting Sandgroppers to come and stay with them
- 09.08.21 Email from Chris Young advising that he will be putting forward a motion at our 2021 AGM to limit the number of caravans in the club from 40 to 30
- 10.08.21 Email from Richie Palmer, Rally Expenditure Form & Minutes of Delegates Meeting held 4<sup>th</sup> Aug 21
- 15.08.21 Email from My Expression, account for domain, hosting, and SSL for 1 year
- 15.08.21 Email from Shire of Dowerin, advertisement for wildflower tour on 18<sup>th</sup> September 21
- 17.08.21 Email from Pioneer Challenge announcing the appointment of Peter Kenyon as Patron

### **Outward:**

- 07.04.21 Email to Ian Moore, Sharon Burge & Brian Bizzill, completed Membership Application form from Cameron & Denise Coldwell
- 07.04.21 Email to all members, Pioneer Challenge, March Newsletter
- 08.04.21 Email to all members, Minutes of Sandgropper Committee Meeting dated 3<sup>rd</sup> April 2021
- 10.04.21 Email to all members, information & registration information on State & National rallies
- 13.04.21 Email to all members, Update to Bylaws, Version No. 6

- 04.05.21 Email to Ian Moore, membership enquiry from Lisa & Alex Manalis
- 05.05.21 Email to all members, Minutes of Delegates Meeting held 24<sup>th</sup> March 2021
- 05.05.21 Email to all members, Pioneer Challenge, April Newsletter
- 10.05.21 Email to Syd & Jacquie Adams, Membership Application & Nomination form to be completed
- 12.05.21 Email to Laurie Tyler from Helen Bizzill advising that he could apply for leave of absence & that Helen would ask Brian Bizzill to organise another member to do the venue officer role at our August rally. Helen also said that on behalf of members she wished him a speedy recovery.
- 13.05.21 Email to all members, Bulletin No. 2 & registration form for State Rally Oct 2021
- 14.05.21 Email to Ian Moore & Sharon Burge, completed Membership Application & Nomination Forms from Syd & Jacquie Adams
- 14.05.21 Email to all members, Agenda for Delegates Meeting due to be held 19<sup>th</sup> May 2021
- 14.05.21 Email to all members, reminder to register for the National Rally and information on the rally
- 20.05.21 Email to Pam Foulds, State Rally Registration Form from John & Sue Moriarty
- 24.05.21 Email to all members, an invitation from Ashley Hams to attend the State Rally 2021
- 27.05.21 Email to all members advising that Alan Parkinson had passed away
- 28.05.21 Posted a sympathy card to Rheta Parkinson and family
- 29.05.21 Email to all members advising of Alan Parkinson's funeral details
- 29.05.21 Email to all members, from 18<sup>th</sup> National Caravan Clubs Rally 2022, May 2021 newsletter
- 15.06.21 Email to Peter & Cheryl Fatti from Ian Moore, Membership Application & Nomination Form
- 15.06.21 Email to Ian Moore, email from Michelle, enquiring about membership on behalf of her parents
- 15.06.21 Email to Michelle, thanking her for her enquiry and advising her I have forwarded it onto our Membership Secretary.
- 15.06.21 Email to all members, Minutes of Delegates Meeting held 19<sup>th</sup> May 2021
- 15.06.21 Email to all members, Pioneer Challenge May 21 Newsletter
- 15.06.21 Email to all members, Association of Caravan Clubs SA May 21, The Journal
- 15.06.21 Email to all members, an invitation from Ashley Hams to attend the State Rally 2021
- 17.06.21 Email to all members, corrected Minutes of Delegates Meeting held 19<sup>th</sup> May 2021
- 20.06.21 Email to Ian Moore & Sharon Burge, completed Membership Application & Nomination form from Peter & Cheryl Fatti
- 06.07.21 Email to all members, email from Richard Palmer advising of passing of Derek Atkinson
- 06.07.21 Email to all members, copies of Public Liability Insurance from ACCWA
- 06.07.21 Email to all members from Pioneer Challenge, July Newsletter
- 06.07.21 Email to all members, email from Richie Palmer with details of funeral for Derek Atkinson
- 06.07.21 Email to all members, WA Caravan & Camping Magazine, July 2021
- 06.07.21 Email to all members, advice on Suburban HWS important product notice
- 06.07.21 Email to Sharon Burge, invoice for ACCWA Public Liability Insurance
- 08.07.21 Email to all members, State Rally Bulletin No. 3, and Registration Form
- 11.07.21 Email to Ashley Hams from Helen Bizzill re dump point and water at State Rally
- 13.07.21 Email to all members, 18<sup>th</sup> National Caravan Clubs Rally 2022 12<sup>th</sup> Newsletter
- 13.07.21 Email to all members, information from John Bradley on a possible new caravan park in Pinjarra
- 13.07.21 Email to Helen Bizzill, Associations & Charities Branch, Newsletter Issue 28
- 13.07.21 Email to Sharon Burge, completed Membership Application & Nomination Form from Peter & Cheryl Fatti
- 02.08.21 Email to Jason Wallinger from Pemberton Caravan Park thanking him for the invite to his park.
- 02.08.21 Email to Brian Bizzill, email from Pemberton Caravan Park
- 02.08.21 Email to all members, Agenda for Delegates Meeting to be held on Wednesday 4<sup>th</sup> August 21
- 03.08.21 Email to all members, update, and reminder for State Rally October 21
- 03.08.21 Email to Hopetoun Beachside Caravan Park thanking them for the invite & information on their park.
- 03.08.21 Email to Brian Bizzill, invite from Hopetoun Beachside Caravan Park inviting Sandgroppers to stay
- 03.08.21 Email to all members from 18<sup>th</sup> National Caravan Clubs Rally 2022, Newsletter No. 13
- 03.08.21 Email to all members, list of revised Delegates & Committee meeting dates for ACCWA

