



Andamooka Progress and Opal Miners Association Inc.

'Preserving our past and planning for our future'

MINUTES: ORDINARY COMMITTEE MEETING & 29 January 2017 at 5.00pm

APOMA Office, Opal Creek Blvd, Andamooka SA 5722

Minutes taken: Gill Rowley

ITEM #			ACTION:
	PRESENT / IN ATTENDANCE	Ian Thompson (Treasurer) (Chair) Gill Rowley (Secretary) Committee Members: John Smirnios Anthony (Jono) Johnson John Wilby In attendance: Sylvia Hobbs (5.00 to 5.20pm)	
1	WELCOME / APOLOGIES/ DECLARATIONS	Meeting opened: 5.05pm Apologies: Stefan Bilka, Brenton Musolino Karen Taubers Absent: Peggy Tuip No declarations.	
1.1.	Discussion – Community Bus arrangements	Sylvia Hobbs presented an overview of the current arrangements for storing, booking, fuelling and use of the community bus and for recording the donations received. With APOMA now responsible for the management of the community bus, the committee discussed a new procedure for managing and banking the donations. The outcome was seen by both parties as a simple and satisfactory arrangement that would be put into immediate effect.	Committee to liaise with Sylvia Hobbs and progress with new arrangements.
2	MINUTES OF PREVIOUS MEETINGS	Motion: That the minutes of the ordinary committee meeting on 20 November 2016 be accepted as a true and accurate record of that meeting. Moved: JJ Seconded: JS All in favour Passed Motion: That the minutes of the Special committee meeting on 23 November 2016 be accepted as a true and accurate record of that meeting. Moved: IT Seconded: JW All in favour Passed	
2.1.	Business Arising	Agenda covers items for discussion.	

		<p>3.1.3. IT discussed the need for an interim arrangement to be put in place for day to day financial administration. GR has agreed to take on the task until new on-going arrangements can be put in place providing that a qualified independent person is engaged to undertake the end of month/quarter reconciliation, rollover and reporting and that she is suitably remunerated on a casual hourly basis.</p> <p>Motion: That Gill Rowley undertakes the day to day administration of APOMA financials with remuneration, until such time as new arrangements can be put in place, and that monthly end of month requirements be executed independently by a qualified party. Moved: Ian Thompson 2nd: Anthony Johnson All in favour Passed</p>	
3.2.	Income Streams	<p>3.2.1. Income from donations received in December totalled around \$135.</p> <p>3.1.2. Prospective new income streams to be discussed at the Community Forum Feb 12th.</p>	
3.3.	Accounts for Payment	<p>Accounts presented for approval for payment.</p> <p>Motion: That the accounts as presented be approved for payment. Moved: IT Seconded: JJ All in favour Passed</p>	
3.4.	Management Strategy 2017 onwards	Meeting to progress new arrangements organised between APOMA Committee, OCA & ATMC on 13 th Feb.	GR to follow up with Committee members re attendance at that meeting.
3.5.	Petty cash system	<p>GR outlined various strategies that she is working on to streamline day to day financials and recommended that APOMA have a petty cash system which can make day to day purchases and cash disbursements more simple to effect and easier to record within the financials.</p> <p>Motion: That a petty cash system with an opening balance of \$250 be set up for APOMA. Moved: JW Seconded: JJ All in favour Passed</p>	GR to set up and manage petty cash system.
3.6.	Woolworths account	GR: need for an account to be opened at Woolworths, Roxby Downs, to pay for items that are picked up by volunteers for events.	GR to progress

		<p>Motion: That an APOMA account be set up with Woolworths. Moved: JW Seconded: JJ All in favour Passed</p>	
4.	CORRESPONDENCE	<p>Correspondence presented for discussion.</p> <p>Motion: That the correspondence be accepted as read. Moved: JW Seconded: JJ All in favour Passed</p>	
4.1.	Business Arising	<p>4.1.1. CDP arrangements: IT: re Letter to CDP re management of Supervisors payments. Has followed up as CDP were due to take over payments by end of 2016. Waiting on response. If no response after end of Jan 2017 IT will take to the next level for attention.</p> <p>4.1.2. IT: re use of Rob Hancock’s vehicle for CDP activities. Fuel has been supplied but tyres now need replacing. RH has requested that cost of replacement be covered by CDP funds. Need to follow up re past procedure and need for a request from RH in writing.</p> <p>4.1.3. Management of correspondence – progressed for further discussion with OCA/ATMC on Feb 13th.</p>	<p>IT to follow up and action.</p> <p>GR to follow up with RH JW to investigate supply of tyres</p>
5	REPORTS	<p>5.1. Website & Media – GR – January newsletter out. Request to produce extra 4 pages for Feb to cover Citizen Awards.</p> <p>5.2. Management Plan – IT provided overview of prospective new IT / communications system including APOMA phone.</p> <p>5.3. Facilities</p> <p>5.3.1. Hall – works progressing. Flood clean-up of APOMA office completed. Roof repairs held in last rain event. Development grant works need to be followed up. Project group appointed - oversee on-going works on hall improvements. IT, JR, JJ & JS.</p> <p>Parking Issues: vehicles continue to be parked in front of AYC gates/behind toilets. This creates a safety issue for children in particular. GR suggested that the area could be designated as a ‘disabled park’ for permit parking only as the cafe should have that facility and so vehicles without permits will then be subject to fines.</p> <p>5.3.2. Insurance – rationalisation progressing with assistance from OCA.</p>	<p>Discussions to be progressed at the OCA/ATMC meeting Feb 13.</p> <p>New project group to progress.</p> <p>To be followed up with OCA.</p>

