

**Shire of Ravensthorpe
Ravensthorpe Entertainment Centre Management Committee
(RECMC) MINUTES**

For the meeting held at the REC at 6:00pm on the 23rd September 2104.

1. DECLARATION OF OPENING:

Meeting was declared open at 6:30pm by Mr John Fletcher

2. RECORD OF ATTENDANCE / APOLOGIES:

ATTENDANCE:

John Fletcher	Ravensthorpe Tennis Association
Sharyn Gairen	Councillor
Sally Major	Tigers
Roy Henrickson	Ravensthorpe Basketball Association (arrived 6.50pm)
Julianne Belli	Councillor
Keith Rowe	Community Representative

Tania Seath	Secretary of the REC MC (Non-voting)
-------------	--------------------------------------

APOLOGIES

Don Lansdown	Community Representative and Chairman
Fiona Philson	Ravensthorpe District High School
Tash Cale	Ravensthorpe Basketball Association

GUEST

Matthew Hunt	Ravensthorpe Entertainment Centre (Guest – Non-Voting)
--------------	--

ABSENT

Andy Daw	Tigers
----------	--------

3. CONFIRMATION OF MINUTES

- 29th July 2014

COMMITTEE RECOMMENDATION:

MOVED: Sharyn Gairen

SECONDED: Sally Major

That the minutes of the Meeting held on the 29th July 2014, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 REC Entertainment

- Indonesian cooking class and banquet.
Quote for time and food costs is pending.
Ideally the cooking class & banquet would be held mid week in early November.
The REC MC agreed in principal (subject to costs)
More information to follow by email as it becomes available and a decision regarding cost recovery will be made via e-voting.

- Thermomix – Cooking demonstration sessions were explored, but Thermomix Australia book classes a year in advance and at this stage are not sure they would have a place for Ravensthorpe.
- Pepper & Salt Denmark – potentially an option for July/August 2015. Not available between now and then due to summer being the busy season. Suggested we make contact in April next year.
- Valentine's Day Event – REC MC members are to bring ideas to the next meeting. Current thoughts/suggestions – couples dinner & a separate singles area with meals + speed dating, hire someone to play music, set up a dance floor.

4.2 REC Constitution

To be discussed at the next meeting.

4.3 REC Newsletter

The newsletter for the REC is currently on hold due to a lack of information being received. REC MC representatives will follow this up and hopefully be able to provide either some information or a contact within the clubs for Tania to liaise with. Information such as a summary of the season, this year's timetable, upcoming events or important dates are all things which could be included in the newsletter. Gail Warren (Club Development Officer) is currently compiling a clubs newsletter. It is hoped that in the future this could be combined with the REC.

4.4 MOU Update.

The MOU has been signed by the CEO and Shire President. Matthew presented the signed document to John.

The committee decided to wait for Don's return and allow him to formally sign the document as way of acknowledging the effort he made with Matthew to complete the MOU.

Tania will contact Don and arrange for the document to be signed.

4.5 REC Affiliation Fees

The affiliation fees amounts discussed at the last REC meeting were presented to council in August. The REC MC are in the process of receiving a formal letter outlining councils' decision, which is as follows -

The proposed annual REC Affiliation Club Membership system is implemented as the User's contribution to improvements to the facilities and services of the REC. Invoices to User groups are to go out from the Shire in October each year, following RECMC recommendation to Council on Affiliation contribution amounts for each user group.

For 2014/15 these amounts are to be set at:

Ravensthorpe Basketball Association (RBA):	\$3,000.00
Ravensthorpe Tennis Club (RTC):	\$850.00
Ravensthorpe District High School (RDHS):	\$1,300.00
Ravensthorpe Tigers Football and Sporting Club (RTFSC):	\$3,000.00

Roy requested a copy of this invoice once it has been sent to RBA treasurer. Matthew or Tania will arrange for a copy of the invoice once it has been processed.

5. REPORTS AND UPDATES

5.1 Secretary Report (includes program update, bar and kitchen and memberships)

Report tabled.

COMMITTEE RECOMMENDATION:

MOVED: Roy Henrickson

SECONDED: Keith Rowe

The REC Committee accept the tabled secretary report.

CARRIED 6/0

5.2 Finance Report

Finance reports were tabled and discussed.

COMMITTEE RECOMMENDATION:

MOVED: Roy Henrickson

SECONDED: Keith Rowe

The REC Committee accept the tabled finance reports.

CARRIED 6/0

5.3 Shire Update

- Affiliation Fee's were discussed as a decision made (outlined earlier)
- \$5000 contribution to the REC master plan was approved
- MOU was adopted by Council.

6. CORRESPONDENCE

6.1 Correspondence Out

- Westpac EFTPOS paperwork request

6.2 Correspondence In

- Tiger's Letter requesting a bar donation night (Mexican Themed Night & Wind Up).

7 GENERAL BUSINESS

7.1 Management Update –

- Affiliation Fee (discussed earlier)
- Public Liability Insurance – A reminder that clubs need to have their own public liability insurance.
- Gail Warren has commenced as the new Club Development Officer. She is currently developing an up-to-date contact list for all clubs, planning a

newsletter & workshop for clubs to attend. Gail will attend the next REC MC meeting.

- Key holder agreements will be emailed out to all reps this week. This needs to be read and signed so keys can be issued.
- Tigers need to return all keys as soon as possible so they can be re allocated to RBA.

7.2 Tigers Bar Donation

Tigers recently held two functions for which they requested a donation from the REC MC to the value of the bar profits. The dates and amounts are as follows –

- Mexican Night – Saturday 12th July - \$1687.80
- Tigers Wind Up – Saturday 6th September - \$ 1228.70

COMMITTEE RECOMMENDATION:

MOVED: Sally Major

SECONDED: Roy Henrickson

That the Tigers Football and Sporting Club receive a donation from the REC through Council to the value of the bar Profits for their functions on the 12th July 2014 & 6th September 2014.

CARRIED 6/0

7.3 Defib Training

Tania will contact St John to arrange for de-fib training for tennis @ 3pm on a Sunday.

Tigers will contact Tania closer to the commencement of the next season to arrange a time for de-fib training on a Saturday afternoon.

Roy will discuss de-fib training with the RBA at the next meeting and will contact Tania with possible dates and times.

7.4 Bar staff dress code

Tania and Matthew will explore possible uniforms for the Rec bar staff. Until uniforms have been organised staff will be asked to wear a white shirt and black/dark pants. Closed in shoes are essential.

8. Next meeting – Monday 21st October 2014 @ 6pm

9. CLOSURE OF MEETING: 7.43pm