

**GENERAL MEETING
RIDDOCH BUSINESS & COMMUNITY ASSOCIATION**

AGENDA

DATE: Monday, 1 March 2021
VENUE: KOONARA
TIME: 6PM

Ref	Item	Action
1.0	PROCEDURAL	
1.	Opening/Welcome Meeting began at 6.05pm	
1.1	Attendance/Apologies Apologies: Leonie Hardcastle, Rick Paltridge, Leolla Balk Attendance: Rebecca Trotter, Nicole Reschke, Simone Kain, Hannah Timms, Cate Cooper, Jon Conti	
2.0	STANDING ITEMS	
2.1	Minutes of previous general meeting held on Monday February 8 2021 Recommendation: "That the minutes of the previous general meeting held on February 8, 2021 be passed as a true and correct record." <i>Moved:</i> Cate Cooper <i>Seconded:</i> Nicole Reschke	For approval
2.3	Treasurer's Report Recommendation: "That the committee adopt the Treasurer's Report as presented." <i>Moved:</i> Cate Cooper <i>Seconded:</i> Hannah Timms	For approval
3.0	GENERAL BUSINESS	

3.1	<p>Budget Review</p> <p>Recommendation: “That the committee adopt the 21/22 provisional budget as presented.” <i>Moved:</i> Simone Kain <i>Seconded:</i> Cate Cooper</p> <p>Action Nicole to make amendment to add website hosting (\$400pa at April) and to make Membership Works a one item figure on the budget (instead of monthly figure).</p>	Review/discussion
3.2	<p>Forward Planning Review/Discussion</p> <p>Calendar dates were discussed for the coming calendar 2021 year and added to the whiteboard planner.</p>	Review/discussion
3.3	<p>Youth Committee</p> <p>Simone has contacted Penola High School, Tenison and St Martins. She has heard back from PHS and Tenison who are very supportive. PHS have 5 students interested and Simone will visit to speak with them this week. There has been one more online application received. Applications close March 19.</p> <p>Action Simone to write media release for youth leadership committee and send to papers.</p>	For discussion
3.4	<p>Network Coffee Morning</p> <p>Next event to be held on March 24 (Wednesday). To be held at Café in the Vines or Hollick Cellar Door if not great weather at 8.30-9.30am</p> <p>Another coffee morning will be set for Wednesday June 16 at Beach Energy with an open invitation to the community to come and say hello. This will be promoted in our next newsletter. A goal will be for each committee person to bring along 3 non-members.</p> <p>Action Cate will draft email to members for Simone to distribute on Tuesday March 9.</p>	For discussion
3.5	<p>RBCA Community Event – Youth Disco</p> <p>Hannah has tried to contact Anna Copping and Kerry Dent but hasn't had a response to date. There is an issue that Penola Primary is holding their own disco the week following which is coordinated by the school SRC.</p> <p>It was decided that we would leave the disco idea for this year. Ideas for another community event were discussed (in other business).</p> <p>We will speak with the youth leaders to see if they'd like to coordinate an event for youth for 2022.</p>	For discussion
3.6	<p>Forward Planning</p> <p>Double up as per item 3.2</p>	For discussion
3.5	<p>Grant Writing</p> <p>A person in Mt Gambier has put forward a proposal with costings for providing assistance with grant writing considering we're all volunteers. She has provided costings to look for grant opportunities as well as flesh out some grants on our</p>	For discussion

	<p>behalf. We have budgeted \$500 for the 21/22 financial year to put towards utilising her services.</p> <p>Action Nicole will distribute the grant information to the committee. Cate will look into the grants that were suggested and also check out the Grants portal for anything that may suit for our activities for 21/22.</p>	
3.6	<p>Newsletter</p> <p>RBCA's next printed newsletter will be distributed June 1.</p> <p>Actions Bec will speak with the Late Night Shopping retailers with regards to how well the event went for them to include in the Newsletter content as part of the membership drive. Cate will write the content and Simone will liaise with Cate about content and send through PDF of last newsletter. Text content is required by April 26 for layout to begin and send to printers on May 10.</p>	Discussion
3.7	<p>Membership Drive</p> <p>We have had an increase in members and funds received for this past financial year compared to the one prior to that.</p> <p>Actions Nicole will compare Membership Works against membership details to determine any lapsed members. Nicole to make changes on Xero and Membership Worx for recurring invoices.</p>	Discussion
3.8	<p>Penola Town Plan</p> <p>Overall the plan looks good and as a committee we are very supportive however there has been some comments coming in from the community with regards to not being happy with certain aspects that have been proposed.</p> <p>Committee members/members are encouraged to complete the survey and attend the town plan meeting on Thursday night.</p>	Discussion
4.0	CORRESPONDENCE	
4.1	<p>Correspondence In</p> <p>Leigh Hardcastle, UniSA Leigh is conducting a research project looking at "External and internal challenges facing regional population growth strategies: learning from the case of the Limestone Coast".</p>	Noted and distributed
4.2	<p>Correspondence Out</p> <p>Wattle Range Council An email was sent to Emma Clay (new WRC Economic Development Officer), Rick Paltridge and Dean Burrows seeking inclusion in the 21/22 budget of \$1.5m for preliminary development of the Penola master plan (attached).</p> <p>Penola High School, Tenison and St Martins Emails were sent with regards to the RBCA call for a youth leaders sub-committee.</p>	Noted