- 03.08.21 Email to Helen Bizzill, amended copy of ACCWA by-laws for consideration
- 08.08.21 Email to all members, notice of 2021 AGM and nomination form
- 08.08.21 Email to Ian Fullerton from Helen Bizzill advising that new membership is currently suspended & is due to be reviewed at our AGM in September.
- 10.08.21 Email to all members, Rally Expenditure Form & Minutes of Delegates Meeting held 4<sup>th</sup> Aug 21
- 10.08.21 Email to all members advising that Job Descriptions are now available to view on our website and a reminder with details of our 2021 AGM and a Nomination Form attached
- 14.08.21 Email to all members, information on 2021 AGM including 11 attachments
- 15.08.21 Email to Sharon Burge account for domain, hosting, and SSL for 1 year
- 16.08.21 Email to all members, advertisement from Shire of Dowerin wildflower tour on 18<sup>th</sup> Sept 21
- 16.08.21 Email to Diane Hatwell thanking her for the information on the wildflower tour & advising that I have forwarded the information to our members
- 22.08.21 Email to all members from Pioneer Challenge announcing the appointment of Peter Kenyon

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 22<sup>nd</sup> August 2021

- The current bank balance is \$1,668.11
- \$500 to be paid for the hall hire at Bindoon

Treasurer's Report moved by, Helen Bizzill  
 Seconded, Cheryl Kent  
 Carried

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

- Ian has emailed a list of current members, including Peter & Cheryl Fatti, to all committee members
- A list of rally hosts for the past 3 years was tabled
- Ian will email Frank & Janice Alilovic a list of their rally history
- Dianne advised that Michael & Pam Brown no longer wished to join the club and they can now be taken off the waitlist

Membership Secretary's report moved by, Sharon Burge  
 Seconded, Cindy Jordan  
 Carried

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

- Helen Bizzill advised that she and Brian visited Lower Chittering Hall to look at the site that has been arranged for our June 2022 rally. A children's playground has been built on the site which has reduced the area for caravans. The site is no longer suitable as it is too small for our club. A new destination needs to be sourced.

