



Willow Wren Club Inc

COMMITTEE MEETING HELD AT LAKE BROCKMAN CARAVAN PARK

22 OCTOBER 2022

MEETNG OPENED: 9am

ATTENDANCE: Rod Sweett(late), Colin Steer, Geraldine Jackson, Terry Jackson, Helen Dymond(latye), Chris Griggspall, Sandy Smith, Diane Silcock

APOLOGIES: Nil

Moved: Chris G

Seconded: Colin Steer

REPORT – SECRETARY as per email

MOVED: Colin

ACCEPTED : Rod

Moved

MATTERS ARISING Nil

PRESIDENTS REPORT: No Report

REPORT – TREASUER: See Helen

Graeme Wardell Johnson paid his membership

Recommendation from Helen to cover ALL of the cost for Christmas dinner etc - we all agreed to paying for cost of dinner - \$1300

Treasurer's report Oct 2022

End of financial year 21-22 saw the club in a healthy position with a \$1188.74 surplus.

YTD income 1152 (predominantly membership fees)

Potential outgoings not yet accrued include tear drop banner and membership of AACWA (peak body) which is likely to remain unchanged at \$100 (as per last year).

Current cash at bank position as of 30/9/2022 \$2339

Treasurer recommends due to healthy position that the club consider subsidising either an event at Margaret River Rally or the Christmas function.

Treasurer noted that she has oversight of the cost of goods and the who deposits income related to the goods (ie: shirts and badges) however at the moment we don't have a mechanism to cross check who has received goods to ensure everyone has remembered to pay.

Secretary Mrs Geraldine Jackson Mobile 0407 190 246



Willow Wren Club Inc

Also noted that Maxine and Joe have overpaid their membership by \$5.

Summary of income and expenditure for 2021-22 below.

FY 21-22

Income

Membership and nominations 1420

general fundraising 123

christmas auction 700.5

shirts 1080

badges 330

bank interest 0.44

christmas dinner 580

total income 4233.94

expenses

memberships, insurance and cost of incorporation 343.42

badges 508.34

cost of christmas 955.5 (excludes bond which was returned)

MATTERS ARISING: BOOKS NEED TO BE PERUSED BY Trevor before AGM – Helen

CORRESPONDENCE IN: Resignation of membership from Mick and Josie Askwith – confirm with Rod that Letter has been sent – letters sent

Send a letter to Josie and Mick and Andy and Cheryl (if they tender their resignation) and if they want to come back they are welcome - **Geraldine and Rod**

Koorda Caravan Park asking to be considered for future rallies; 2024 State Rally Qld; Assistance required for Have-a-go day and 4WD Show (rostered on for ½ day each; Information for State Rally 2023 Pingelly

CORRESPONDENCE OUT:

Thank you email to Two Dogs Hardware, Merredin for use of the gas heater

GENERAL BUSINESS:

2022 Annual General Meeting at December Rally :

Secretary Mrs Geraldine Jackson Mobile 0407 190 246



Willow Wren Club Inc

Discussion took place about making all positions vacant and rotating members. Rod is going to make adjustment to By-laws for approval
Nomination forms to be sent out with AGM notice – Geraldine

Christmas Rally Arrangements:

Didy gave a run-down on arrangements for the Christmas dinner:

Didy will oversee food; members are to be asked to help with the table decorations, entertainment, and Geraldine is to contact Brendan (Boddington Community Club) re bar staff and kitchen staff – Geraldine

Agreed to pay up to \$150 for washer upper and Geraldine to ask Brendan (Boddington Community Club President) for help with finding a suitable candidate

Agreed to Didy's suggestion for hot dinner with trimmings supplied by her and club will pay the cost of the food.

Agreed that cost for dinner would be \$30 per head and would include Prawn cocktail.

Discussion took place about Wine Tour for Margaret River but this was declined as Club was paying total cost for Christmas function

Amendment to Club By-Laws:

Colin talked about length of Service on committee and suggested that we need to change some of the committee each AGM to create continuity,

Rod to work on wording for constitution and make amendment to Club By-laws for committee positions, making sure there is a rotation of positions.

Geraldine gave an update of the Web-site. Web Developer has not recommended that there is a second web-master as this causes problems with input to data. Web Developer is always at the end of a phone to help. Caroline Fouche has offered to learn the role when necessary.

Tear-drop banner – Discussion took place about purchasing tear drop banner. Rod agreed to get 3 quotes and agreed to spend up to \$600 for banner.

