

Minutes of Meeting to be held Tuesday 27th February 2024

Loomberah War Memorial Hall, Loomberah

1. **Welcome by Chairperson/President** – Liz
2. **Present:** Committee members and any guests (to be noted on the Sign on/ Sign off Register): Trish Moore, Liz Blackburn, Karlie Tongue, Tanya McKnight, Kate Ponto
Guests: Libby Richards
3. **Apologies:** Janelle Tongue, Ian Pittman, Bec Barwick, Rach
4. **Membership:** Libby Richards Moved – Trish Moore, Seconded – Karlie Tongue.
Resignation of Bec Barwick submitted. Role to be trained by Bec until AGM. Karlie Tongue to take the role of Booking Officer. Moved Liz Blackburn. Seconded by Trish Moore
5. **Risk Awareness Statement:** As read to the committee
6. **Minutes of previous meeting:** from previous meeting held 18th October at Loomberah Hall, Loomberah (_18/_10_). Moved Correct Trish Moore. Seconded by Liz Blackburn.
7. **Business arising from the previous meetings:**
 - 7.1. *Post-Covid TRC requirements*
 - *TRC update – rescinded the covid policy. Now open to all.*
 - 7.2. *Future Projects (5 year plan) –*
 - *Footpaths – Approved 20/12/23. Council have requested in a separate email an onsite catch-up with a committee representative/s and our Building Services Team member at a mutually agreeable time. – Liz and Karlie 29/2/27*
 - *Air Conditioning – Scope of works required for TRC – Doug and Andrew to prepare full scope of work.*
 - *Add to future projects roof lining and doors upgrade. - Trish*
 - 7.3 *Table trolley – signage to be updated - Karlie.*
 - 7.4 *Update departure checklist to reflect table trolley info - done*
 - 7.5. *Umbrella stand/tall pot for front patio – Janelle/Karlie*
 - 7.6. *Christmas Mailbox Competition 2023 (review) + 2024 – Will rest this initiative for 2024*
 - 7.7. *Honouring our local Defence Force*
 - 7.7.1. *Honour Board – Grant opens in July 2024. Kate to monitor.*
 - 7.7.2. *War Memorials Register – Derani reported the following:*

“Regarding the NSW War Memorial Halls Register, the Register is still undergoing maintenance which is scheduled to be completed by November. They have uploaded the information that was sent through back in June. Loomberah War Memorial Hall | NSW War Memorials Register. At the time I sent through the information on the hall, we could only submit basic information. Once the register maintenance is complete then we can upload additional information, e.g., information in the Loomberah History Book. Karlie has the details.”

7.7.3. *Email out community consultation/Facebook for more names (upon registration) – Not required. Kate has reached out to the RSL Sub-branch and asked throughout the broader community. Confident that we have all details.*

7.7.4. *Future grants – Quotes required to apply for water damage repair on existing board + new honour board quotes. – Janelle*

7.7.5 *Westdale School has similar sign writing completed. Liz to find out who. – McKnight Signs does the gold paint. Hold info for grant submission.*

7.8. *Loomberah's Got Talent Review – Great night with excellent turnout (approx. 100ppl) Feedback for improvement would be to include plates when serving burgers and limit dance routines to 2min (for eg). Suggested that we conduct approx. every 5 years. Event profit \$402.86. Raffle component was highly successful. Profit \$1,024.81. Annual raffle with varying prizes. No need to attach to event. Suggested next prize – Thermomix? - Liz*

7.9. *Hall Maintenance –*

7.9.1. *Wall water damage Reported 28/08/23 top TRC - completed*

7.9.2. *Wall fan replacement – Liz/Doug*

7.10 *Email database update – Karlie facebook post/Trish to email existing group to encourage new subscribers.*

7.11 *Hall sign – Dungowan PS possibility? – Karlie has reached out and is awaiting reply.*

7.12 *Food handling course - hand washing sink label – Karlie*

7.13 *Paper towel roll dispenser to be installed above sink – Karlie*

7.14 *Child lock on drawer + new bins purchased – Liz purchased. Installation required. - Liz*

7.15 *Flies accumulating in the kitchen whilst cooking. Consider solutions to inner door. – Attach a flyscreen similar to door into breezeway on the internal door into the hall. Also purchase a spare - Rach*

7.16 *Gutters need clean out as blockages occur. Request council to address maintenance - Request for Council to clean out gutters has been logged. Reference: WR001493 - completed*

