



Andamooka Progress and Opal Miners Association Inc.

'Preserving our past and planning for our future'

MINUTES: ORDINARY COMMITTEE MEETING, Sunday 29 October, 2017 at 4.00pm

At the Town Office, School Road, Andamooka SA 5722

Minutes taken: Gill Rowley

ITEM #			ACTION:
	PRESENT / IN ATTENDANCE	John Wilby (elected Chair) Ian Thompson (elected Vice Chair / Vice Treasurer) Gill Rowley (elected Treasurer / Secretary Committee Members: Anthony (Jono) Johnson Brendan Weber John Smirnios Donna Waters In attendance: Richard Hawkins, APOMA Administration Assistant	
1	WELCOME / APOLOGIES/ DECLARATIONS	Meeting opened: 4.10pm 1.1. Apologies: Claudia Mitchell, Charles Sim, Brenton Musolino (retiring Vice Chair) 1.2. Declarations: IT lodged BM's proxy - assigned to IT.	
1.3.	ELECTION OF OFFICERS FOR THE YEAR 2017-18	CHAIR: John Wilby, nominated by Ian Thompson, 2 nd Brendan Weber. Elected unopposed. AIF John Wilby assumed the Chair. VICE CHAIR: Ian Thompson, nominated by John Smirnios, 2 nd Brendan Weber. Elected unopposed. AIF TREASURER: Gill Rowley, nominated by Ian Thompson, 2 nd John Wilby. Elected unopposed. AIF SECRETARY: GR nominated Claudia Mitchell to take the position of Assistant Secretary for a succession period of three months, subject to CM's acceptance of the position, with the view to a hand-over to CM as Secretary being completed by end January 2018. During the hand-over period GR will hold the position as Secretary (retiring). 2 nd Donna Waters. AIF	

		<p>Succession planning and hand-overs for positions:</p> <p>The advantages of having vice / assistant officers for each executive position to ensure continuity and smooth, well informed hand-overs of roles was discussed.</p> <p>It was agreed that for members of the committee taking on an executive role for the first time should undertake a succession period of 3 months under the guidance of the outgoing incumbent where possible or another informed member of the committee, before formally taking over the position.</p> <p>This approach also provides a broader perspective on each role and prevents 'ownership' issues arising.</p> <p>The system has worked well with a vice treasurer in place over the previous year.</p> <p>Consequently, Ian Thompson was designated Vice Treasurer. Gill Rowley will continue as Vice Secretary after hand-over of the position of Secretary. AIF</p>	
2	<p>MINUTES OF PREVIOUS MEETINGS</p>	<p>2.1. The ordinary committee meeting set down for 6th September at 6.00pm did not meet a quorum so the meeting was deferred to Sep 7th at a time and place to be determined.</p> <p>2.2. Minutes from previous meetings were presented for adoption:</p> <p>2.2.1. Motion: That the minutes of the ordinary committee meeting held on 7 September 2017 be accepted as a true and accurate record of that meeting. Moved: IT Seconded: JW All in favour Passed</p> <p>2.2.2. Motion: That the minutes of the special committee meetings held on 14 September 2017 and 21st September 2017 be accepted as true and accurate records of those meetings. Moved: JJ Seconded: IT All in favour Passed</p> <p>2.2.3. Motion: That the draft minutes of the Annual General Meeting held on 18 October 2017 be ratified as a true and accurate record of that meeting for presentation for acceptance at the 2018 AGM. Moved: JJ Seconded: IT All in favour Passed</p>	

2.3.	Business Arising	Agenda covers items for discussion.	
3.	TREASURERS REPORT	<p>IT presented financials to end September and at current date for October 2017. GR presented:</p> <ul style="list-style-type: none"> - Budget draft as ready to publish. Committee viewed and sanctioned the document. GR / IT to finalise. - Copy of financials to be included in the Annual report – approved. - Bank balances - Income yet to be added to current balance - \$5,500 in CARM funding for 2017-18 FY. <p>Balance at bank end Sep: Operations acc = \$39,684.37 Savings acc = \$15,439.00 \$5504.75 donations received including \$3000 in philanthropic donations for hub upgrades.</p> <p>Motion: That the financials as presented be accepted. Moved: IT Seconded: JS All in favour Passed</p>	
3.1.	Business Arising	<p>3.1.1. Budget Report: Budget ready to commence quarterly reporting. Publish in newsletter following end of month after the end of the quarter to provide accurate figures for the quarter. (Nov 17)</p> <p>3.1.2: Financial admin: Sue Edwards, UTDC, presented EOFY financial report at AGM. Well accepted.</p> <p>3.1.3: Grants/ Sponsorship: GR – no news on grant applications for hall workshop or youth grant. Grader shed application unsuccessful. NRM and BHP Wellbeing grants progressing and on time.</p> <p>3.1.4: AYC licence – new contract to 31 Dec 2018 signed off. JS/JJ Outside of agreed hours use of hall / courtyard space questioned re permission /booking? Needs to be followed up. Insurance a concern.</p> <p>3.1.5a: Request from Sylvia Hobbs re contribution to CWA from senior's funds towards cost of power for Wacky Wednesday's now held at the CWA rooms. Motion: that a contribution of \$100 be made to the CWA as requested. Moved: DW Seconded: JS AIF Passed</p>	Directive re after hours activities to be drafted to be put in place for 2018. GR/IT

