

INVERGORDON RECREATION RESERVE & COMMUNITY HALL COMMITTEE OF MANAGEMENT

GENERAL MEETING AGENDA

To be held on Wednesday 9th April 2014, commencing at 7:30pm at the Invergordon Community Hall, Batey Drive, Invergordon.

1. **Welcome:**
2. **Present/Apologies:**

Position:	Name:	Present	Apology
President:	Rick Orr		
Secretary:	Helen Osborne		
Treasurer:	Rose Parish		
Community Church:	Laurie Morley		
Community Church:	Mark Rumble		
Community Rep:	David Ferguson		
Community Rep:	Neil Fry		
Community Rep:	Max Wright		
Cricket Club	Lachlan Gilligan		
Cricket Club:	Ryan Gleeson		
History Hall:	Doug Brown		
History Hall:	Jenny Burkitt		
Indoor Bowls:	Shirley Clarke		
Indoor Bowls:	Joyce Crichton		
Councillor:	Clr Alex Monk		
Moira Shire Rep:	Dulce Alexandrino		

3. **Declaration by Committee members of any interest or conflict of interest.**
4. **Confirmation of Minutes of the previous meeting:** 8th January 2014.
5. **Business arising:**

Item	Description	Person/s Responsible	Require By
a.) First Aid Kit	Item check list to be attached to First Aid Kit, allowing it to be audited on a regular basis. Also find secure place to position within centre.	Rick	April 2014
b.) Notice Board	Organise the supply & installation of an outside Notice Board.	Doug	April 2014
c.) Playground equipment & soft fall	A quote to refill the play area with soft fall has been obtained, \$1,000.00. The Shire has agreed to pay half of the cost.	Rick / Dylan Robinson	April 2014
d.) Shade trees for around oval	Ornamental pear trees have been suggested, as they are good fast growing, shade trees. Trees need to be tall enough to park under.	Rick / Dylan Robinson	

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5. Business arising cont.:

Item	Description	Person/s Responsible	Require By
e.) Fencing	Laurie & Nev Brown to mend and erect where needed. Check store room for available supplies, committee gave permission for Laurie to spend up to \$500.00 on materials to complete work.	Laurie & Nev	
f.) Community Gym	<p>A community meeting was held on the 13th November 2013, with a list of 25 interested community members now on hand, this makes the idea a viable project.</p> <p>Rick found an insurer that said they would cover this type of group for around \$800.00 per year.</p> <p>Estimation of \$1,200.00 per year to cover overhead (maintenance, equipment hire cost, paperwork, keys & fobs, ect).</p> <p>An Incorporation needs to be formed, the "Invergordon Health And Fitness Club Inc." was suggested. A large amount of paperwork needs to be organised to get an Incorporation up and running, Rick to enlist the help of some of the other interested community members.</p>	Rick	
g.) Extraction Fans & Electrical Maintenance	It was reported that the two fluoro sensor lights at the front door are not working, maybe a faulty light-switch. It was also agreed extraction fans in the toilets should be fitted.	Neil	
h.) Sponsorship Signs For Cricket Club	<p>Ryan requested for the Invergordon Cricket Club to place two sponsorship signs measuring 1,200cm x 600 cm. One sign would be placed under the bar window inside the Community Hall.</p> <p>Moved Ryan / 2nd Rick.</p>	Ryan	
i.) Community Cuppa Day	<p>Rick suggested the idea of a "Community Cuppa Day", where all the local community groups (Pony Club, Invergordon Primary School, Indoor Bowls, Cricket Club, ect) could hold a group open day session, highlighting what organisations there are in our community that people can get involved in.</p> <p>* March / April dates were not workable, postponed for later in the year.</p>	Rick	

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5. Business arising cont.:

Item	Description	Person/s Responsible	Require By
i.) Community Cuppa Day (cont.)	* A plaque was purchased and presented to Neville & Dot Brown on Sunday 6 th April during the "Community Luncheon Get Together", by Rick to officially thank them both for their efforts over the years for their contribution with the Rec Reserve and community projects as a whole. The plaque is to be hung up in the Community Rooms.	Rick	
j.) Fallen Branches	It was raised that after the recent high winds, quite a few larger branches had fallen round the reserve. Rick offered to remove them.	Rick	
k.) Ground Water Leak	A water leak has been noted outside of the tennis courts. It is assumed it is from an underground tap pipe that is no longer in use. Laurie to bring excavator and cap pipe off. Laurie will enlist Neil if help is needed.	Laurie	
l.) Log In Car Park	Joyce reported that the log used to define the car park area near the tennis courts has fallen from its posts and needs to be moved / repaired. Rick to check	Rick	
m.) Letter To New User Group - Yarrawonga Martial Arts	Rose suggested a letter to be sent to the new user group, Yarrawonga Martial Arts, welcoming them and inviting them to have a representative on the I.R.R.C.H CoM.		
o.) Cleaning After Each Hire	The cleaning procedure after each hire was raised. A discussion followed to ensure all user groups and general hires know what their obligations are. Check to see all user groups and general hire has access to the "Cleaning Room" key.		
p.) Compliance Regarding Selling/Serving Alcohol	Confirmation is required in regards to the serving and or selling of alcohol (Vic Liquor Licence required?) at functions held in the Community Rooms. A person has asked for clarification in regards to serving alcohol at a wedding reception and another at a birthday function. Rick to check with Moira Shire and the relevant Victoria Liquor Licence authority.	Rick	