		<p>5.3.3. AYC Agreement – AYC officially reopened under new management, 28th Jan. IT sought approval to progress new interim licence arrangement as discussed with AYC licensees. Includes rent and power contribution. Opportunity for professional assistance gratis to draw up new contract to take affect by 1 July 2017.</p> <p>Motion: That the interim agreement as presented be signed off and a new contract be drawn up to commence by 1 July 2017.</p> <p>5.3.4. GR to manage hall bookings until the APOMA office is manned and to set up a procedure during this time.</p> <p>5.3.5. Key management: Need 2 or 3 new sets of hall keys. Plus copies of various others. IT suggested changing the locks. Agreed Temporary bus booking system working well. Extra sets of keys yet to be cut.</p> <p>5.4. Street signs / street lights: installation is on hold until issues have been resolved.</p> <p>5.5. Parks & Gardens – deferred. Need monthly report.</p> <p>5.6. Membership –. 141 financial members to date. 5.6.1. Bec Johnson has agreed to take on role of Membership Officer. 5.6.2. GR requested that she proceed with key rings with membership numbers be ordered for hand out with renewals in 2017. Agreed this was a good idea.</p>	<p>IT / GR to follow up with AYC and new licensees on sign off of interim licence.</p> <p>IT / GR to progress.</p> <p>GR to progress</p> <p>IT to follow up with OCA.</p> <p>GR to follow up re 2 extra sets of bus keys and find a venue to hold an emergency set.</p> <p>GR to request.</p> <p>GR to work with Bec J on new procedures.</p> <p>GR to progress with order and working on this with Bec J.</p>
	<p>6. MARKETING & EVENTS</p>	<p>6.1. New Andamooka Events and Marketing Forums: first set for Sunday 12th Feb at 1.30pm. GR lobbying individuals and for representatives from organisations and businesses to attend.</p> <p>6.2. Outback Visitor Guide and Caravan & Camping Guide – C&C Guide has been released. Parks Assoc has funding to attend all major caravan and camping shows nationally where the Guide will be distributed. OVG due for release in February.</p> <p>6.3. Regional Tourism: progressing.</p> <p>6.4. Recent events: 6.4.1. Christmas Lunch – went very well thanks to the working group that took it on. Thanks to go in the Newsletter. Around 30 at lunch with further 8 lunches delivered to homes. Working group happy to do 2017.</p>	<p>GR to progress</p> <p>GR to follow up copies of C&C Guide.</p> <p>On-going</p>

		<p>6.4.2. Australia Day BBQ and Awards – very successful. Coordinator Bec Johnson commended for her efforts. Thanks also to others in the working group. Need to get this in place again for 2018.</p> <p>6.5. Current Events: 6.5.1. Easter markets to be progressed. Need to establish working group for this. 6.5.2. Rock Festival: major event proposed for 2018– concept to be presented at Community Forum</p> <p>6.6. Signage: IT - overview on progress with signage at info bay supported by local business. CDP group assisting. Mullocks removed. CWA to also install sign.</p> <p>6.7. IT - Directional signage for caravan park progressing with CWA funding.</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
7	GENERAL BUSINESS		
7.1.	COUNTRY CABINET VISIT 22 NOV	IT & GR following up correspondence to ministers. Petition to Government needed to support works on Borefield Road.	GR to draft petition document. IT, JW and GR to distribute once approved.
7.2.	ILUA	No further news.	JS to follow up on progress.
7.3.	ATMC	Report on outcomes of combined APOMA, OCA & ATMC meeting to be given at next committee meeting and also points outlined in Feb newsletter.	
7.4.	Assets	Work on this is progressing. Further discussion at combined meeting Feb 13 th .	
7.5.	CDP	Needs follow-up	IT progressing.
7.6.	Youth / Kids	Youth being moved into new space in the Community Hall. Agreement/understanding of conditions of use to be put in place ahead of hand-over.	
7.7.	Senior citizens	GR has progressed discussions with those engaged with senior citizen programs to ensure that their needs are well considered in the new Management Plan	
7.7.	APOMA Community Engagement	Progressing – forum a good beginning for reaching the broad community.	
7.8.	Dump / Torrens Lake Road	Progressing. Asbestos issue sorted. New hard rubbish area opened up. To be further discussed at meeting with OCA/ATMC.	
8	OTHER BUSINESS	8.1. Casual Administration Assistant: Position advertised in Newsletter. Notice to be put up on notice boards during the week.	GR to advise re applicants and sort notices.
9.	DATE OF NEXT MEETING	Next Ordinary Committee Meeting proposed for either 12 th or 13 th Feb. TBA	
Meeting closed at 7.45pm			

Signed: _____ Stefan Bilka, Chairman Date: _____ February 2017