		<p>3.1.5b: CDP expenditure and balance of funds in hand needs discussion to ensure that costs are covered to end of current FY.</p> <p>3.1.5c: Banking Arrangements: Signatories for banking</p> <p>Motion: That the signatories to the APOMA NAB bank accounts be updated in line with the incumbent officers. Stefan Bilka to be removed as signatory and John Wilby to be added as a signatory.</p> <p>Moved: IT 2nd: JJ AIF Passed.</p>	<p>IT/GR to follow up and seek meeting with Ian Hodgson, CDP.</p> <p>GR to send copy of signed minutes to bank and follow up with removal of SB's signature.</p> <p>JW to visit Roxby Downs NAB to register paperwork.</p>
3.1.6	Accounts for Payment	<p>Pre-meeting payment approvals ratified. Accounts presented for approval for payment.</p> <p>Motion: That the accounts as presented be approved for payment.</p> <p>Moved: DW Seconded: IT All in favour Passed</p>	
4.	CORRESPONDENCE	<p>Correspondence presented for discussion.</p> <p>Motion: That the correspondence be accepted as read.</p> <p>Moved: IT Seconded: JJ All in favour Passed</p>	
4.2.	Business Arising	<p>4.2.1. Documentation re Torrens Lake Road and Borefield Extension including copy of quotes for roadworks forwarded to Eddie Hughes MP via fax.</p> <p>4.2.2. Thank you to Rose Williams for her generous donation towards Hall equipment, forwarded together with receipt. The Committee formally expresses their sincere thanks to Rose and to the two other donors of funds to assist the Hub upgrade.</p> <p>4.2.3. Response to SL, 21st Sep 17 after seeking legal opinion.</p>	
5	REPORTS:	<p>5.1. OCA – Invitation to meet with new committee to be forwarded.</p> <p>5.2. APOMA internal management: – passwords to be changed on IT and new members of the committee to be added to the network.</p> <p>5.3. Assets and Insurance:- waiting on outcome of re-evaluation and insurances.</p> <p>5.4. Facilities & services:</p>	<p>GR to send.</p> <p>RH to action.</p>

		<p>5.4.1. Community Bus – maintenance schedule up to scratch. Replacement fund now allocated in financials – funds from 16/17 and 17/18 to be placed into interest raiser account.</p> <p>5.4.2. Caravan & camping ground – GR / RH researching power options to increase availability for next season.</p> <p>5.4.3. Hall/Hub – maintenance needs identified and scheduled for attention –</p> <ul style="list-style-type: none"> • doors – repaint and re-hang • install protective fencing to air cond • OCA – in principle approval to redesign walkways and access points around office area – need map and specs to affect approval. <p>5.5. Current Works:</p> <ul style="list-style-type: none"> • Pedestrian Lights – progressing • Thanks to Dave Kovac for donation of 12 light poles to use as borders at the C&C Ground. • Community Garden – Thanks to Mick Petrovic for donating a weekend of volunteer work on the stairway. <p>5.8 APOMA Community Engagement:</p> <ul style="list-style-type: none"> • Minimum response to call for volunteers to assist with setting up the workshop space. Proposed to commence early 2018. • Next Open Community Forum proposed for Sunday 26th Nov. 	JW to follow up re borer etc.
6	MEMBERSHIP	<p>6.1. Membership at 96 financial members.</p> <p>6.2. Membership drive to be held at Australia Day Awards – 26th Jan.</p> <p>6.3. New calendar year arrangements and new fee schedule passed at AGM. Notices to go out in January.</p>	
7	MARKETING & EVENTS	<p>7.1. Forthcoming major events:</p> <ul style="list-style-type: none"> • Australia Day / Citizen’s Awards – GR working with coordinator Bec Johnson – nomination forms out in Nov. • Fanny Lumsden’s Country Halls Tour – Mar 2nd – promotional campaign to ramp up from November. <p>7.2. Other events: Halloween Family Fun Night – DW – went well but attendance down on last year.</p>	
8	GENERAL BUSINESS	<p>8.1. AR Feral Cat workshop – needs follow up</p>	

		8.2. ILUA – no further news 8.3. Youth - grant advice received re Inflatable movie screen – successful. Awaiting payment. 8.4. CM keen to assist with senior’s summer retreat at Hall – keep them in airconditioned space during hot days. Possible funding opportunities for activities. 8.5. It has been observed that there may be a CCC car and carer now in Andamooka.	GR to follow up. RH to assist with ordering equipment. GR to work with CM IT to follow up with OCA.
9.	OTHER BUSINESS	9.1. IT re need for confidentiality agreement for Committee members and office staff / volunteers.	IT /GR to draft.
10.	DATE OF NEXT MEETING	Next Ordinary Committee Meeting set for Thursday 23 rd November at 6.00pm.	GR to check availability of Committee members.
Meeting closed at 6.21pm			

Signed: _____,

Chairman Date: _____ November 2017