



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



MINUTES

For the meeting held at the REC at 6:00pm on the 2nd August 2013.

1. DECLARATION OF OPENING:

Meeting was declared open at 6:10 pm by the Chairman Mr Don Lansdown

2. RECORD OF ATTENDANCE / APOLOGIES:

ATTENDANCE

Julianne Belli	Councillor
John Fletcher	Ravensthorpe Tennis Association
Don Lansdown	Councillor and Chairman
Keith Rowe	Community representative
Marcia Norrish	Ravensthorpe Basketball Association
Jeff Stone	Ravensthorpe District High School
Natasha Cale	Ravensthorpe Basketball Association
Angela Kelton	Ravensthorpe Tigers Football and Sporting Club

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

APOLOGIES

Vacant Community Member

3. CONFIRMATION OF MINUTES

- **Friday 5th July 2013**

COMMITTEE RECOMMENDATION:

MOVED: Keith Rowe **SECONDED:** Marcia Norrish
That the minutes of the Meeting held on the 5th July 2013, be confirmed as a true and correct record of proceedings.
CARRIED 8/0

4. REPORTS AND UPDATES

4.1 Program Update

Term 3, 2013 - report tabled.

4.2 Secretary Report

Report tabled.

Discussion occurred relating to marketing of the REC by the Secretary.

Tania in conjunction with Tonya from The Shire will explore costs associated to developing a generic flyer, fridge magnet or similar promoting The REC facilities.

Discussion occurred regarding a regular newsletter which could be emailed out to REC and Gym members promoting the facilities as well as reminding members about sports registration dates, functions etc. Tania to continue to update the email data base list which once updated could be used to email newsletters and other information out.

COMMITTEE RECOMMENDATION:

MOVED: John Fletcher

SECONDED: Angela Kelton

That the Secretary be authorised spend up to \$250 per quarter from bar profits to explore and utilise marketing avenues to promote The REC.

CARRIED 8/0

4.3 Finance Report

No Report tabled. The Committee are happy to have the previous months financial details tabled due to the timing of the REC MC Meetings. These financials will be emailed out with the agenda a week prior to the Committee Meeting.

4.4 Bar Update

Friday night meals & drinks are continuing through winter with mixed success. Some Friday nights are busier than others.

Discussion occurred regarding safe keeping of bar money.

Tania to explore safe costs with the view of a safe being purchased from bar profits. Once quotes and safe details are organised Tania will email details out to the committee for review.

4.5 Shire Update

The 2013/14 budget was endorsed by Council last week. The REC has money allocated for –

- New chairs and tables
- Sky lights
- Hot showers for the Swimming Pool
- \$5000 for Friday night local entertainment
- Cutlery, glasses etc
- The disabled car bay will be relocated closer to the building

A discussion occurred regarding the types of tables and chairs that would be purchased. Tania will follow this up with Matt on Monday.

4.6 Memberships

Memberships are currently being loaded onto Centaman. The process is on-going due to the data entry process required.

Tania is to explore Centaman to be installed onto the laptop downstairs in time for 2014 memberships.

4.7 E-Voting

COMMITTEE RECOMMENDATION:

MOVED: John Fletcher

SECONDED: Keith Rowe

That the Committee use e-voting whenever required for decision making.

CARRIED 8/0

5. CORRESPONDENCE

5.1 Correspondence Out

- RECMC Defibrillator application

- Email to Rodger regarding his water collection correspondence.

5.2 Correspondence In

- Email from John Fletcher regarding The REC booking process.

Discussion occurred regarding the booking hire process, particularly the need for groups to provide copies of certificate of currency and certificate of incorporation when booking The REC. The committee would like Matt to provide some clarification around this.

6. MATTERS ARISING FROM PREVIOUS MINUTES

6.1 RSA Lists

Angela will explore avenues for funding for an RSA course to be held free of charge at the Ravensthorpe CRC.

6.2 Club Planning

Tennis – plan is almost complete.

Tigers – Bree to meet with Matt in the next few weeks.

Basketball – Tash met with Matt and the plan is underway.

6.3 Key Holder Agreements

Angela will follow this up with Tigers to ensure all keys are returned at the end by the end of September.

A copy of the key holder agreement to be emailed out to Angela

Basketball have returned swipe card and do not have any master keys.

