

MERRIJIG PUBLIC HALL AGENDA

Monday 7th May 2007, 7pm

Merrijig Public Hall

NO	ITEM	COMMENT
1	Welcome	
2	Call for apologies	
3	Call for General Business: • • •	
4	Confirm previous minutes	
5	Business arising from minutes: <ul style="list-style-type: none">• Hall Upgrade, Subcommittee Report• Trustees• Notice board• Trash & Treasure on 26/05/07• Exterior Hall Sign• Hire of Equipment• Dance on the 21/04/07	
6	Correspondence <u>IN:</u> <u>OUT:</u>	
7	Financial Report <ul style="list-style-type: none">• April• Accounts for payment	
8	General Business • • •	
9	Next meeting	
10	Close meeting	

Minutes of Merrijig Hall Inc. Meeting
Monday 7th May 2007

1. **Open meeting:** 7.05pm

Attendees: Chris Dunlop, Ted Lovick, Noel Willaton, Maz Dowling,
Jenny O'Brien, Pam Sumpter, Marie Selstrom, Dot Corcoran,
Kerrie Purcell, Sen Weir

Chair: Chris Dunlop

2. **Apologies:** Nil

3. **Call for General Business:**

- Old CFA Shed
- Fridge
- Community Day/Bushfire Recovery Grant

4. **Confirm previous minutes:**

MOTION: That the minutes of the meeting held on Monday 2nd April 2007 are a true and accurate record of the meeting with the removal of a typographic error, remove '5th March 2007' and replace with '2nd April 2007'.

Moved: Sen Weir, **Seconded:** Maz Dowling **Carried**

Amendment to the above minutes: General Business – Trustees
Change wording: '*David Parsons whose advice was to transfer **Trustees** to the incorporated body*' to '*David Parsons whose advice was to transfer **Trusteeship** to the incorporated body*'.

5. **Business arising from minutes:**

Hall Upgrade: Maz Dowling advised the Committee that the funding will have to be revisited. The State Govt. has allocated \$220,000 to Merrijig Public Hall through the 'Bushfire Funding Package'.

Maz Dowling, NEVACC, and David Anderson (Mansfield Shire Council) will meet with the State Govt. to discuss funding issues. Maz Dowling will have a report and more information for next meeting.

Maz Dowling did inform the Committee that the Mansfield Shire Council is still committed to fund \$50,000 to our project and that we still require \$100,000 from the Federal Govt.

Trustees: Peter Howarth (Hall Trustee) is to have a meeting with the remaining Trustees: Poppie Davis and Ted Lovick pending on the committee's discussion and decision at 7th May 2007 Committee meeting. Should the Trusteeship be placed into the Incorporated Hall Committee,

Business arising from Minutes continued...Trustees

Peter Howarth's request is that some consideration is given to the event of the Hall Committee ceasing to exist. Maz Dowling recited from our 'Rules for Management of the Merrijig Public Hall', Item 27: *In the event of winding up the Merrijig Public Hall Incorporated, after all debts have been acquitted, surplus funds and assets shall be distributed to other community groups within the Merrijig Region.'*

It was discussed at the meeting that the current Trustees own the Hall land and are so named on the Title. Mansfield Shire Council conducted a title search on 21/03/2007 which has confirmed that the ownership is with the Trustees.

Maz Dowling commented that it would be in our better interests if the trusteeship was with the incorporated body with regard to funding applications.

Chris Dunlop reported, information from David Parsons (Solicitor), that the following costs would apply to transfers:

\$200 to transfer the Trusteeship into the remaining Three Trustees. \$500 to transfer the Trusteeship from the three Trustees to the Committee of Management of the Merrijig Public Hall Incorporated. Therefore totally \$700 for transfer to Hall Committee.

MOTION: The Trusteeship of the Merrijig Public Hall be transferred to the Incorporated Body of the Merrijig Public Hall Incorporated, subject to the Trustees consent and at an approximate cost of \$700 in total.

Moved: Jenny O'Brien, **Seconded:** Marie Selstrom, **Carried Unanimously**

ACTION: Chris Dunlop to follow up with the above Motion. Meet with Trustees and also obtain a quote from another solicitor other than David Parsons.

Notice board: Drop off Agenda as this item will possibly be covered in the Hall Refurbishment Project.

Trash & Treasure: To be held on 26/05/07. Marie Selstrom reported that 15 stall holders were committed for the event.

