

Douglas Park Reserve and Sport Management 355 Committee Minutes

DATE: Monday 15th July 2019

TIME: 7:25 pm

LOCATION: Macarthur Tavern

CHAired BY: Christine Towndrow – President

PRESENT: Christine T, Robert S, Allison P, Lynne L, Max S, Melissa W, Keith D & Sue D.

APOLOGIES: Mary-Anne M, Leah H.

ABSENT: Nil.

VISITORS: Nil.

Minutes from the previous 355 general meeting (17/06/2019) were accepted by Keith D and Lynne L - Carried.

Business arising from previous meeting:

- Defibrillator keys have been re-cut and lock has been repaired. 8 keys cut and paid for. 1 key has been placed in the canteen on a hook.
- Advised by Council staff that we can't pay for food at our meetings out of committee funds.

All in favour – carried.

Correspondence:

- Soccer do have an agreement for their season only. They haven't given us an agreement for pre-season, training or meetings. – follow up with DPWFC.
- Little A's store room keys times 2 have arrived.
- Floor cleaning discussion – Lynne has tested the floor sealer/ cleaner used at school and will give us a some to test on a small area of our floor.
- Resignation of Treasurer – Thank you DP 355 committee for having me. As you know I have been struggling to keep the books up to date as my life style has changed and I had very little time to concentrate the hours needed to spend on the treasury. – It is with regret that we accept the resignation of the treasurer. We appreciate your help Lynne. This will be my last meeting and I wish the committee well for the future. If at any time you need my help or clarification on anything to do with the finances, please feel free to contact me.
- Resignation of booking officer – Mary-Anne emailed us stating that she wanted it in the minutes that she was resigning from the 355committee. It is with regret that we accept the resignation of our booking officer. Mary-Anne has done a great job for the

community for a long time. – Christine will write to Council and ask them to handle the bookings for us in the short term.

TREASURERS REPORT:

I have an appointment with Danae on Tuesday 16 June to hand over the books.

I have copied all of the finance records I have and put them on a USB for the new treasurer.

I have invoiced all users up to end of term 2.

Bills paid in July are in a folder on the USB.

South 32 still have not paid outstanding invoices (as of 11 July).

All users with outstanding invoices have been sent a reminder.

I have charged Physie for the amount of hours on the hire agreement. I was notified that their numbers have dropped in term 1 and Did not use the hall for the time they thought they needed. I haven't heard from them to say that they have adjusted their hire agreement.

After consultation with the executive committee I was given the go ahead to withdraw \$10000 from the investment account to cover invoices that were needed to be paid. Christine also came to the bank to conduct this transaction.

Key register - I didn't get around to doing this. All of the key forms are in the folder that is going to council.

Accepted as presented. Moved Robert, seconded Max – All in favour – Carried.

Moved by Robert to adopt the Treasurers end of financial year report as emailed to the 355 committee. Seconded by Max. All in favour. Carried.

GENERAL BUSINESS:

- Terrace completion: Christine will get a quote to get new soil and turf to complete the terrace project.
- Future Projects – Shade cover over terracing area. – Max to get a quote.
- Fridge – delivery expected this week.
- Trophy cabinet – has arrived but some parts are missing. Parts should arrive this week.
- Leah can have a set of keys to the facility. – ongoing after fridge is delivered and cabinet put together.

- When the new storage bays are completed - Little A's to use two new storage bays – Soccer to use one old storage bay and one new storage bay. To be discussed further. To be re-assessed in the future in accordance with the Master Plan for the facility. The new storage bays belong to the council and are not the property of any one group.
- Christine to write to Little A's about meeting venue.
- Little A's would like to install a PA system at the ground and apply for funding for this project. Moved Allison, seconded Lynne. All in favour. Carried.
- We are disappointed with the storage building design and would have liked to have had input into the design. Christine/ Robert to write a letter to Council.
- Council have funds to build the new toilet block. We are not happy with the location chosen.
- Welcome Melissa W to the treasurer role on the committee. Thanks Melissa.
- No August meeting. Meeting dates will be on the second Tuesday of the month, times will be 7pm at the Community Centre or 6:30pm at Macarthur Tavern in the future.
- Maintenance – Nil

NEXT MEETING: Tuesday, 10 September 2019, Community Centre 7:00pm.

Closed by Christine T – Chairperson

There being no further business the meeting concluded at 8:22pm.