6. Correspondence:

In:

- 9th Jan 2014 – from Zach Benn-Lawler, Victorian Commission for Gambling and Liquor Regulation, via e-mail. Refer: Liquor Licence; Leased Community Hall Events – confirmation of laws relating to Liquor Licence requirements.
- 10th Jan 2014 – from Lee Fraser, Moira Shire, via e-mail. Refer: New Secretary - Invergordon Recreation Reserve & Community Hall COM confirmation.
- 15th Jan 2014 – from Fiona Mulquiney, Moira Shire, via e-mail. Refer: January Small Grants Scheme 2013/14, Application Form, grant guidelines & cover letter attached.
- 15th Jan 2014 – from Lee Fraser, Moira Shire, via e-mail. Refer: January Small Grants Scheme 2013/14, Application Form, guidelines & cover letter attached.
- 17th Jan 2014 – from Natalie McDonald, Moira Shire, via e-mail. Refer: January Small Grants Scheme 2013/14, Application Form, guidelines & cover letter attached. Also information brochure on 2014 Youth Leadership Program and Expression of Interest Form.
- 20th Jan 2014 – from Lee Fraser, Moira Shire, via e-mail. Refer: information relating to the Sporting Uniform Grants, issued by the Department of Transport, Planning & Local Infrastructure.
- 23rd Jan 2014 – Dulce Alexandrino, Moira Shire, via e-mail. Refer: Liquor Licence; Leased Community Hall Events - confirmation of Moira Shire's regulations relating to liquor served / sold on/in Moira Shire premises.
- 30th Jan 2014 – from Natalie McDonald, Moira Shire, via e-mail. Refer: International Women's Day - Event Details.
- 31st Jan 2014 – from Fiona Mulquiney, Moira Shire, via e-mail. Refer: International Women's Day - Event Details.
- 3rd Feb 2014 – from Fiona Mulquiney, Moira Shire, via e-mail. Refer: Appointment Acknowledgement by Committee Member Form confirmation.
- 17th Feb 2014 – from Natalie McDonald, Moira Shire, via e-mail. Refer: Reminder for International Women's Day - Event Details.
- 8th Apr 2014 – from Clinton Shand, Moira Shire, via e-mail. Refer: Council officer unable to attend April meeting.

Out:

- 8th Jan 2014 – from Helen Osborne, via e-mail. Refer: Appointment Acknowledgement by Committee Member Form – sent to Fiona Mulquiney, Moira Shire.
- 9th Jan 2014 – from Rick Orr, via e-mail. Refer: Liquor Licence; Leased Community Hall Events – sent to Victorian Commission for Gambling and Liquor Regulation.
- 9th Jan 2014 – from Rick Orr, via e-mail. Refer: Liquor Licence; Leased Community Hall Events – sent to Rose Parish, Helen Osborne & Max Wright, I.R.R. & C.H. members, Dulce Alexandrino, Moira Shire and Alex Monk, Councillor.
- 10th Jan 2014 – from Rick Orr, via e-mail. Refer: New Secretary, Invergordon Recreation Reserve & Community Hall COM – sent to Lee Fraser, Moira Shire.
- 20th Jan 2014 – from Rick Orr, via e-mail. Refer: information relating to the Sporting Uniform Grants, issued by the Department of Transport, Planning & Local Infrastructure. – sent to Ryan Gleeson & Lachlan Gillgan.

6. Correspondence Out cont.:

- 7th Apr 2014 – from Helen Osborne, via e-mail. Refer: Reminder of April meeting time & date, including Minutes from previous meeting dated January 9th 2014 – sent to I.R.R.C.H. CoM & Moira Shire.
- 7th Apr 2014 – from Helen Osborne, via e-mail. Refer: Agenda for April meeting - sent to I.R.R.C.H. CoM & Moira Shire.
- 9th Apr 2014 – from Helen Osborne, via e-mail. Refer: Council officer unable to attend April meeting confirmation – sent to Clinton Shand, Moira Shire.

7. Reports:

- **President:**
- **Secretary:**
- **Treasurer:**

8. Agenda Items:

None noted.

9. General Business:

10. Date of Next Meeting: Wednesday 9th July 2014, commencing at 7.30pm.

11. Closure of Meeting