Hall Sign: Still ongoing

ACTION: Ted Lovick has some 'Yellow Box' which could be used. John Stedman to assess Ted's timber suitability.

Business arising from minutes cont.,

Equipment Hire: It was decided at the meeting that as the Equipment Hire process could be quite long and exhaustive, that a Subcommittee be formed to deal with this issue.

MOTION: A subcommittee shall be formed with the title of: 'Hall & Equipment Hire' with the participants being Jenny O'Brien, Pam Sumpter and Sen Weir.

Moved: Marie Selstrom, **Seconded:** Ted Lovick, **Carried unanimously**

Dance on the 21/04/07: Marie Selstrom verbally gave the committee a report as follows.
Approximately 60 people attended the evening. A great night was had by all. The profit after costs is to be split 50/50 between the Hall & Merrijig CFA. \$135.00 has been distributed to each group

6. Correspondence:

IN:

Sophie Mirabella: Letter of support for any application for funding for the Hall refurbishment project.
(Federal MP)

Bill Sykes: Letter of support for any application for funding for the Hall refurbishment project.
(State MP)

Merrijig CFA: Thank you letter for recent donation of \$3063.20

Poppie Davis: Copy of letter sent to Mansfield Shire Council re: Community Bushfire Recovery.

Ed Adamson: Letter of complaint. (copy attached with Chris Dunlop's permission.).

OUT: NIL

MOTION: That the above inwards and outwards correspondence be accepted.

Moved: Jenny O'Brien, **Seconded:** Maz Dowling, **Carried Unanimously**

Correspondence Business

ITEM 1: PETER PARRY-FEILDER, The letter sent by Ed Adamson has brought to the attention of the committee that Peter Parry-Feilder's initial plans and concept of Hall refurbishment has been overlooked.

Correspondence cont.

MOTION: A letter of apology be sent to Peter Parry-Fielder for the Committee remising on his involvement. The letter will also include an invitation for Peter Parry-Fielder to attend a meeting with the Hall Refurbishment Sub Committee.

Moved: Dot Corcoran, **Seconded:** Sen Weir **Carried Unanimously**

ACTION: Chris Dunlop to construct a letter, e-mail out to committee for content suggestion and approval, then send to Peter Parry-Fielder.

ITEM 2: ED ADAMSON, In response to Ed Adamson's letter of complaint, the Committee agreed a letter should be sent containing the following:

MOTION: Thanking Ed for his input and further updates regarding the Hall will be available at the AGM. Also informing Ed that Community input is welcome.

Moved: Pam Sumpter, **Seconded:** Maz Dowling, **Carried Unanimously**

ACTION: Dot Corcoran to send a letter to Ed Adamson.

7. Financial Report:

APRIL: Sen Weir verbally reported the following:
Financial incomings: Nil
Financial outgoings: Signs by Design \$50.00
Balance at 30/04/07 **\$10,301.05**

MOTION The April Financial report reflects a true and accurate record of the financial situation of the Merrijig Public Hall.

Moved: Jenny O'Brien, **Seconded:** Pam Sumpter **Carried Unanimously**

Sen Weir reported a \$3000 cheque had been received for the Bushfire Recovery celebration and will appear on next months statement.

8. General Business:

- **Old CFA Shed:** The old CFA shed may have to be cleaned out a bit to accommodate the Trash & Treasure in the event of bad weather.

ACTION: Pam Sumpter, Jenny O'Brien and Dot Corcoran are to meet at the Old CFA Shed on Tuesday 8th May 2007 at 11.00 am to sort out items that need to go to the Tip and items that can be sold at the Trash & Treasure.

ACTION: Chris Dunlop to take old insulation to Tip, Kitchen cupboards to be removed and Cooking Oven to Mansfield Recyclers.

- **Fridge:** Sen Weir reported to the meeting that the Hall fridge has died. Ted Lovick confirmed it's desire to cease to exist. The Hunt Club Hotel has a fridge that we may use on a temporary agreement.

ACTION: Sen Weir to follow up.

General Business cont.,

- **Bushfire Recovery Celebration:** Sen Weir requested for approval from the Committee to hold the Recovery celebration at the same time as our Trash & Treasure on 26/05/07. Marie Selstrom had some concern about the double occupation of the kitchen on the morning, however Sen Weir re assured the committee that the Recovery Celebration would independently cater for their own needs, ie; fridge (cool room trailer), space – (John Lovicks paddock).

9. Next Meeting: Monday 4th June 2007. 7.00pm

10. Close Meeting: 8.35 pm



Dot Corcoran,
Secretary, Merrijig Public Hall Inc.