8. **Correspondence In:**

Nil

9. **Correspondence Out:**

* Accounts as per Treasurer's Report

* Thank you to Dungowan Brewery for a) raffle prize, b) raffle opportunity

* Christmas decoration entries

10. **Treasurer's Report:**

- Unaudited Income & Expenditure – 01/10/2023 – 31/12/2023 circulated
- Income \$3,583.30, Expenses \$1,688.40 = Profit \$1,894.90
- Events held:
 - Loomberah's Got Talent Night – profit \$402.86
 - Dungowan Brewery Raffle – profit \$1024.81
- Friday Night Raffles at Dungowan Brewery received generous donation of \$722.00.
- Currently nil deposit bonds held.
- Bank account balance \$16,454.09 as at 27/2/2024.
- Electricity account: (all inc. GST)
 - Currently with Energy Australia –
 - Anytime 49.753c/kwh (less 20% pay on time) = 39.802c/kwh
 - Service to Property \$2.0449c/day

- Requested review of rates: Offered Flexi Plan 12% discount
 - Anytime 41.2082c/kwh (less 12%) = 36.2632c/kwh
 - Service to Property \$1.7105c/day (less 12%) = \$1.50524c/day
- Received quote from Red Energy – Business Saver single rate
 - Anytime 35.695c/kwh
 - Service to Property \$1.454c/day
 - This was better than new offered rates above
 - Would start from next meter rate mid-April
- Advised Energy Australia that we would need to switch as we have better quote they quickly put me through to the Loyalty/Specialist team to discuss:
 - Offered a 21% discount – 1 year
 - Anytime 41.2082c/kwh (less 21%) = 32.5545c/kwh
 - Service to Property \$1.7105c/day (less 12%) = \$1.3254c/day
 - Works out better that Red Energy quote and starts from 10 day cooling off period. Agreed to new offer and will need to review in 12 months.

11. **Booking Officer's Report:**

- April 6-7 [REDACTED]
- April 15-16 [REDACTED]
- Mat 24-26 [REDACTED]

12. **General Business:**

12.1 Ecometrics – Hot Water Service Opportunity – Not to be pursued.

12.2 Fire Shed tables - Trevor Kelly Fire Brigade asked if the tables could be removed.

People might like to buy at a cheap rate a table for their shearing shed or shed. – to be sold on Facebook marketplace for \$30/table starting offer. Kate to make listing, Karlie to share on Loomberah Hall socials.

12.3 Synthetic grass - lifting and when a flap was pulled back, out came a small snake. Sand should be put on top again or flaps pegged. – Paul to build up underneath in the corner and re-sand. Approved up to \$1,000.00. Moved Liz Blackburn. Seconded Karlie Tongue

12.4 Spiders - very bad with red backs in the main hall. Spray required – booked in by TRC

12.5 2024 committee events - Can we piggy back off the Dungowan Day Out for our next event? Survey community for event ideas?

- *Loomberah Calendars – request locals to take local photos of scenery etc, especially seasonal shots. Have photos submitted by October and sold around Christmas. Compare printing costs AM Printing vs Vistaprint. Pre-orders can be taken.*
- *Trivia Night – Adults event. Catered with professional trivia person to run. – Liz to enquire, Libby to assist.*
- *Movie Night – September, 2024 aiming for before daylight savings begins. - Rediscuss at July Meeting.*

12.6 Strategic Plan - template to be completed noting the project in priority order. This document can be reviewed/updated when needed, it just gives Council an idea as to what are Committee priorities which can assist with future planning. – Trish to submit

12.7 Dungowan Brewery Raffles – moved to share the donations from all Friday nights in a month split equally between 4 not for profits instead of having a dedicated night for Loomberah Hall.

- 12.8 Bathroom/kitchen supply order – “Hand Towel Slimline 400 Sheet Entice” to be purchased on account if possible - Karlie
- 12.9 Biggest Morning Tea - in late May or early June. Assistance required. – Kate happy to assist
- 12.10 Chit Chat – may donate funds to Loomberah Hall (up to \$2,000). TBA – Liz
- 12.11 At AGM, review access to Facebook account and Gmail account and ensure accurate for roles held.
- 12.12 Defibrillator has been checked as working correctly. Explore option of storing in a lock box outside the hall for access in an emergency. Lock Box options include ‘Heart180 Lifesaving Defibrillators’. Tanya to research options.
- 12.13 Mezzanine in Fire Shed was cleaned up and categorised for ease of access – thanks to Karlie and Janelle.


13. **Committee Projects:** (ongoing – can be added to at any time)

- 1. Concrete paths at entrance and side gate
- 2. Air Conditioning: a) kitchen, b) hall area
- 3. Raised stage/deck in front of the tanks (out from the toilet)
- 4. Internal re-paint + bathrooms
- 5. Roof Lining
- 6. Doors Upgrade

14. **Business Without Notice:**

15. **Next Meeting:** Tuesday 7th May, 2024

Meeting Closed at 9:05pm. (minutes taken and prepared by Trish Moore)



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Signature of Chairperson



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Signature of Secretary