Motion: Rod is to go ahead and obtain 3 quotes and can spend up to \$600

Moved Terry

Seconded Helen

Meeting closed 10.20



Willow Wren Club Inc

MINUTES FOR COMMITTEE MEETING HELD AT BIG VALLEY CARAVAN PARK

10-13 NOVEMBER 2022

MEETING OPENED: 2.30PM

ATTENDANCE: Rod Sweett,, Colin Steer, Geraldine Jackson, Terry Jackson, Helen Dymond, Sandy Smith. Chris Groggspall

APOLOGIES: N/A

REPORT – CHAIR: None

MINUTES FROM PREVIOUS MEETING: Accepted

MATTERS ARISING FROM MINUTES: Nil

MOVED:

SECONDED:

REPORT – TREASURER:

MOVED

SECONDED

MATTERS ARISING FROM MINUTES

CORRESPONDENCE IN: 4X4 Roster for show; Electronic Magazine; Account from Boddington Community Club for hire of club; Resignation letter from Andy and Cheryl Rowlands

CORRESPONDENCE OUT: Notice of AGM to be held at Boddington Rally:

GENERAL BUSINESS:

MR November Committee Meeting Suggested Agenda Items: **Note from Rod:** As mentioned rather than just bullet points I've expanded on it to give some background.

Perhaps when we circulate this we can ask the CM's to give some thought to all of these points in preparation for the meeting.

1. Christmas Rally Arrangement Updates
 - a. How is Didi progressing. Do we need to check dietary requirements – **email asking for dietary requirements - Geraldine**
 - b. Details of members task, who/how many have been allocated - **Geraldine**
 - c. Communication plan re Xmas is required – **Geraldine**
 - d. **\$100 moved for nibbles Terry, seconded Helen, Invoice sent to Helen for payment of Club**
 - e. Do we hold another Christmas van competition? Rod organising van decorations



Willow Wren Club Inc

2. Review of JD's- please review especially those people currently serving in those positions. To expediate our meeting if you have any comments please let Rod know well before the meeting so that amendments can be presented before the meeting. Note the amended ones have "Oct 22" in the title.
3. Webmaster Role-
 - a. Review JD.
 - b. Consider making it part of the Management Committee.
 - c. One of the options as part of MC
 - i. : ex-officio ie no voting rights but simply attend - **yes**
 - ii. an official Office holder along with the Chair, VC, Secretary, Treasurer, Rally Co-ord and Registrar however this will have implications for achieving a quorum which is currently 4 but will become 4.5 if this option is taken –
 - iii. or like the General Member will have full voting rights but has no implication on the required quorum ie will stay at 4.
Webmaster – No 3, creating another position within Management Committee equal to General Member – recommendation; special recommendation to be addressed in principle agreement
 - d. Note ii and iii above will require a change to the model rules and will therefore require a special resolution at a general meeting. Given the short time to the AGM any changes will have to be passed at another general meeting however we can still canvass the interest of the members at the AGM
4. Member Survey- do we wish to have one, what should it include and who to compile it.- **set it up for new committee – Helen has offered to set up questions, highlights/lowlights for sites and suggestions, web-site how is it being used, ask for ideas**
5. By Law Amendment-Note the in the attached By Laws it is only section 12 that has changed ie the current By Laws finishes at section 11 and 12 – **moved Rod seconded Colin**
6. AGM – Agenda to change by-laws by Rod
7. Security Protocols- in particular web and webmail access for ex members and ex office holders. "Ex's should be denied access" – **reset passwords all sorted, all documents are stored on web-site eg membership, nomination forms, model rules and by-laws, next-of-kin, discussion of net-of-kin to be held; destroy membership forms**
8. **Form to be made out with next-of-kin – Terry and colin**
9. Member Numbers-
 - a. Currently have 3 vacancies - **Rod and Helen to contact interested people**
 - b. Discuss any applications sought at 4x4 and Have a Go ie how many should we contact?
 - c. Do we wish to expand the twenty van cap we have if so requires a special resolution – **no Committee agree to keep at 20**
 - d. Is an alternative to find a similar sized club and hold joint rallies especially in the winter when rally attendance is low **Explore rallies with another club – Road Ramblers**
10. Waitlist Management- how long do we maintain our waitlist – **under 12 months**
11. Fees- what should we recommend for the AGM – agree on returning officer to be volunteered
12. AGM agenda- what items need to be includes apart from the obligatory
13. Appointment of a Returning Officer for the AGM



Willow Wren Club Inc

14. Two nominations for the one position. If this happens what do we want it to do?
We need a policy. Couple of options are:
- a. Go to an election therefore we need to give the applicants x minutes on the floor addressing the members. Must decide on X
 - b. Alternatively some time prior to the AGM an "anointed" or two committee members approaches the applicants separately and see if they would like another position on the committee. This may require creating a vacancy.
Leave it as it is – returning officer
15. Web Requirements- now that we have one what do we want from it ie a place to store all documents, some sort of resource library etc – **lots of documents**