

CORINELLA COMMUNITY HALL, COMMITTEE OF MANAGEMENT INC
MEETING MINUTES 20/5/19

PRESENT

- Barbara Oates, Jo Hockett, Barb Dann, Bruce Pryor

APOLOGIES

- Paula Clarke, Peter Tait

MINUTES PREVIOUS MEETING

- Accepted (Moved BD , Seconded JH)

BUSINESS ARISING

- Historical Display cabinet – cabinets completed but locks ineffective B Oates to follow up.
- AGM on hold – next meeting TBA
- Fee review on hold
- Harold Hughes master plan – community feedback sessions have been held and awaiting further news.

CORRESPONDENCE

IN

- Debbie Adamson (BCSC – section 86 committees officer)
 - 26/2, request for anticipated hiring's for insurance purposes.
 - 26/2, response to enquiry re plan to update switchboard & that "Council will be picking up this invoice as part of assets maintenance"
 - 14/3, update re instrument of delegation & annual maintenance grant.
 - 19/3, response re request for: thanking council for work on our hall; advice of outstanding issues following toilet upgrade, (actioning items)
 - 29/3, Committee of management audit questionnaire
 - 01/04, response to concerns re timelines for audit & inaccessible PDF format.
 - 16/4, enquiring if we have heard from council electrician for upgrade plan
 - 18/4, updated instrument of delegation files.
 - 01/05, various forms – maintenance grant, assets register, facility condition report, website information, CofM members list.
- David Vaea (BCSC Building & Open Space Project Officer)
 - 1/5, he will contact contractor to fix problems with leaking roof
- AED Registry Team (ambulance Victoria)
 - Enquiry re expiry date of AED electrodes, temporary removal from public registry.

OUT

- Debbie Adamson (BCSC – section 86 committees officer)
 - 24/2, enquiry re plan to update switchboard
 - 19/3, minutes Feb meeting, advising issues remaining from bathroom upgrade & request to notify appropriate council officer.
 - 30/3, letter in response to timelines for request for audit information & difficulty with accessing PDF format.
- Administrator – visit Corinella website
 - 19/3, request to put minutes on website.
- Waki Akhanda (BCSC Design Engineer)
 - 29/4, advising leak in repaired hall roof.
- CDCC coordinator
 - 15/5, forwarding email from Bendigo bank re 2019 Social Investment Grants Program

Correspondence accepted (Moved BD, Seconded BP)

BUSINESS ARISING FROM CORRESPONDENCE

- Electrical upgrade, no further update, details to be put in annual report & BD to email Debbie Adamson that we are still awaiting response.

- Toilet upgrade, BD to email to Debbie Adamson, advising we have not heard back in relation to fixing these problems from the upgrade (Doors not shutting properly in stalls – women’s toilets; Find out if the dull patch in men’s toilet floor is missing sealing; Fixing hole in ceiling where sky light was removed; Removal of glue from carpet in foyer (from floor treatment – ladies toilets) – carpet only installed 2-3 years ago)
- Asset Register & building report BD to complete. Need to add heater upgrade / replacement & that this will be our next project.

TREASURERS REPORT

- Accepted as attached
- Caile’s cabinets (display cabinet) paid from Sandhurst account. Jo will provide an updated report at next meeting.
- Term 2 invoices going out this week, next report will show more income.
- Power bill discrepancy – almost \$1000.00 difference between last year & this, potentially hot water service being left on. Heaters may have contributed. JH will review.
- Maintenance grant not in this report, deposit expected in next reporting period.

Moved BO – Move \$10,000.00 to Sandhurst account, seconded BP, all in favour

BOOKING OFFICERS REPORT

- Presented by BO on behalf of Paula
- Has been a quiet period. There had been a few inquiries for 18th birthday parties (rejected)
- Farmers dinner booked for 23rd August
- Gilbert & Sullivan performance booked for 26th October.
- Been approached by market group to run the winter markets here – Long discussion:-
 - Market committee group would put something down to protect the carpet.
 - Only use our tables
 - Put on a bond
 - Put it on trial for one market then review
 - Have to put back into original condition
 - Conditions of hire to go onto invoice
 - Trial of 1 (June) to be closely monitored, terms of hire to be negotiated by BO, PC & market committee
- Have been approached by Campervan group to hire facility. Will park 8 – 10 vans behind hall (in parking area), for 3 nights (March Labour day weekend), want access to hall if weather inclement. Noted this is likely to be a market weekend. Agreed we would accommodate the group at \$10.00 per van per night
- Marks on carpet, foyer & near piano, hall cleaned Monday morning, marks potentially from singing group. PC to discuss with them.

Report accepted (moved BO, Seconded BP)

GENERAL BUSINESS

- Next upgrade will be heating.

MEETING CLOSED

- 8.15pm

NEXT MEETING

- TBA