Secretary Report – 11th October & 7th November 2013

Program Update –

- Fitness classes – were averaging 5 people per class, however this has reduced for term 4.
- The gym circuit class commenced on a trial basis – Friday's - Attendance has been very slow, so the class was cancelled on 4/11/13 until interest resumes.
- Yoga – classes cancelled due to instructor availability.

Secretary Report –

- Things I've been progressing –
    - Term 4 fitness class timetable and brochure completed and distributed around town.
    - Generic Promotional Material – I have put together prices and suggestions for a range of options for promoting the REC. Quotes will be presented as soon as the vision/mission/constitution components of the RECMC meetings have been finalised. At this time the committee can provide input, select the preferred items and I can then progress them to a final draft stage for presentation at the following meeting.
    - Safe – Currently in my office downstairs. It needs to be secured to the floor in a cupboard. Bill will attend to this as soon as he is able to. Council approved purchase for the safe from council funds – it was not purchased from bar profits.
    - Centaman – All REC Members and current gym members are now loaded onto centaman. I will be able to each week enter the REC memberships given to me from basketball and print a weekly report with the names of current members. Awaiting collection of 2013-14 memberships.
    - General weekly bar + stock order
    - Bookings – Town Hall & REC - bookings are consistent – averaging 1 to 2 new paid functions booking each week.
    - Organising quotes + orders (including vending machine)
    - General admin & banking
    - Stock price comparison almost complete – awaiting quote from Palace Hotel.
    - Tigers profit calculations for recent function. These calculations have been completed and forwarded to Matt to finalise.
    - The Gym membership and pool key forms have been amended to include a statement asking permission to use the members email address to forward relevant REC information and newsletters. Currently about 50% of people tick yes. These names will be collated and the email database developed from this. I will develop a template for REC Members as this statement is not currently on the REC Member forms.

    - Once this email list is compiled I can move to establish mailchimp for newsletters etc.
    - Continue progressing the operational plan for The REC
    - Pool Open Day
    - Pool memberships + induction course list management
    - Probation review completed

- Feedback from Matt –

  None – Matt briefly attending this meeting

Memberships –

- Memberships loaded onto Centaman
- 2013/14 memberships due now. Memberships to be discussed in general business.

Finance Report –

- Report attached

Bar update/Kitchen –

Fri night bar + meal takings have generally been well supported.