6.4 Air Pistol Space

Discussion occurred regarding the air pistol space.

Suggestions for the room were –

- Jeff – Youth Space – for older youth (12 years +).
- John – Divide the room into two possibly use half as a Youth Space and half as a treatment room.
- Natasha – Clarify that the club definitely does not and will not in the future be wanting this space and then use it as an Indoor Playground/Room
- Angela – Club Rooms

Tania is to send a letter to the Air Pistol Club confirming they no longer want the space and what they intend to do with the equipment currently in the room.

6.5 Tigers Water Tank Proposal

Awaiting for more information from Tigers.

6.6 Rodger Walker Letter

A letter was received suggesting The REC look at water collection and usage from the REC roof.

COMMITTEE RECOMMENDATION:

MOVED: Keith Rowe

SECONDED: Marcia Norrish

The REC Committee in principal support Rodger Walker's letter regarding water collection from the REC roof. The committee recommend council explore this in more detail.

CARRIED 8/0

7 GENERAL BUSINESS

7.1 Feedback from the group –

- RDHS – nothing to add/report
- Tigers – letter requesting bar profits night be moved from Saturday 3rd August 2013 to Saturday 7th September 2013.

COMMITTEE RECOMMENDATION:

MOVED: Angela Kelton

SECONDED: Natasha Cale

That the Tigers Football and Sporting Club cancel the request receive a donation from the REC through Council to the value of the bar Profits for their functions on 3rd August 2013.

CARRIED 8/0

COMMITTEE RECOMMENDATION:

MOVED: Angela Kelton

SECONDED: Natasha Cale

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 7th September 2013.

CARRIED 8/0

- Tigers – Requesting court cleaning clarification –
The courts are machine cleaned Friday afternoon after all user groups have used the pavilion. A Discussion occurred around children attending meals on Friday nights playing on the courts and exit doors being opened during training sessions and on game days.
- Basketball – Proposed the pool table be relocated to the other side of the building to help keep children away from the bar. The committee agreed to move it on a trial basis.
- Basketball – Requested the meeting room be used as a designated children's area on Friday nights. The committee will think through options for children. Space can be made in the store cupboard for bean bags etc.
- Tennis – nothing to add
- Community Representative – nothing to add
- Julieanne Belli – The Cub House ChildCare Centre were wanting to explore the idea of having a joint playground. A discussion occurred but the RECMC's preference would be to have a children's area closer to the REC Centre building for supervision/safety purposes.

7.2 Clubs having a proxy

To be discussed at the next RECMC meeting in August.

7.3 Purpose and Direction of RECMC

To be discussed at the next RECMC meeting in August. Julieanne Belli will facilitate the session. One hour will be set aside specifically to discuss the vision and mission statement of the RECMC.

7.4 REC Heads of Agreement

To be discussed at future RECMC meetings.

7.5 REC Constitution

To be discussed at future RECMC meetings.

8 NEXT MEETING

The next meeting will be Friday 30th August at 6pm at the Ravensthorpe Entertainment Centre.

9. CLOSURE OF MEETING: 9.00pm

Hi Tania

John here.

For the next REC Committee Meeting agenda, can we please put the agenda item as 'booking a room process'.

We need to understand why and where these requirements come from.

We need to make the process of booking a room stream lined and the minimum of additional requirements.

Do you have the occupancy / booking rate over the last 3 months. It would be interesting to know how number booking have been and whether there is an increase or decrease in the number of bookings.

Looking forward to meeting you at the next REC Committee Meeting.

Until then

Regards

John Fletcher



Ravensthorpe Tigers Football & Sporting Club
Po Box 42
Ravensthorpe
WA 6346

Date: 31st July 2013

Dear Rec Centre Committee,

Tigers would like to swap our bar profit night from this Saturday 3rd August to the 7th September. We are hosting the Grandfinal at the Centre on the 7th September and are looking at getting the whole community involved to promote Tigers and the Entertainment Centre. There will be food and bar facilities available and we are having entertainment on the night a band from Esperance. We are looking for the bar profits from this night to cover band and other costs to the club.

We have approved managers and rsa holders available to work on the bar.

If possible can we ask for the tavern licence to be extended to 1am that evening due to the size of this event.

Kind regards

Shona MacKillop
RTF&SC – Committee Member & Treasurer
0419032708