Secretary's Note for Hall & Equipment Hire Subcommittee:

Minutes 8th June 2005

Hall Booking Fees:

Hall booking fees increase to \$10.00 per head after August 31st and reviewed after completion of renovations.

Moved: Ted Lovick

Seconded: Dot Corcoran

Carried

Minutes 5th June 2006

Rules for Hiring Hall:

Rules reviewed. Sen to organize laminated signs for hall

Hall Hiring Charges for School:

Motion: School to pay for money raising and/or extra curriculum activities at a discount rate. \$75.00 full day. \$40.00 half day.

Moved: Sen Weir,

Seconded: Marie Selstrom

Carried

Hire of Hall Equipment:

A book for 'sign out' for hiring of key and equipment will be organized by Dot Corcoran. \$10.00 for trestle hire. \$10.00 for crockery hire.

Bindaree Fundraiser:

Bindaree has requested cost of Hall to organize a fundraising activity. It was agreed to offer Bindaree the same hiring charges of the school.

Secretary's note for Subcommittee cont.,

Minutes 3rd July 2006

Recent Hall Hire:

A mess was left at the school after hall hire on weekend. Hall must be left clean by midday the day after function.

Moved: Ted Lovick, **Seconded:** Chris Dunlop
"\$100.00 bond and hall hire be paid prior to hall hire and bond not returned until satisfactorily cleaned and inspected. Whoever inspects hall to also check the school"

Minutes 7th August 2006

Booking Procedures:

Motion: A new Hall Booking Form & Hire Agreement will be completed by all user groups, ie: school groups, individual parties and functions prior to date of hall use. The agreement sheet will also include \$100.00 bond which is refunded if the hall is left in a satisfactory condition. A new Hall Bookings Diary will also be adopted for all bookings commencing 4/09/06.

Moved: **Marie Selstrom,** **Seconded:** Pam Sumpter *Carried*

The Committee also agreed to create a roster before next winter for checking the Hall after it has been used. Or to look at paid cleaning.

Motion: local members are to get priority over hall booking dates. School groups are asked to pack their bags & belongings into one corner on Tuesdays so the exercise group can use the hall.

Moved: Marie Selstrom, **Seconded:** Pam Sumpter *Carried*

Minutes 4th September 2006

School Use of Hall:

Motion: The school return their key to committee, hire hall @ \$5.50 an hour and ensure hall is clean upon leaving. This is to be taken upon a 6 month trial.

Moved: Marie Selstrom, **Seconded:** Jenny O'Brien *Carried*

Dot

'Blackwood Bend'
2235 Mt Buller Rd
Merrijig 3723

05/05/07

Mr C Dunlop
President
Merrijig Community Hall Committee
Merrijig 3723

Dear Chris

I write after carefully examination of the proposed plans for the hall redevelopment. Marion tells me that the Shire drafted the plans which are on the hall wall. They are nothing like the plans Peter Parry-Fielder drafted. What happened??

It was my understanding that our own local Merrijig resident architect, Peter Parry-Fielder had done some concept drawings for the hall project. I understand that he has heard nothing further from you.

Courtesy and obligation surely merit a thankyou; but what Peter has done is start the process which is usually ongoing, and which leads to satisfaction and a feeling of local ownership of our new hall for our community.

We will lose a golden opportunity to control our local hall redevelopment if we allow the State or the Australian government funding criteria to dictate the design.

Peter Parry Fielder is a very experienced architect who has designed and project managed buildings from several sky scrapers at the Paris end of Collins Street to magnificent bush setting holiday homes on lake shores, to the LaTrobe University Campus on Mt Buller and the ski lodge developments all over Mt Buller using a range of materials from colourbond to wood finishes.

He currently does these kinds of projects and currently is right now doing architectural audits of community centres all around our region. Through these snapshots you perhaps can understand the currency and extent of his expertise?

This is the process where we retain local control and ownership:

1. The concept Peter submitted is considered by the hall committee, and modifications made by him - the architect- so that the plans become the project.
2. Then detailed specifications are drafted and scheduled by the architect (and he arranges the engineering checks - with the Shire or not doesn't matter, unless we have a local engineer who will do it).
3. The calculation of cash and kind inputs by each contributing body (the community, the Shire, the State government and the Feds) is done at the earliest stage (see estimates budget by EA attached) and can be refined and renegotiated as necessary.
4. The schedule is done for timelines and costs.
5. Then tenders or quotes are called.
6. Then the job is done with as many local contractors as possible, and with as much voluntary input as is possible.