5.0	ANY OTHER BUSINESS	
5.1	Debit Card Bec to double check what is happening with the RBCA debit card.	
5.2	Music Gathering A photographer has been organized for the Music Gathering to take photos around town and of the event as our sponsorship for their event from 11am using the services of Georgia Paige.	
5.3	Other Event Ideas Soup Festival which takes place in Forest, VIC – five different soup stalls. Passata Party was run by a pub – turn up and take home a bottle of passata. Empty Bowls - People donate bowls (from potters) and you fill with curries, soups etc that are available. The Empty Bowl project do this on the Gold Coast and Beachport Festival did one similar called Plenty about 15 years ago. Bonfire Night - In the UK, there's a Bonfire Night at the start of winter where there's lots of bonfires and food stalls, etc. A Nights Farmers Market Winter Warmer Event – food/market/bonfire or drums at Coonawarra Hall, burning man, empty bowls, check space re COVID, maybe Dagny could be commissioned to build a vine artwork to burn. A proposed date for an event called Winter Warmer has been set for Friday August 14. Actions Bec to contact Coonawarra Club ASAP to confirm event and date. Everyone to think of ideas for an event based on the Empty Bowls event.	
5.4	Wattle Range Council Grants Rick Paltridge has asked RBCA to submit any ideas for small amounts of funding to put forward to Council for the 21/22 budget. We will resubmit the leadership program and ask for Winter Warmer event and Grant Writing of \$3000 (40 hours). Actions Simone to write the letter for the leadership program and winter warmer. Nicole will write the letter for the grant writing.	
5.5	Wattle Range Council Agenda A reminder was made about reading WRC Agenda's when distributed. Action Simone will request that RBCA receives the Agenda each month. If not, Simone will try and distribute the agenda link each month to members.	
5.6	Arts Festival RBCA to offer \$250 towards the Arts Festival for them to use at their discretion. <i>Moved by:</i> Nicole Reschke <i>Seconded:</i> Hannah Timms	

	Action Bec to draft letter and send to Arts Festival.	
5.7	Committee Documents Action Simone to setup separate event documents on Google Drive for the ongoing event action list.	
	Meeting closed at 8.05pm Next meeting is Wednesday March 31 at Beach Energy at 5.30pm.	

ACTION LIST

The following list is the entire action list from the previous meeting for reference

Action – Budget

- Nicole to make amendment to add website hosting (\$400pa at April) and to make Membership Works a one item figure on the budget (instead of monthly figure).

Action – Youth Committee

- Simone to write media release for youth leadership committee and send to papers.

Action – Network coffee mornings

- Cate will draft email to members for Simone to distribute on Tuesday March 9.

Action – Grant Writing

- Nicole will distribute the grant information to the committee.
- Cate will look into the grants that were suggested and also check out the Grants portal for anything that may suit for our activities for 21/22.

Action – Newsletter

- Bec will speak with the Late Night Shopping retailers with regards to how well the event went for them to include in the Newsletter content as part of the membership drive.
- Cate will write the content and Simone will liaise with Cate about content and send through PDF of last newsletter. Text content is required by April 26 for layout to begin and send to printers on May 10.

Action – Membership Drive

- Nicole will compare Membership Works against membership details to determine any lapsed members.
- Nicole to make changes on Xero and Membership Worx for recurring invoices.

Action – Debit Card

- Bec to double check what is happening with the RBCA debit card.

Action – Other Event Ideas / Empty Bowls Event

- Bec to contact Coonawarra Club ASAP to confirm event and date.
- Everyone to think of ideas for an event based on the Empty Bowls event.

Action – Wattle Range Council Grants

- Simone to write the letter for the leadership program and winter warmer request for funds. Nicole will write the letter for the grant writing request for funds.

Action – Wattle Range Council Agenda

- Simone will request that RBCA receives the Agenda each month. If not, Simone will try and distribute the agenda link each month to members.

Action – Arts Festival

- Bec to draft letter and send to Arts Festival with regards to funds being offered for sponsorship.

Action – Committee Documents

- Simone to setup separate event documents on Google Drive for the ongoing event action list.

Continuing action items

Action – Wattle Range Council Black Spots

- Bec to write a letter to Wattle Range Council asking where black spots are currently in Penola Coonawarra region, making note of eftpos problems in town.