Ravensthorpe Entertainment Centre Management Committee Inc. (RECMC Inc.)

Minutes for the meeting held on

Tuesday 15th September at 6:00pm
AT THE RAVENSTHORPE ENTERTAINMENT CENTRE

1. DECLARATION OF OPENING: Don Lansdown 6.10pm

2. RECORD OF ATTENDANCE / APOLOGIES:

ATTENDEES:

Don Lansdown	Community Representative and Chairman
Keith Rowe	Community Representative
Sharyn Gairen	Councillor
Jules Belli	Councillor
Jess Wade	Tigers Football and Sporting Club
Natasha Cale	Ravensthorpe Basketball Association
Marcia Norrish	Ravensthorpe Tennis Club
Fiona Philson	Ravensthorpe District High School
Jenny Goodbourn	Manager of Community & Recreation Development Non-Voting
Gail Warren	Secretary of the RECMC Non-voting

APOLOGIES:

Shona McKillop	Tigers Football and Sporting Club

3. CONFIRMATION OF MINUTES FROM MEETING – MONDAY 3rd August 2015

COMMITTEE RECOMMENDATION:
That the minutes of the meeting on the 3rd August 2015, be confirmed as a true and correct record of proceedings.

MOVED: Jess Wade SECONDED: Keith Rowe

CARRIED 8/0

4. MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 Mural:

Jenny was advised that the Arts Council would not have enough time this year to bring this to fruition and will revisit it for next year. Hopetoun Primary School will be having a mural done and also a workshop for the students that will involve painting skateboards which will be a lead up to

the skateboarding event to be held later in the year being organised by Hopetoun Progress Association

4.2 - Update on progress of proposed adjacent bush area development between the REC and RDHS

Sharyn apologised for not having followed this up

COMMITTEE RECOMMENDATION: Sharyn to take the proposal to Council – Keith is available to be called upon should Council wish to have more information MOVED: Sharyn Gairen SECONDED: Jess Wade CARRIED 8/0

4.3 RECMC Meeting Attendance Issues – Keith Rowe

To resolve once and for all the meeting date for each month and to finalise the details for proxy voting.

- A discussion ensued around the setting of a regular day and time for meetings, the need for reps to find proxy's to attend should they be unable to thus avoiding not having a quorum. Fiona expressed her difficulty in finding a proxy both Sharyn and Tash offered their assistance to find someone; Tash offered to proxy for Fiona for the 5th Oct meeting this was accepted by Fiona.
- Jenny referred to the Constitution and the By-Laws that now make provision for meetings to be able to continue should the Club/Group not be represented and that fines can be decided upon and issued.

CONSTITUTION

Committee of Management

10 (1) Subject to sub-rule (9), the affairs of the Association will be managed exclusively by a Committee of Management (Management Committee) consisting of-

(a) a Chairperson;

(b) a Vice-Chairperson;

(c) a Secretary;

(d) a Treasurer (whom may also hold the Secretary position);

(e) not less than 3 other persons, all of whom must be members of the association.

Details of the numbers of representatives from affiliated clubs, the Ravensthorpe District High School, Councillors from the Shire and Community members is as contained in the By-Laws of the Association.

(f) Affiliated members may send a proxy delegate to sit on the Management Committee.

(g) Each proxy delegate will have the same voting rights as present members. It is the role of each affiliate to bring relevant Club information and to ensure adequate handover of agenda notes.

(h) Community representatives of the Management Committee shall be sought through advertising of position vacancy and majority election through the Committee.

Proceedings of Management Committee

15 (1) The Management Committee must meet together for the dispatch of business not less than five times in each year and the Chairperson, or at least half the members of the Management Committee, may at any time convene a meeting of the Management Committee.

(2) Each Management Committee member has a deliberative vote.

(3) A question arising at a Management Committee meeting must be decided by a majority of votes, but, if there no majority, the person presiding at the Management Committee meeting will have a casting vote in addition to his or her deliberative vote.

(4) At a Management Committee meeting, six Management Committee members constitute a quorum and as stipulated in the Association By-Laws.

BY-LAWS

By-law 1.0 - Management Committee Meetings Proceedings

1. **Management Committee**
   - 1.1. This by-law is referred to in the RECMC Inc. constitution rule 10.1 and has resulted from continued non-attendance of the Management Committee Meeting by affiliated groups.
   - 1.2. Affiliated members refers to persons who are affiliated with a sporting club, association or education facility.
   - 1.3. Affiliated groups refers to sporting club, association or education facility that pay an affiliation fee to the RECMC Inc.
   - 1.4. The Management Committee shall consist of the following nominated affiliated members, community members, and Shire representatives.
     - 1.4.1. (1) representative from Ravensthorpe Tennis Club
     - 1.4.2. (1) representative from Ravensthorpe District High School
     - 1.4.3. (1) representative from Basketball Association with a maximum of (2)
     - 1.4.4. (1) representative from the Tigers Football & Sporting Club with a maximum of (2)
     - 1.4.5. (2) representatives from the Community
     - 1.4.6. (2) councillors from the Ravensthorpe Shire
   - 1.5. The minimum attendance number per group is (1)

2. **Lead Representative**
   - 2.1. Affiliated associations, clubs and RDHS must nominate a lead representative and advise the Association in writing.
   - 2.2. The lead representative shall be responsible for attending Management Committee meetings as scheduled and organising proxy representatives to attend the Management Committee meetings that the lead representative cannot attend.

