



WAROOKA PROGRESS ASSOCIATION INC.
PO BOX 212, WAROOKA SA 5577

CELEBRATING 140 YEARS OF WAROOKA (1876 - 2016)

MINUTES OF EXECUTIVE COMMITTEE MEETING

20th January 2016

Meeting held in the Council Chamber, Warooka Memorial Hall, 1 Player Street, Warooka:
commenced at 7:45pm.

PRESENT:

Joan Bannon, Steph Ball, Anthony Hart, Aaron Nash, Jane Lavery & Andrew Bannon.

APOLOGIES:

Jo Forbes. Late apology; Gary Hart.

WELCOME:

Joan opened the meeting, and welcomed everyone.

MINUTES OF PREVIOUS MEETING:

1. Amendments to Previous Minutes.
2. Purchase of Community Buildings/Women's & Children's Health Network/Museum Cell Block.
3. Oval Gates.
4. New Toilet at Warooka Oval Camp Site.
5. Town Centre Project – Yorketown Area School Tech Studies Metal Sculpture.
6. Website.
7. Equipment Storage.
8. Flag Lighting.
9. State Youth Brass Band Concert.
10. Town Triangle Seats.
11. Hall AV.
12. Easter Market - 2016.
13. Oval BBQ.
14. Dog Litter Bags at the Oval.
15. Sun Rising Concert – 30th January.
16. RB Electronics Sign.

BUSINESS ARISING FROM MINUTES:

1. Amendments to Previous Minutes: Nil.
2. Purchase of Community Buildings/Women's & Children's Health Network/Museum Cell Block:
 - 2.1 Council formally voted to transfer ownership of the buildings to WPA Inc. at their last meeting.
 - 2.2 The extension of the agreement for the use of the Consulting Rooms by the Women's & Children's Health Network needed renewal at the end of 2015. Andrew spoke to Kelly Murdoch, Dept. for Health & Ageing, and reported that we would discuss the proposal at the next meeting. It was agreed that we continue the arrangement with the Dept. The annual lease was discussed.

MOTION: That we accept the extension of the agreement with the Dept. for Health & Ageing for their use of the Consulting Rooms, and set the annual fee at \$200 per annum.

MOVED: Anthony; SECONDED: Steph; CARRIED

- 2.3 Use of the Consulting Rooms by others was discussed. Joan said she had been approached by a local graphic designer who is interested in renting a work space. Steph said that the Parenting Group and the CAFS Nurses use the premises on a monthly basis. It was agreed Joan will follow up with the designer to find out her requirements, and if she can operate around the existing users. She will report back. The rental fee would also need consideration.
- 2.4 The Museum Cell Block was discussed. This issue was raised in October last year, and investigated by Gary, Andrew, Steph and Jane on 24th of that month. The building's

ACTION LIST

BUSINESS ARISING
FROM MINUTES:

2.1 Nil.

2.2 Andrew to
follow up with Kelly
Murdoch.

2.3 Joan to follow
up rental of office
space.

2.4 See next page.

<p>need for repairs has been recorded. It was accepted that it is a unique asset, and as such, proper restorative work should be undertaken with the involvement of the Museum & Historical Society. Funding for the project should involve both us and the Museum Committee, along with support sought from the SA Police Historical Society, State Government, local council and any other appropriate source. Steph will liaise with Nola Murdock and Anthony will familiarise himself with the physical work required.</p>	<p>ACTION LIST BUSINESS ARISING FROM MINUTES: 2.4 Steph to liaise with Nola. Anthony to consider the work.</p>
<p>3. Oval Gates: Steph contacted Wallace Jolly again, asking for a quotation. Kristin has sought funding from DVA, but can't progress unless she has a firm quotation. The meeting expressed the desire the work be achieved before the 2016 Dawn Service. We agreed that if no progress is made soon, we may need to seek alternative solutions, as the matter was raised by Gordon Murdoch over six months ago.</p>	<p>3. Steph to follow up.</p>
<p>4. New Toilet at Warooka Oval Camp Site: This is progressing well. The following developments have taken place:-</p> <p>4.1. The waste management application has been submitted to Council.</p> <p>4.2. Council was asked to consider waiving the application fee. They kindly levied an amount of approximately half the normal standard rate.</p> <p>4.3. Council agreed to the sourcing of a water supply from the Warooka Works Depot.</p> <p>4.4. The Campervan & Motorhome Club of Australia is prepared to support the installation of a dump point, and provide us with "RV Friendly Town" status. The meeting agreed we should pursue this.</p> <p>4.5. RI Industries have undertaken to support us with the provision of a 3,000 litre septic tank, riser, etc., along with support from Hart Bros – Warooka.</p> <p>4.6. Once Council approval is gained, the project is not expected to take long to complete.</p>	<p>4. Underway.</p> <p>4.4 Andrew to follow up CMCA.</p>
<p>5. Town Centre Project – Yorketown Area School Tech Studies Metal Sculpture:</p> <p>5.1 Steph said she was still waiting for Steve Edwards in regards to the shelter. She suggested we consider the 'Walk the Yorke' shelter design as it is already Council-approved. The meeting agreed. She also said we would have to initially outlay the cost of construction in order to access Council's grant.</p> <p>5.2 Steph will pay YAS for the metal sheep, and Aaron will collect it.</p> <p>5.3 See 10. Town Triangle Seats, below.</p> <p>5.4 The Windmill noise has been addressed. As a temporary measure, Gerald has tied off the mechanism.</p>	<p>5.1- 5.2 Steph & Aaron to follow up.</p> <p>5.4 Temporarily fixed.</p>
<p>6. Website: It was agreed the site needs further 'tweaking'. Aaron will instruct members on access, maintenance & administration of the site. We agreed the Minutes be uploaded to the site, overcoming the need to distribute them via email, and that they be available publically.</p>	<p>6. Aaron to instruct members.</p>
<p>7. Equipment Storage: Steph will meet with Steve Edwards on-site to discuss plans and quote.</p>	<p>7. Steph to follow up.</p>
<p>8. Flag Lighting: We are still waiting for Council's response.</p>	<p>8. Nil.</p>
<p>9. State Youth Brass Band Concert: The band performed brilliantly, and an excellent time was had by all. The small attendance was a little disappointing, considering it was a free concert. Steph will write a thank you to the Coordinator, Veronica Bolton, and Andrew will write a thank you to Richard and Rita at the Hotel for the use of their beer garden and BBQ.</p>	<p>9. Steph to thank Band. Andrew to thank Hotel.</p>
<p>10. Town Triangle Seats: It was noted that Council installed a new concrete setting, with thanks to Jane for following up. The Committee discussed several ideas about the Town Triangle area, including a children's playground, BBQ facilities, additional seating, and safety fencing. New seating in the main streets was also discussed. It was agreed we draw up a concept plan for the area.</p>	<p>10. Concept plan to be drawn up.</p>
<p>11. Hall AV: Alison completed her Grant Project, and sent a copy to us. Kristin is following up an application. See General Business: 1. Grants Officer Report, below. Andrew reported that he tried emailing Alison, but the message bounced back. He would follow up the contact.</p>	<p>11. Andrew to contact Alison.</p>
<p>12. Easter Market – 2016: This was discussed at some length.</p> <p>12.1 The work involved in organising the usual event in the Hall is considerable.</p> <p>12.2 The idea of stalls for not-for-profit groups (eg SYP Country Women, RFDS, Garden Club, etc.) was considered.</p> <p>12.3 An event on the Triangle Lawn in conjunction with the Hotel was discussed. This could include 'wine and cheese' with Sturt Bay Road closed, and an 'Open Mike'/Youth Fun Day, featuring local talent, in particular youth, performing in the Rotunda. Aaron will follow up his contacts.</p>	<p>12.3 Aaron to follow up musicians. Steph to contact Hotel. Andrew to start paperwork.</p>
<p>13. Oval BBQ: See 10. above. It was agreed the issue needs more time to decide what needs to be done, with consideration of the Town Triangle concept plan.</p>	<p>13. Nil currently.</p>
<p>14. Dog Litter Bags at the Oval: It was agreed we have a working bee on Sunday 24th at 3:00pm</p>	<p>14. Working bee.</p>

to relocate the dispenser and install the new sign. The toilet installation and information bay can be considered on-site as well.

15. Sun Rising Concert – 30th January: Steph reported the event is organised, but ticket sales were slow to date. Members were asked to encourage friends and family to purchase tickets. Anthony said several friends from Marion Bay have expressed an interest. It was agreed the event go ahead, as ticket sales are expected to pick up closer to the date. If necessary, tickets could be sold at the door.
16. RB Electronics: Joan reported Mr. Boston's sign has been returned.

MOTION: That the Minutes of the previous meeting be accepted.

MOVED: Andrew; SECONDED: Jane; CARRIED

7a. CORRESPONDENCE: Received: Email:

1. Wendy Story, YPVIC: re: Christmas Parade Photo.
2. Aaron Nash: re: New Website.
3. Helen Davies, HWR Media: re: Enquiry about date of Festival of the Foot.
4. Marilyn Mensforth, YPC: re: Council passes resolution for transfer of Community Buildings.
5. Steph Ball: re: Sun Rising Poster.
6. YP Tourism: re: December e-Newsletter.
7. Rachel Rich, YPC: re: EasyGrants Newsletter - December.
8. Alison Barrett: re: AV Warooka Memorial Hall.
9. Rachel Rich, YPC: re: Funding Centre – Updated Grants - December.
10. Rachel Rich, YPC: re: Funding Centre – Updated Grants – January.
11. Veronica Boulton, State Youth Brass Band: re: January arrangements.
12. Rachel Rich, YPC: re: NR media release.
13. Jackie Reddaway, YPC: re: Australia Day events and website.
14. Steph Ball: re: Youth Brass Band Concert.
15. Kristin McEvoy: re: AV Warooka Memorial Hall.
16. Kevin Collins, CMCA: re: Dump Point, RV Friendly Town status & Subsidy Request Form.
17. Steph Ball: re: Sun Rising Promotion.
18. Steph Ball: re: Sun Rising Teaser.
19. Stephen Goldsworthy, YPC: re: NRM 1080 Rabbit Baiting Program.
20. Andrew Bannon: re: Resignation.

