Minutes: 13th December 2021: 6.00 pm Macclesfield Institute:

**PRESENT**: Penny Worland (chair), Anne Stott (Treasurer), Christie Gordon (Vice Chair), Malcolm Buckby, Lynn Boyd, Tara Horsnell. Guests: June Conroy

**APOLOGY:** Vicki Taylor & Tess Minett

**WELCOME:**

Acknowledgement of Country: To Elders past and present, the Peramangk people.

**MINUTES OF PREVIOUS MEETING:**

**Motion: “***That the minutes of the meeting held 8th November 2021 be accepted”.*

**Moved:** by Lynn and seconded by Penny. Motion carried

| **Agenda Item** | **Discussion** | **Decision** | **Action** |
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| **5 Business Arising from Minutes** |  |  |  |
| **5.1 Community Emergency Response: Community Resilience Network** | Lynn reported that the Adelaide Hills network has formalised the scope of the Community Action Network (‘AHCAN’). | Community representatives on AHCAN to review community preparedness with other community group leaders. | Lynn and Graeme Milne will co-chair a meeting of Macclesfield community group leaders in the Institute at 7pm on 14th Dec 2021. |
| **5.2 Community Emergency Response: Request to Greg Parker for a Council - Red Cross partnership** | Penny has checked with MBDC re funding for a community-based resilience initiative with MBDC to engage Red Cross to deliver community resilience workshops. There will be grants for this with applications due in January. | Federal grants are available for funding of community-based resilience groups. MBDC is developing an application for federal grant funding. | Penny to provide a letter of support on behalf of the MCA. |
| **5.3 Eastern Side of Venables Street upgrade** | Extension for the funding and deadline for completion is now June-2022. | Need to communicate with Kristian Wohlstadt regarding final design and MCA feedback given to date. | Penny to follow up Kristian regarding the final design. |
| **5.4 MCA Application Form** | No discussion | Content off Application Form to be determined once a more clearly defined member demographic has been determined. | Deferred until early 2022 |
| **5.5 Terms of reference MCA Groups** | Young at Heart Club need a TofR | No further discussion at this time. | Penny and Malcolm to meet with Cathy in 2022 to clarify the status of YaHC and TofR. |
| **5.6 Crystal Lake Park and Lord Robinson parkland** | MCA still has a role in bringing the various parties together to try to facilitate an agreed use of the Crystal Park/ Lord Robinson Park. MBDC may consider providing funds for a strategic planning process for the various groups but will need a formal proposal and costs. Penny has contacted the SA Stone Sculpture Association regarding their deputation to MBDC. Propose a meeting with the key interest groups on a way forward. Propose the planning be done in a time limited fashion with a limited number of meetings to workshop a proposal and an agreement on how this might be resolved. Governance is part of discussions to be had. | John Farrington has met with all interested parties. | Penny to organise a meeting with the MCA and John Farrington in January to discuss the information he has obtained through his discussions with interested parties. |
| **6. MCA Planner** |  |  |  |
| **6.1 Green hire room review** | Hire fee has not increased for several years. Agreement with regular user has lapsed. The Agreement should be revisited along with the hire fee. | Christie, on behalf of the MCA has executed a signed 12-month Hire Agreement with Karin Foxwell. | No further action required. |
| **6.2 Update Maccy Booklet** |  |  | Completed. |
| **6.3 MCA governance policy: Auspicing Policy** | This policy was developed in 2008 and has been reviewed by Malcolm. Policy is considered to be pretty comprehensive and current. May need a standard agreement to be attached with a schedule for any different arrangements particular to a committee. Noted there is a separate policy for Task Groups.  Status of Young at Heart group should be transitioned to a task group. Have currently taken out insurance, however it may expose the MCA as arrangements are not clear - YaHC are taking out insurance for Cathy as instructor. | Malcolm met with Kath Thurmer to discuss previous auspicing arrangements made by the MCA.  Penny to discuss with Young at Heart moving to becoming a Task Group and the implications of this *(see Agenda Item 5.5).* | Malcolm provided model agreement to members at meeting.  Christie to search for Auspicing Agreement document amongst Strawberry Fete historical documents.  Finalise matter at February 2022 meeting.  Penny and Malcom to discuss with Young at Heart on the steps to become a task group in early 2022. |