3. **Proxy Representative**
   - 3.1. A proxy representative shall be a person from the same affiliation as the lead representative and attend the Management Committee Meeting as requested.

COMMITTEE RECOMMENDATION:

That RECMC Meetings will be held on the first Monday of the Month at 6pm and are to be held in the Meeting Room at the REC. Should the Meeting day fall on a Public Holiday another date will be decided on at the Meeting held prior to the Public Holiday.

That RECMC representatives are to advise in writing (email) to the Secretary the name of the person acting as their proxy prior to the meeting that the representative will be unable to attend.

MOVED: Jess Wade SECONDED: Keith Rowe

CARRIED 8/0

4.3 Annual Affiliation Fees

Tash apologised that she hadn't got Tigers members figures to Gail and suggested that Sally Major would be the best person to contact for these.

- Gail to contact Sally and to cc Tash

4.4 Tigers Request for Profits from Function of 5th September 2015.

Tigers recently held a function which had been approved by the RECMC as one of the functions for which they could request a donation for the value of the bar profits. The date and amount is as follows –

- Tigers Season Wind-up – Saturday 5th September - $776.23 (net profit after stock cost and bar staff wages)

COMMITTEE RECOMMENDATION:
That the Tigers Football and Sporting Club receive a donation from the RECMC through Council to the value of the bar profits for their function on the 5th September 2015 – being a total of $776.23

MOVED: Sharyn Gairen SECONDED: Jess Wade

CARRIED 8/0

4.6 RDHS Request for Profits from Function of 4th September 2015.

RDHS recently held a function which had been approved by the RECMC as one of the functions for which they could request a donation for the value of the bar profits. The date and amount is as follows –

- RDHS Quiz Night for Hockey Country Week – Friday 4th September - $301.62 (net profit after stock cost) No Bar Staff cost as time was donated.

COMMITTEE RECOMMENDATION:
That Ravensthorpe District High School receive a donation from the RECMC through Council to the value of the bar profits for their function on the 4th September 2015 – being a total of $301.62

MOVED: Sharyn Gairen SECONDED: Jess Wade

CARRIED 8/0

REPORTS:

5.1 SECRETARY REPORT:

- Jenny reported that the roof leaks have been fixed, Tash did say that she did not think so. It had been brought to Jenny's attention that there is a problem on the eastern side of the floor – behind the courts. Upon inspection with Bill Auburn, it appears that water is coming in through the roller doors and has caused the wood to become discoloured and a large floating bump to form. When it rains the water is coming from the oval, which is at a higher ground level than the courts, and will not be an easy fix. We will have to look at drainage along the wall of the building to divert the water away. It has obviously been happening for some considerable time but now it has been brought to Councils attention we will work on a solution.

5.2 FINANCE REPORT:

Including previous years income for REC business units.

- It was noted that there has been a significant downturn over the last 3 years
- Jules queried as to where the $10,000 would come from for the provision of the Secretary and should the funds not be available what will happen when the current Secretary's term becomes due, would the committee become responsible for providing a Secretary.
- Don suggested that Gail follow up this up with the CEO.

5.3 CORRESPONDENCE IN:

5.4 CORRESPONDENCE OUT:

Letter to Tigers Sporting Club re payment of bar profit from function 13th June 2015.

5.5 COUNCIL UP DATE: Nil to report

COMMITTEE RECOMMENDATION: That the reports and correspondence be received That Gail follow up Jule's query and report at the next meeting MOVED: Natasha Cale SECONDED: Jules Belli CARRIED 8/0

6. GENERAL BUSINESS:

6.1 – Acceptance of the Ravensthorpe Entertainment Centre & Sporting Complex Master Plan

Jill Powell came to Ravensthorpe on the 10th August and met with representatives of the RECMC to discuss the draft Master Plan. There were some amendments suggested regarding multi-purpose surfaces when the tennis courts are re surfaced to include basketball and netball markings. There were also some changes to car park access. Following the meeting Jill provided a revised draft design for consideration. This was sent out to all RECMC members on the 13th August. So far no further feedback has been received.

COMMITTEE RECOMMENDATION: That the RECMC accept the Draft Ravensthorpe Entertainment Centre & Sporting Complex Master Plan as presented and recommend its acceptance to the Shire of Ravensthorpe for endorsement. MOVED: Jules Belli SECONDED: Jess Wade CARRIED 8/0

7. NEXT MEETING: 5th October 2015

8. CLOSURE OF MEETING: 7pm