

**MERRIJIG PUBLIC HALL**  
Minutes of meeting held 12<sup>th</sup> December 2002

**Present:** P Howarth, P Davis, P McCormack, J Syme, C Dunlop, C Brandl, S Weir, T Lovick.

**Apologies:** None

**Minutes of previous meeting:** Having been previously perused were taken as read.

Moved J Syme    Seconded C Dunlop.    Carried.

**Matters arising:** *P Howarth* tabled trust deed collected from the Solicitors office.

*P Davis* agreed to access documents on Role of Committee for discussion at the next meeting.

*S Weir* advised that insurance has been finalised. The Mansfield Shire under Community Organisations cover covers building and contents, and public liability has been paid with a cover of \$1,000,000.00.

*T Lovick* tabled a quote for installation of safety equipment. Ted advised that he had already installed two smoke alarms and that they could be subtracted from the quote. Safety signage was included in the quote, *S Weir* advised that due to the size of the building it would not be necessary to install illuminated exit signs and that photo luminescent paint would be acceptable.

Fire extinguishers will cost \$273 and it was agreed that a quote should also be obtained for safety boxes to house them. The committee gave *T Lovick* discretion to follow up and arrange installation.

A motion to that effect was moved by C Dunlop    Seconded C Brandl

189  
\$347  
273

*T Lovick* reported that Evan Houston had inspected the chimney and was of the opinion that it may be preferable to install a slow combustion heater in the fireplace and place the flue inside the chimney well. It was agreed that this was a good alternative due to the cost of chimney repairs. Carried.

*S Weir* agreed to investigate the cost of a secondhand unit and *T Lovick* offered to check with Timbertop in case they have recently removed heaters at the school.

*P Davis* tabled Incorporation papers and has discretion to continue with Incorporation of the Hall including drawing up the Rules of the Organisation and a Mission Statement.

Carried.

*P Howarth* reported that he had advice that Shire support would be more likely after the March 2003 elections and will pursue the matter after the elections.

*P Davis* advised that a letter had been sent to the Rodeo committee regarding funds from the event.

*P Davis* tabled a draft of the letterhead design and asked that the Committee approve it. The design is to be used on all corporate correspondence and signage. Carried.

**Correspondence:** *In* - Corporate Affairs Victoria, Incorporation documents, Mal, Ryan & Glen, Trust Deed .                      *Out* - Minutes, Mal, Ryan & Glen, Request for documents.

**Auction Fundraiser:** C Brandl tabled her plan for a fund raising Auction to be held on Australia Day weekend 2003. It was agreed unanimously that this is a good idea however the lead-time was deemed to be too short and some committee members would not be able to assist due to other business commitments. A tentative date was set for 22<sup>nd</sup> March 2003. C Brandl agreed to coordinate the event and seek assistance from a team made up from committee members.

**Kitchen renovation:** C Brandl tabled her design/plan and all members agreed the kitchen renovation is a top priority. Discussion went to whether the kitchen should be relocated to an extension at the rear of the building, (*J Syme*) leaving the existing room to be refurbished as a meeting room, which cause a great deal of interest around the table.

*P Howarth* offered to produce a master plan for the hall with several options for providing an optimum facility, taking into consideration the current plan. Carried.

Meeting closed at 8.30pm. The next meeting is scheduled for 9<sup>th</sup> January.