| **6.4 Electrical tagging** | Plug on faulty 30amp extension cord to be replaced | David Brown replaced the plug and returned the lead to Lynn. | Lynn to forward receipt from David Brown to Anne for reimbursement of costs. |
| **6.5 Maccy School award** | Maddie Brook and Tilaya Guy were awarded MCA Community Awards at Macclesfield Primary School Graduation Ceremony | Penny attended the Graduation ceremony to present the awards. | Completed |
| **7 Finance** | Anne moved that the Finance Reports for November 2021 be accepted: | Moved by Lynn seconded by Christie. Motion carried. | No further action required |
| **7.1 Budget 21/22** | Anne has provided open access to Christie to MYOB file. | Christie to try and complete the budget by the February 2022 meeting. | Christie to prepare a draft budget for review by the Committee. |
| **7.2 Signatories** | Amendment of August 2021 Minutes to reflect correct spelling of Christie’s legal name has been undertaken. | The MCA Committee needs to endorse changes to Minutes. | Christie to email a copy of amended Minutes of August 2021 to MCA committee members for endorsement at February Meeting. |
| **7.3 Credit Card** | Can get a MasterCard debit card. | Moved that we get a Commonwealth Bank MasterCard Debit card with one to sign: Anne Margaret Stott. Credit Card to be attached to account number BSB 065515 account 1005 4093. Second Malcolm. Carried. | Anne to apply for Mastercard |
| 7.4 Term Deposit | Term deposit has expired. Anne looked into Rabobank who were offering 0.75% on 6 or 12-month term deposits. Rabobank does not accept Term Deposits from Associations. Anne also approached Credit Union SA who offered slightly more. Anne asked what the MCA wished to do with the Term Deposit Funds. | Given minimal return on investment, and time required to open an account at another banking facility Penny moved “that the funds to remain with CBA in a term deposit Account for 6-months”.  Seconded by Christie.  All present in agreement. Motion carried | Anne to reinvest funds in a 6-month Term Deposit with the CBA. |
| **8 Maintenance of Institute** | We have had a good amount of cleaning recently, and repairs associated with the new kitchen etc. Gutter on the northern side of supper room may need maintenance before next winter. It was overflowing at last big rain. | Graeme Milne and Geoff Harris can assist. | Penny to ask Geoff and Graeme to inspect and advise if repairs are required. |
| **8.1 Signage** | Sticker to be placed on the sign out the from top promote how to hire the hall. | New contact information to be directed to website rather than phone number. Booking system online still being sorted. | Penny to ask Geoff and Graeme to paint over existing contact details when cleaning gutters. Take measurement of sign to determine decal sizing  Christie to organise a new decal with MCA email address for hall bookings |
| **8.2 Agreement** | Management agreement to be updated next year. Anne informed the committee that MCA was to invoice MBDC, and that figure would not be provided. | Christie moved “that an invoice be sent to the MBDC with a 3% increase on fees for last year to reflect increase in CPI.  Seconded by Tara  All in agreement. Motion carried | Anne to undertake Audit with Geoff and forward Audited Financial reports to Council with an invoice for management fee that reflects the decision made herein. |
| **8.3 Fire Safety** | Battery backup for emergency exit sign above the supper room door to be replaced. Robyn Milne requested a quote from Firewatch | Christie has spoken with Firewatch to chase up quote. | Wait for quote. |
| **9.0 Events** |  |  |  |
| **9.1 Christmas Carols** | All organised and approved. Invoice for $500 has been sent to Chloe Head Events and Tourism co-ordinator. Insurance covered under council and the current policy not available yet to MCA - Chloe to follow up and let us know . Event group to keep on this. |  | Christie to purchase supper items in preparation for event.  Any MCA members available to assist with sale of supper to meet at Davenport Square at 7:00pm on 19th for setup. |
