

Sandgroppers Caravanners Inc.
Minutes of Extraordinary Management Committee meeting
Held at the David Hiscock residence, 19 Lockett Crest Winthrop
Tuesday 12th January 2016



In attendance:

Peter carter, David Hiscock, Roy Lundy, Kel Olesen, Alan Parkinson, Robin Ashford, Brian Bizzill, Margaret Kerrigan

Apologies:

Brian Adams

Open: 7.30pm

Brian Bizzill opened the meeting, welcoming all committee members present to this extraordinary meeting, where the main focus of the meeting was to review the motions generated as a result of the club Survey in 2015.

Minutes:

The minutes of the previous committee meeting held on the 8TH December 2015 at Roy Lundy's residence were read out by David Hiscock.

Business arising: -

- The item related to investments in the Treasurer's report was identified to be incorrect. The amount of \$5502.00 should read \$3820.91
 - Action – David Hiscock to amend minutes to reflect the change and re-send to all committee members. Minutes amended and accepted.
- Minutes signed by Club President – Brian Bizzill

Correspondence in: -

- **16/12/2015** – Email – Robert Thomas WAACCI
Affiliated Clubs with websites – Peter Carter responded to Robert Thomas
- **22/12/2015** – Email – Alan Parkinson
Associations Info 13 - New laws for Associations and Clubs in 2016.
- **18/12/2015** – Letter from ING Direct – David Hiscock now an Authorized user of the Business account.
- **07/01/2016** – Email – Peter Carter
Motions to be tabled at the Committee Meeting scheduled for 12 January 2016
- **08/01/2016** – Letter from ING Direct addressed to Alan Parkinson. – Confirmation of change of club authorizations.
- **10/01/2016** – Email from Robert Thomas WAACCI – Potential new member. David Hiscock forwarded to Peter Carter, who passed details of Sandgroppers Website to prospective member.
- **11/01/2016** – Email – Robert Thomas WAACCI – Delegates meeting to be held Wednesday 20th January 2016. – Peter Neal club representative

Correspondence Outward:

- 01/12/2015 – David Hiscock ING Direct - Business update letter & completed form.
- 04/01/2016 – Email – David Hiscock to Committee – WAACCI Insurance Policy

Moved Roy Lundy, seconded Brian Bizzill that the inward & outward correspondence be accepted.

Treasurer's report: -

Treasurers report tabled – Copy sent to each committee member 13/01/2016.

- \$300 Cheque drawn for RFDS – action – David Hiscock to post off.
- WAACCI Affiliation fee & public liability insurance levy paid.
- All fees up to date.

Moved Brian Bizzill, seconded Margaret Kerrigan that the Treasurers report be accepted.

Membership Secretary's report: -

Business arising: -

- 2 members have received an e-mail warning that they have not fulfilled the minimum 3 rally's for the year.

Moved Robin Ashford, seconded Brian Bizzill that the Members Secretary report be accepted.

Rally Organiser's report: -

- Music festival is cancelled.
- Christmas 2016 – Boddington (130kms fro perth) - \$100 bond to be paid, dinner at the local hotel. Discuss at next committee meeting.
- Kessell's' sent an e-mail suggesting rallies could be held in towns affected by recent bush fires to support the local community.

Moved Roy Lundy, seconded Robin Ashford that the Rally organisers report be accepted.

General Business: -

- Definition of a "Rally" – Action: - Committee Members to review & report back by the next Committee meeting. – Action still outstanding.
- Amount spent on Christmas gifts – One Committee member was approached by a member complaining about the amount spent on Christmas gifts. Action: - Committee to discuss at a future meeting.
- Caravan's leaving a rally before closure: - Note: - Where members leave a Rally prior to the official closing, they should notify a Committee member or the venue officer.
- WAACCI Insurance Policy – "Certificate of currency". Note: Some Local Authorities require a copy of this prior a Rally being held ie. Shire of Harvey. Copy should be kept by at least one Committee member participating in a rally. Action: - David Hiscock to scan a copy & send to Committee members. – Action complete, copy to be uploaded on website for all members to access – action Peter Carter.
- Equipment list : - action Peter Carter to publish on website

Rally survey motions: -

MOTION ONE – PUBLICATION OF MANAGEMENT COMMITTEE MINUTES

The Management Committee shall immediately make a BY LAW requiring that the Minutes of a Management Committee meeting are published on the Club Website within 14 days and that every Member receives an email from the Website advising so. Should also include the Treasurers report

Motion carried unanimous

MOTION TWO – PUBLICATION OF THE GOSSIP NEWSLETTER

The Management Committee shall immediately make a BY LAW requiring that the Gossip Newsletter is published on the Club Website within 14 days of the end of a Rally and that every Member receives an email from the Website advising so.

Motion carried unanimously subject to – Action: - Brian Bizzill consult with Ronnie Adams.

MOTION THREE – EXTENDED ABSENCE OF A COMMITTEE MEMBER

The Management Committee shall immediately make a BY LAW requiring any COMMITTEE MEMBER who is planning an extended absence from Club Activities (4 or more months) to so advise the COMMITTEE, who may appoint an Acting Committee Member under Section 6.1.9 of the Club Constitution

Motion carried unanimous

MOTION FOUR – COMMITTEE MEETINGS AT RALLIES

The Management Committee shall make a BY LAW requiring Committee Meetings may only to be held concurrently with a Rally (unless classified as URGENT by the PRESIDENT), such BY LAW also stating that any Club Member may participate as an OBSERVER.

Votes for -7 Votes against - 1- Motion carried

MOTION FIVE – RALLY BOOKING PROCEDURE

The Management Committee shall make a BY LAW requiring that RALLY BOOKING by any Member may only be completed using the Club Website for any Rally commencing after 1 July 2016.

Motion carried unanimous

MOTION SIX – SAFETY OFFICER

The Management Committee shall select and appoint a suitable club member to act as Club Safety Officer. The Safety Officer shall be responsible for developing and implementing a Safety Checklist for all member caravans.

Votes for – 1, Votes against – 6, 1 abstaining - Motion defeated

Action: - Brian Bizzill to put to the members at the next committee meeting. Suggestion of a “Hints & tips page on the website or generic safety checklist.

MOTION SEVEN – CONVOY PROCEDURE

The Management Committee shall revise and review the current Convoy Procedure and publish the updated Procedure on the Club Website not later than 30 June 2016.

Motion carried unanimous

Action: - workshop at a future committee meeting.

MOTION EIGHT – DISPUTES AND GRIEVANCES PROCEDURE

The Management Committee shall prepare and publish on the Caravan Club Website, not later than 30 June 2016 (and thereupon notify all Members), a DISPUTES & GRIEVANCES PROCEDURE

Motion defeated: - action defer discussion for future committee meeting

MOTION NINE – ROLES & RESPONSIBILITIES

The Management Committee shall prepare and publish on the Caravan Club Website not later than 31 May 2016 (and

thereupon notify all Members) a bullet point tabulation of the roles and responsibilities of each Position on the Management Committee, namely the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, RALLY OFFICER, MEMBERSHIP SECRETARY, COMMITTEE MEMBER and any other role the COMMITTEE deems necessary.

Motion defeated: - Action: Each committee member to review current list of duties and respond at the next committee meeting.

Closed 10.05 pm

Next Management Committee meeting: Kellerberrin rally 26th March 2016

Signed as a true & correct record of the meeting: _____

Date: _____