Rally Coordinator's report moved by, Dianne Young  
 Seconded, Helen Bizzill  
 Carried

## General business: -

### Previous meeting

- Helen Bizzill and Ian Moore have discussed new membership and Helen put forward a proposal that new members attend 3 rallies and then become a member at the 4<sup>th</sup> rally. The Committee discussed what the best options would be moving forward as a Club. It was decided that the following process would be the best option for the future.
  - 1) The process starts with an invitation to participate in 4 rallies of their choice. If a new member attends a second rally and shows interest in joining the Club, they will be given a Nomination Form and an Application Form for them to complete and pay their nomination fee. When this paperwork has been completed, they will be required to send the completed forms to the Secretary who will then forward copies to, the Membership Secretary, the Treasurer, and the Rally Coordinator.
  - 2) After attending their third rally and receiving Committee approval, they will be presented with their membership badge and welcome pack at their fourth rally.
  - 3) This process must be completed within 9 months of their first rally. If a visitor fails to do 4 rallies in 9 months their position in the Club will not be held and the position will be offered to the next wait listed member.

Helen Bizzill will work with Ian Moore to fine tune the Nomination and Application Forms. Dianne Young will discuss with Helen Bizzill and update the website.

**Action: Completed**

- The Executive Committee job descriptions have been completed. The Membership Secretary's job description still needs to be completed and when this is completed and approved by Helen Bizzill, Dianne Young will display them on our website on the same page as the Constitution and By-Laws.

**Action: Completed**

- Roy Lundy spoke about the ACCWA bank balances and queried if they are all in term deposits. Helen has asked Roy to write to Ashley Hams, President.

**Action: Roy Lundy – carried**

- The Committee approved that Draft No. 1 be circulated to all members to make everyone aware that they will be required to attend the minimum three rallies per year in the future.

**Action: Completed**

- The Committee approved that with one addition, Draft No. 2 be emailed to Peter and Margaret Celenza advising that their membership will lapse.

#### **Addition**

that their membership will lapse on 30<sup>th</sup> June 2021 as per the Club's By-laws.

**Action: Completed**

- The Committee approved that with one addition the proposed draft motion be put forward at the 2021 AGM.

**Addition**

The motion is to change the wording of the current By-Law **No. 1 Limit on Membership (Caravans)** from “Annual General Meeting” to “Annual General Meeting or General Meeting”.

**Action: Completed**

- The Committee approved that with one addition the proposed draft of a new By-law for New Members be accepted.

**Addition**

This process must be completed within 9 months of their first rally.

**Action: Completed**

- Members often ask, who are the Associate Members on our Members List? Should the Associate Members have the initials **AM** added to their van number so that they are easily identified i.e., **AM 11**. The Committee decided that this would be a good idea.

**Action: Completed**

- Brian & Helen Bizzill along with Bert & Jan from Redgum Caravan Club will be hosting our combined rally at Wannamal Hall commencing 6<sup>th</sup> May 2021. The cost of the Hall will be \$150 for the weekend with each Club to pay \$75.00. The theme for Saturday night dinner and band will be, Italian Night with Italian food and dress. Helen will notify attending members what food Sandgroper members will be required to provide. Site fees are \$5 per night. Redgum will host a Swap Meet during the rally.

Redgum have a Fine system for their members. Helen explained that Sandgropers do not charge fines and do not fund raise. It was decided that the Sandgropers be part of the process but not pay the fee.

**Action: Completed**

- Helen Bizzill advised that she will be away for the June and July rallies, Cheryl Kent will be away for July and Dianne Young will be away for June, July, and August. Cheryl will stand in for Helen in June and Sharon for July.

**Action: Completed**

This meeting

- Laurie Tyler's 12 months leave of absence was approved by the committee as of 13<sup>th</sup> May 2021, as per Laurie's request. Helen Bizzill will write to Laurie and let him know.