| **9.2 75 years of MCA** | 75 years of MCA in 2022. To be discussed with the History Group about an appropriate celebration.  History Group report in December | History Group to advised | Penny to raise with Lesley Shack. |
| **10. New Business** |  |  |  |
| **10.1 Bushcare Group – Grassroots Grant project** | Bushcare group met to discuss new signs at Davenport Square, Crystal Lane and the Day Paddock | MCA to continue to support the project as partner and explore the Nature Festival idea | Penny to bring signage concept designs to the MCA meeting when finalised. |
| **10.2 MBDC Arts Plan** | MCA provided a letter of support for grant funding application by MBDC. The grant application was successful and Council developing an Arts Plan in 2022. | MCA has a high level of interest in the content of the Plan – there is potential for support for initiatives in Macclesfield eg Crystal Lake Arts Hub. | No action required at this time. Penny will monitor developments. |
| **10.3 Sign up to Centrelink to take volunteers** | Insufficient ongoing jobs for volunteers at this time to warrant signing up for Centrelink | Meeting decided that signing up for Centrelink was pointless without consistent and ongoing tasks to attend to. | No action required at this time. |
| **10.4Australia Day Breakfast** | Preparation for event to commence now. Anne advised that grant funds had been received from MBDC |  | Christie to organise purchase of food items based on Robyn Milne’s records of previous years.  Christie to contact Lion’s Club and RSL re volunteers for cooking.  Christie to make up roster and advise other MCA members. |
| **11. Reports** |  |  |  |
| **Market Report** | Market went quite well, $220 from stall fees and $120 from sale of goods on MCA table.  Lynn discussed the hot food situation and believes that the products currently on offer were not necessarily what the market attendees want. | That the marketing of the market requires review and that the foods offered for consumption onsite be reviewed | Lynn to speak with Lillit regarding the provision of foods more likely to be consumed by locals at the Market. |
| **Agistment** | Penny spoke with Kelvin Williams regarding the high grass in the Night Paddock.  The individual who was agisting the paddock for her horses was no longer able to meet her financial obligations under the agreement, and so withdrew her horses and ceased making payments. This was missed in the banking. | That the paddock be agisted to keep the grass down. | Kelvin Williams to deal with issue. |
| **Grants – Volunteer Grant** | Penny advised that the MCA/YaHC had been successful in their application for a Volunteer Grant through Rebekha Sharkie’s office. | That the funds be spent on purchasing a PA system that can be utilised by the YaHC and for MCA events. | Penny to forward a copy of the email containing information on the type of PA system required and forward to Lynn who will obtain quotes. |
| **Grants – Healthy Town Challenge** | Penny advised that the exercise station will be installed at Davenport Square on Wednesday/Thursday of this week. All that remains to be done are the installation of 2 chairs.  Kaleb Wildon will offer classes and instructions on the use of the exercise station during January/February which will be funded by the proceeds of the grant. |  | Penny to prepare advertising for Kaleb’s sessions.  Christie to publish announcement on FB. |
| **Footpaths** | Penny received correspondence from MBDC requesting a meeting at short notice to discuss which locations should be prioritized for footpaths in Macclesfield, and the preferred products to be used | Given the MCA committee is not a total reflection of the demographic of Macclesfield, it was agreed that representatives of the primary school community and YAH should be included in the discussions with Council. As such, Penny has discussed this with the MBDC and the meeting will be adjourned until the new year | Penny to contact the primary school and YaHC regarding representation at the meeting with the MBDC on this matter. |
| **13. Finish** |  |  |  |
| **Meeting finished 6:47pm** |  |  |  |

Next general Meeting: Monday 14th February 2022 at 7.00 pm at Institute