7b. CORRESPONDENCE: Received: Post:

1. Nick Hoskin, YPC: re: Temporary Road Closures – Christmas Eve Approval.
2. Maddy Pulling, YPC: re: Access Advisory Committee meeting – 22 January.
3. David Harding, YPC: re: PO094 Annual Allocation to Progress Associations.
4. Melissa Coonan, YPC: re: Special Events Permit No: 037-2015.
5. Kelly Murdoch, Dept. for Health & Ageing: re: Extension of Agreement – Women's & Children's Health Network.
6. AGL: re: Estimated Meter Readings for Consulting Rooms.

7c. CORRESPONDENCE: Sent: Email:

1. Alison Barrett: re: AV Warooka Memorial Hall
2. Kristin McEvoy: re: AV Warooka Memorial Hall.
3. Melissa Coonan, YPC: re: Special Events Permit Application.

7d. CORRESPONDENCE: Sent: Post:

1. Nil.

BUSINESS ARISING FROM CORRESPONDENCE:

The Correspondence was tabled. See **BUSINESS ARISING FROM MINUTES** above for details, except the following:-

7a. CORRESPONDENCE: Received: Email: 20. Andrew Bannon: re: Resignation.

Andrew tendered his resignation as Secretary, but offered to continue as Minute Secretary. He also offered to work with the new incumbent to make the transition as smooth as possible. The Committee discussed the position's workload, replacement options, and constitutional requirements. It was agreed the Secretary's position needs to be filled by an Executive Committee member, who also becomes the Association's Public Officer. Using the existing model of an elected Treasurer and appointed Finance Officer, it was suggested we elect a Secretary and appoint an Administration Officer. Suitable candidates were considered.

MOTION: That we appoint an Administration Officer, responsible for all secretarial functions of the Association, except those of recording, publishing and distributing the Minutes.

MOVED: Jane; SECONDED: Steph; CARRIED

ACTION LIST
BUSINESS ARISING FROM MINUTES:
15. All members to promote ticket sales.

16. Nil.

BUSINESS ARISING FROM CORRESPONDENCE:
Received: Email:
1. – 19. Nil.
20. Follow up in process.

MOTION: That Andrew be appointed Minutes Secretary.

MOVED: Anthony; SECONDED: Aaron; CARRIED

MOTION: That we agree the remuneration for an Administration Officer by email within seven (7) days.

MOVED: Aaron; SECONDED: Jane; CARRIED

It was agreed that Steph approach both Kerry Hage and Jo Forbes about accepting the position of Administration officer. As Andrew's resignation takes effect in one month, he will continue in the role, and that Steph be considered for the position of Secretary/Treasurer (at the next meeting).

7b. CORRESPONDENCE: Received: Post: 6. AGL: re: Estimated Meter Readings for Consulting Rooms. AGL was unable to access the meter for reading recently. Steph will follow up.

See **ACTION LIST** 

MOTION: That the Correspondence be accepted.

MOVED: Andrew; SECONDED: Jane; CARRIED

FINANCIAL STATEMENT:

Steph presented the Financial Statement as at 31st December 2015.

BUSINESS ARISING FROM THE FINANCIAL STATEMENT:

1. The Trailer was reregistered for 12 months from 17/12/015.

MOTION: That the Financial Report be accepted.

MOVED: Steph; SECONDED: Anthony; CARRIED

GENERAL BUSINESS:

1. Grants Officer Report: Steph tabled Kristin's report, and presented her invoice for services rendered to date. It was agreed that Joan will check the Minutes to verify Kristin's costs.

ANY OTHER BUSINESS:

1. Information Board Shelter: Steph said the design could be based on the Walk The Yorke shelters. She will discuss this with Stephen Goldsworthy, YPC.

WORKING BEE: Sunday, 24th January, 3:00pm, in Town Triangle; Dog Litter Pole, and other things.

NEXT MEETING: EXECUTIVE COMMITTEE MEETING:

Wednesday, 17th February 2016, at 7:30pm

in the Council Chambers, Warooka Memorial Hall, 1 Player Street, Warooka.

MEETING CLOSE: The meeting closed at 10:15 pm.

ACTION LIST

BUSINESS ARISING FROM CORRESPONDENCE: Received: Post:
1. – 4. Nil.
5. Andrew to follow up.
6. Steph to follow up.

BUSINESS ARISING: FINANCIAL STATEMENT: Nil.

BUSINESS ARISING: GEN BUSINESS: 1. Joan to follow up.

BUSINESS ARISING: ANY OTHER BUSINESS: 1. Steph to follow up.