Expectations by funding organisations:

I expect that the way this funding proposal will work is that the refurbished hall fits the criteria as an emergency services shelter and food provision venue.

The usual funding arrangements are that the community sets out its contribution in cash or kind, the Shire similarly, and the State and Federal Governments put in the money.

Peter Parry-Fielder has volunteered his work so far and as I understand it, is willing to negotiate to do the rest cost free as well.

-/:1.

Being the architect for the Grollo group as well as others he has a certain influence. It may happen that refurbishments make it necessary to dispose of quite a bit of very expensive commercial kitchen equipment which could be used at our hall, if we were to ask what the possibilities are.

That's why I have put \$30,000 of the kitchen costs in our cash or in kind contribution section of the attached budget.

At this moment, we don't have to be poverty-minded about this. The money is available. Let us design for the next 50 years, not just for the next 5 years:

That's why we should have a design which incorporates realities for the coming years:

1. The latest obligatory 5 star energy conservation ratings for the building.
2. Alternative energy system to grid electricity (in addition to grid electricity). This can include plug-in provision for water-generated power from the Delatite River, photovoltaics & solar panels for hot water augmentation.
3. Upgrade of electricity as necessary to carry projected, not just current loads. Certification that electricity supply is sufficient for emergency services use, or upgrade to suit 150 people in a temporary camp onsite.
4. Gas with a pig or bigger supply for the commercial kitchen, (for who in an emergency situation can rely on grid electricity for cooking, or space heating!?)
5. Internal networking grid for computers with broadband and/or satellite communications connectivity for a large meeting or work room, so that courses can be conducted, emergency services base be functional, and community access to better communications than in most of the locality be available.
6. Mobile phone relay as reception in the Merrijig township is poor.
7. Provision of S.O.M.M. Fire hose reel with sub-main.
8. Parking on and off site for say 40 vehicles, including] bus and 3 trucks.
9. Hard and soft landscaping including children's activity and play areas in approved materials. (It is not envisaged that extensive playground equipment be installed).
10. Landscape design and schedule to enhance the site and the adjoining areas. (Ed Adamson's 'Landscape for Life' firm will provide the landscape design on a volunteer basis, and First Selection nursery will provide a quantity of trees and shrubs at heavily discounted rates with the Parry-Fielder design. with ongoing attention to their establishment).
11. Disabled toilet with room for attendant carer access, with changeroom facilities (not multi-purpose corridor room) and adequate male & female toilets for up to 150 people. including children's urinals and child sized toilet pans.
12. Direct access from kitchen to rear of building and bbq area under cover. with direct access to toilets from outside under cover and from the hall proper, but not with cisterns against the kitchen wall (as kitchens are the places people like to interact (preferably without lavatory noises).
13. More than one 'meeting room', including those equipped for computer and office use and those for children's use.

These are the Opportunities for us, the local community:

J. Opportunity for our current trash and treasure to grow into a much larger and more frequent event.

...3

2. Opportunity for commercial kitchen use for fees, for the remainder or the whole of the facility to be used for fees to be put back into hall maintenance and to provide for future community investment.
3. Opportunity for technology suppliers, local businesses and local community groups to develop and thrive using this facility.
4. Opportunity for parts of the new development to be used for a child minding or day care facility, or in any case for children to be safe and entertained when Mum~ and Dads are using the facilities.
5. The innovative systems on the community hall can be an educative tool for our local and the wider community.
6. Opportunity for our largest local employer, the Grollo organization, an opportunity to be a proud stakeholder in the Merrijig community as well as Mt Buller; an opportunity several of the people in those organizations may welcome.

Budget: If the State and Australian governments want to make money available to us, let us gracefully accept it (on the community's terms). Let us maximise the effectiveness of that money. A suggested budget with one break up possibility is attached on a separate Excel page. These figures can be massaged into the desired mix.

I understand that up to \$310,000 is envisaged to be granted. The budget as estimated sums each organisation's contributions (in cash and in kind). Adjustments may be required. Don't forget that as a Nation, we are overflowing with money and this is an excellent project to receive funds well beyond our normal thinking pattern.

My guess is that the constraint on the money being available is that the Federal Government requires it to be 'spent' (i.e. to come to the hall committee or be held by the Shire on behalf of the local community) by the end of June 2007.

