

Minutes of Merrijig Hall Inc. AGM Meeting
Sunday 29th July 2007 at 11 am

1. Open meeting: 11 am

Chair: Chris Dunlop

The President welcomed everyone and to special guests;
Cr. Marg Attley, Uschi Steedman and the Trustees of the Hall.

Attendees: Chris Dunlop, Noel Willaton, Maz Dowling, Sen Weir, Ted Lovick
Jenny O'Brien, Dot Corcoran, Kerrie Purcell, Cr. Marg Attley,
Uschi Steedman, Fiona Goldman, John hayes, Mick O'Brien, Poppe Davis,
Jenny Lovick, Peter Howarth, Gaye Adamson, Julie Purcell, Travis Purcell,
Greg Purcell, Brendan Mahoney, Colin Nash, Ed Adamson, Sue McDonald

2. Apologies: Marie Sellstrom, Pam & Loc Sumpter, Louise Jacob, Cathy & Bruce Easton,
Jan Howarth, Emma Howarth, Peter Parrie-Fielder, Barb Hayes,
John McCoombe.

3. Confirm previous minutes:

MOTION: That the minutes of the AGM meeting held on Sunday 16th July 2006 are a
true and accurate record of the meeting

Moved: Peter Howarth, **Seconded:** Maz Dowling, ***Carried Unanimously***

4. President's Report:

The President's Report was read by Chris Dunlop (see attached)

MOTION: The President's Report be accepted.

Moved: Ted Lovick, **Seconded:** Noel Willaton ***Carried Unanimously***

5. Financial Report:

The Financial Report was read by Treasurer, Sen Weir (see attached)

MOTION: The Financial Report be accepted.

Moved: Peter Howarth, **Seconded:** Maz Dowling, ***Carried Unanimously***

6. General Business:

- a) Communities in Control Presentation
- b) Trusteeship of Hall
- c) CFA Shed & land
- d) Hall Refurbishment
- e) Cr. Marg Attley.
- f) Sub Community group of Merrijig Hall Committee Inc.

a) Communities in Control Presentation:

Jenny O'Brien gave a brief presentation of her attendance at the recently held 'Communities in Control' seminar in Melbourne.

b) Trusteeship of the Hall:

Chris Dunlop gave an outline of where the trusteeship situation is currently at and reasons for the discussion.

Currently there are only three remaining trustees from the original 4 members due to a recent passing of one trustee. The cost to induct a new trustee is \$500.

From the refurbishment funding application side, the financial grant bodies are hesitant to forward money to Trustee ownership. The cost to transfer Trusteeship to the Hall Committee Inc. is \$700.00.

Poppie Davis, (Trustee) spoke to the attendee's of the meeting outlining her concerns.

Peter Howarth, (Trustee) spoke to the attendee's of the meeting covering the positive and negatives of transferring the Title to the Hall Committee.

Peter Howarth put forward the following motion,

MOTION: "Title of the Merrijig Public Hall be transferred from the current Trustees to the incorporated Hall Committee of Management, together with all of the responsibilities contained in the existing Trust Deed."

Moved: Peter Howarth,

Seconded: Maz Dowling,

Carried

c) CFA Shed and Land:

Title of the land, old CFA shed is held by the Country Fire Authority. CFA have agreed to transfer the title to the Merrijig Public Hall Committee Inc. for the conveyance cost.

All attendees were in favor of decision,

Carried unanimously.

d) Hall Refurbishment:

Maz Dowling gave a presentation of the Hall Refurbishment Project. Maz Dowling called upon Uschi Steedman from Mansfield Shire Council to provide a brief summary of the project. Maz and Uschi then answered questions from the floor.

General Business Continued;

e) Cr. Marg Attley:

Cr Marg Attley explained the importance of having one nominated group from a community when dealing with 'Small Towns' grants and issues arising from within the community.

Cr. Marg Attley also congratulated the past Committee on their great work and achievements.

f) Sub Community group of Merrijig Public Hall Inc:

There has been interest in forming a community group with favor to form a sub committee: 'Community Group' of the Merrijig Public Hall Inc.

MOTION: The Community group will come under the Merrijig Public Hall Inc as a Sub Committee.

Moved: Chris Dunlop, **Seconded:** Dot Corcoran, **Carried unanimously.**

7. Nominations for Committee: the following nominations were received;

Noel Willaton, Chris Dunlop, Ted Lovick, Jenny O'Brien, Kerrie Purcell, Sen Weir, Marie Selstrom, Colin Nash, Lousie Jacob, Gaye Adamson.

The committee accepted and was duly elected, **Carried Unanimously.**

8. Election of Office Bearers:

All elected positions were declared vacant and nominations called for:
Nominations were received for:

President: Noel Willaton
Nominated: Chris Dunlop, **Seconded:** Ted Lovick, **Carried unanimously**
Noel accepted and was duly elected, unopposed.

Vice President: Hold over till next meeting.

Secretary: Louise Jacob
Nominated: Louise Jacob, **Seconded:** Chris Dunlop, **Carried Unanimously**
Lousie was duly elected (in absentia), unopposed.

Treasurer: Sen Weir
Nominated: Sen Weir, **Seconded:** Ted Lovick, **Carried Unanimously**
Sen accepted and was duly elected, unopposed.

Committee: Chris Dunlop, Ted Lovick, Kerrie Purcell, Marie Selstrom, Colin Nash, Gaye Adamson, Jenny O'Brien.

9. Close meeting: Meeting closed at 12.25 pm

Merrijig Hall Renovation

PROJECT MANAGEMENT

Council will coordinate and oversee the Merrijig Hall Renovation project and will work with community groups, volunteers and trades-people to deliver the project on time and within budget.

Council's responsibility:

Within its project management capacity Council will:

- collate quotes and cost estimates for all aspects of the renovation project – (community members wishing to contribute to the project by donating materials or working at reduced rates can have such offers incorporated into cost estimates);
- manage contractors;
- monitor project timelines;
- monitor ongoing project expenditure/budget; and
- complete and lodge all acquittal reports for external funding bodies.

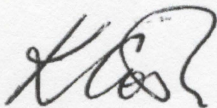
Council's Building Surveyor, Carl Barton, will oversee the collation of cost estimates and the management of contractors; and will monitor project timelines and expenditure.

Council's Community Development Officer, Uschi Steedman, will complete and lodge the necessary acquittal reports for external funding bodies.

Community's responsibility:

Community groups and volunteers are asked to assist with project management by:

- notifying Council of any offers of assistance for the renovation project;
- arranging volunteer / in-kind labour in consultation with Council, throughout the duration of the project;
- accurately documenting the hours of in-kind labour worked; and
- notifying Council of any concerns they may have over the progress of the renovation works.



Kaylene Conrick
Acting Chief Executive Officer