**Action: Helen Bizzill**

- Ian Fullerton has contacted Di Young to inform her that Margot Nichol is unwell and will be going into care. Ian still has their caravan, and he would like to rejoin the Sandgropers.

Helen Bizzill tried to send an email to Ian but his email address is no longer working. Dianne has called Ian's home phone but it has been disconnected, she then sent a txt and left a message on his mobile phone.

Helen will try to contact Ian again after the AGM when member numbers have been decided on.

**Action: Helen Bizzill**

- Many ideas were suggested for the Committee to host the AGM rally at Bindoon. Cheryl will write the program with Helen Bizzill's assistance.

Ronnie Adams will arrange the catering and it was agreed that the club would reimburse Ronnie for expenses.

- It was agreed by the committee that we increase the spending money from \$20 to \$30 for prizes on a rally. With increased numbers at rallies \$20 is no longer sufficient.
- With our AGM scheduled for Saturday 11<sup>th</sup> September 21 our Fees needed to be reviewed.

Our **Annual Subscription** is \$75 and a \$10 voluntary payment to the RFDS  
It was agreed by the committee that this fee should remain the same.

Our **Nomination Fee** is \$40

The charge for badges is now \$20 per badge and new members are also presented with a folder and information. It was agreed that an increase would be appropriate for the Nomination Fee.

**Notice of Motion:**

Helen Schell moved a motion that our Nomination Fee be increased from \$40 to \$50.

Motion seconded by, Helen Bizzill

Motion carried

Our **Special Purpose Fee** is Nil.

It was agreed by the committee that this fee should remain the same.

Our annual **Associate Member Fee** is \$10 per person.

It was agreed by the committee that this fee should remain the same.

**Action: To be put forward at AGM**

- The club will donate 2 x \$50 gift cards for the State Rally raffle. One card will be purchased from Bunnings and the other will be a wish card.

**Action: Helen Bizzill**

- Discussion & review of Sandgroper Caravanners Inc. Association By-laws **Section 5 MANAGEMENT, By-law No. 5.1.2** The By-law currently reads,  
The Management Committee shall consist of the Executive Committee and 5 elected Committee members.

**Notice of Motion:**

Helen Bizzill moved a motion that our Association By-law No 5.1.2 change to the following:

*The Management Committee shall consist of the Executive Committee and a minimum of 3 and a maximum of 5 elected Committee members. The Quorum for a committee meeting shall be 50% of the total elected Management Committee.*

Motion seconded by, Dianne Young

Carried

Dianne Young to update By-law

**Action: Dianne Young**

- Roy suggested that the club complete the Expenses Form provided by ACCWA at the end of each rally. Helen advised that Brian often writes to caravan parks after we have left, and it would be good to notify each park of what the club has spent.

Sharon will arrange a spreadsheet for Sandgroppers with 5 categories and arrange to complete it at our next rally at Bindoon.

**Action: Sharon Burge**

- Helen advised the committee that Rheta Parkinson has sold her caravan and car and planned on joining the club for morning tea at Bindoon.
- Alan Kirby spoke about the Asset List and was advised that Roy had the disk bowls, Sharon has the new cash box, the metal filing cabinet containing the Sandgroper Artwork and Roy advised that Oceanside also has the Sandgroper Artwork.
- Helen Bizzill thanked the committee for their work over the past year and Helen Schell thanked Helen Bizzill for doing a good as President over the past year and that Helen has had some very difficult tasks to resolve and done a great job resolving them.

**Meeting Closed:** 2:50pm

**Next Management Committee meeting:** Next meeting to be held is the 2021 AGM. To be held at Bindoon Oval on Saturday 11<sup>th</sup> September 2021 at 1pm

A brief management committee meeting to welcome the incoming committee will be held either immediately following the AGM or the following morning.

Signed as a true and correct record of the meeting:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Attachments**

Resolution to consider Syd & Jacquie Adams as new Sandgroper members, Resolution to consider Peter & Cheryl Fatti as new Sandgroper members, Treasurer's Report, and Motion put forward by Helen Bizzill.