That's why it is OK to estimate, and put the application in that way. The Shire by the way, is not making its contributions for nothing. Their 'fees' will be included in their cash or kind contribution to the project. The Shire is already complaining about 'Unreasonable Bushfire Costs', according to the *Manfield Courier* of 25/04/07.

The voluntary (or fee) contributions of local Merrijig people will be shown in the estimates. We need to maximize those local contribution figures.

The detail can come later, but what must be included now is the sewerage and water major items, which are essential if the hall is to meet the criteria for an emergency centre.

Please amend the hall committee action plan to give us the leading Merrijig community asset through this project.

Yours sincerely

Edwin Adamson
0428 775758

NOTE: Additional land to the east to enhance the landscape around the hall: Ed's enquiry from adjoining landholder (John Lovick only, so far) says that in any future subdivision a buffer strip will be incorporated in the development plan, and it seems possible to fence say a strip 13m wide and plant it as part of the hall landscaping for this project.

Attachment: Excel spreadsheet for hall refurbishment budget 2 pages.

MERRIJIG COMMUNITY COMPLEX REFURBISHMENT & IMPROVEMENTS

DATES	ITEM	COMMUNTY SHIRE	STATE AUSTRALIAN TOTAL	
15/5/07	General plans completed	3000	1000	\$4,000.00
15/6/07	Submission & Approval processing	1000	1000	\$3,000.00
30/6/07	Detailed plans prep. & approval	10000	1000	\$12,000.00
30/6/07	Funding contributions secured	500	500	\$4,000.00
30/9/07	Work commences			
	Demolish CFA old fireshed	1000	100	\$1,100.00
	Power underground, (eliminate power pole) from main to hall to highlight the alternative systems	extraordinary Item	30,000	\$30,000.00
	Sewerage main extension 300m	extraordinary Item	80,000	\$80,000.00
	Sewerage offtake & effluent pump		16,000	\$16,000.00
	Strip hall, line, Insulate, re-wire, insert services in walls, renew & prime weatherboards, insert verandah & additions structural attachments, ensure 5 star rating: Indude youth training project	60,000	5,000	\$95,000.00
	Build storage in place of old fireshed: Youth training project	15000	3000	\$38,000.00

	Build new sections: Include fire. drought relief over 50 y.o. re-training project with professional bulkers, sparklers, plumbers, office people	30,000	6000	20000	60000	\$116,000.00
	Install mobile phone & other communications networking	2000	2000	2000	15000	\$21,000.00
	Install 50,000 l. water tank & system with pressure supply to kitchen	1500	500	2000	6000	\$10,000.00
	Commercial kitchen fit out installed	30000	1000	2000	5000	\$38,000.00
	Structural landscaping implemented; car parks, fences, bbq area stonework, (e.g. low wall to sit on) using local stone.	7500	1000	500	3000	\$12,000.00
	Soft landscaping (water system, plants, soil, mulch, Initial maintenance)	5500	2000	2000	5000	\$14,500.00
	Electrical upgrade & alternatives integration Including photovoltaics	2500		12000	20000	\$34,500.00
	Solar hot water, heating & air conditioning panels & system	2500		25000	25000	\$52,500.00
	Comprehensive toilets renewal	2000	3000	25000	25000	\$55,000.00
Easter 2008	Opening celebration	1000	1000	2000	2000	\$6,000.00
	SUB-TOTALS OF CONTRIBUTING ORGANISATIONS. GRAND TOTAL	175000	23100	232000	212500	\$642,600.00
		Most in kind	Most in kind	Mostly Cash	Mostly Cash	

MERRIJIG PUBLIC HALL
Items for Hire

may 2007

	Hire cost
BBQ	
Trestles <ul style="list-style-type: none">• 4 plastic• 7 wooden	
Tables <ul style="list-style-type: none">• 4 square	
Chairs <ul style="list-style-type: none">• 26 brown• 13 black• 2 maroon	
Crockery <ul style="list-style-type: none">• 91 dinner plates• 13 bread and butter plates• 70 pudding bowls• 175 entrée plates• 58 saucers• 138 soup bowls• 70 dessert bowls• 16 large soup bowls• 78 medium pudding bowls• 37 tea cups• 16 green coffee mugs	
Carafes <ul style="list-style-type: none">• 8x 0.5 litre	
Cut glass bowls (salad or fruit salad) <ul style="list-style-type: none">• 5 oval• 9 round	
Cutlery in silver tin <ul style="list-style-type: none">• 10 tea spoons• 58 dessert spoons• 71 forks• 91 knives	