



Willow Wren Club Inc

MINUTES FOR COMMITTEE MEETING HELD AT BIG VALLEY CARAVAN PARK 12 NOVEMBER 2022

MEETING OPENED: 2.30PM

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

APOLOGIES: None

REPORT – CHAIR: None

MINUTES FROM PREVIOUS MEETING: Accepted

MATTERS ARISING FROM MINUTES: Nil

MOVED: Terry

SECONDED: Colin

ACCEPTED

REPORT – TREASURER:

MOVED: Chris G

SECONDED: Terry

ACCEPTED

MATTERS ARISING FROM MINUTES: Nil

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:



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Christmas Rally Updates: Didy was invited to the meeting and the menu was discussed. An email will be sent to members asking if they have any special dietary requirements –
Geraldine

Members task for the Christmas function – members have all been allocated a task and will be contacted verbally and confirmed by email – Geraldine and Didy

Communication Plan: Discussion took place about communication plan for the function – Geraldine will forward an itinerary about 1 week prior to the event.

\$100 was asked for by Geraldine for the cost of the nibbles (if needed) – Moved Terry, Seconded Helen, Accepted

Christmas van decoration will happen again – Rod will do the judging for this event on the Friday night and will take place after bowling and dinner at Community Club

Invoice from Community Club for hire of the hall to be sent to Helen to be paid now and wait until the Rally weekend.

Job Descriptions: Discussion took place about updated JD's and changes were made to some of them including Registrar. Committee were asked to review the changes and make comments back to Chair. Updated JD's will be placed on our web-site for all members to view.

Webmaster Role:

Discussion took place regarding this position and how to make it part of the Committee.

It was recommended in principle that there will be a position created and that position will be equal to the General Member and have voting rights. This addition to the committee, as a type of general member rather than an office holder, means there is no implication to the quorum requirement i.e. it stays at . This will be taken to a General Meeting and will require a special resolution. Model Rules will have to be changed. Given that this is short notice, we can still canvass the interest of members at the AGM.

Member Survey – This will now be something for new committee to attend to. Helen has offered to set up survey for the new committee if need be. Questions will be highlights/lowlights for sites and suggestions, questions about web-site and how it is being used. A volunteer will be sought to be the survey master/conductor. If no one comes forward then Helen will be the survey master/conductor.



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By Law Amendment – Moved by Rod and Seconded by Colin that it is only section 12 that has changed ie the current By laws finish at Section and 11 and 12. This was accepted by all committee members. and agreed that the amendment is to be put the general membership at the AGM

AGM Agenda – Rod is setting out the AGM Agenda and will be sent to members closer to the date for AGM

Security Protocols: Discussion took place about access by ex members and ex office holders for web and webmail access. Geraldine had already addressed the issue with ex members.

Members to be asked to reset the passwords on the member log-in on web-site.

Discussion took place about having all documents stored on web-site eg Membership Forms, Nominations Forms, It was also decided to destroy all membership applications once information has been extracted.

Next-of-kin: Discussion took place about how this could be done. It was decided that Terry and Colin would come up with an idea for holding this information over the course of each Rally.

Member Numbers: We currently have 3 vacancies. After 4WD show, Rod and Helen are going to contact interested people. Committee agreed to keep the number of vans to 20. Discussion took place about holding rallies with similar sized clubs during winter months eg Road Ramblers. and agreed that the amendment is to be put the general membership at the AGM.

Waitlist Management: – Discussion took place about length of time to keep interested parties information filed. It was agree 12 months was long enough before passing information back to Association.

FEES: Discussion took place about our fees and the decision to leave as is, would be taken to AGM as a recommendation.

Returning Officer: Rod was to call for a volunteer for a Returning Officer at the close of our Margaret River Rally



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More than one nomination for positions: It was decided that there would be a secret ballot if this were to occur – leave it to the Returning Officer.

Web Requirements – Now that we have a web-site discussion took place regarding the documents that we have eg membership and nomination forms, etc and it was decided that all documents be available for members to peruse on web-site.

Meeting closed 4pm