

**GENERAL MEETING  
RIDDOCH BUSINESS & COMMUNITY ASSOCIATION****MINUTES****DATE: Monday, June 7 2021****VENUE: Koonara****TIME: 5.30PM**

Ref	Item	Action
<b>1.0</b>	<b>PROCEDURAL</b>	
1.	<b>Opening/Welcome</b> The meeting opened at 5.38pm	
1.1	<b>Attendance/Apologies</b> Apologies: Cate Cooper, Leigh Hardcastle, Dean Burrows Attendance: Nicole Reschke, Simone Kain, Hannah Timms, Bec Trotter, Jon Conti.	
<b>2.0</b>	<b>STANDING ITEMS</b>	
2.1	<b>Minutes of previous general meeting held on Monday May 10 2021</b> <b>Recommendation:</b> "That the minutes of the previous general meeting held on May 10, 2021 be passed as a true and correct record." <i>Moved:</i> Nicole Reschke <i>Seconded:</i> Hannah Timms	For approval
2.2	<b>Treasurer's Report</b> <b>Recommendation:</b> "That the committee adopt the Treasurer's Report as presented." <i>Moved:</i> Simone Kain <i>Seconded:</i> Hannah Timms	For approval
<b>3.0</b>	<b>GENERAL BUSINESS</b>	

3.1	<p><b>Youth Committee (including bike track upgrade)</b></p> <p>The youth leadership first meeting went well with five youth in attendance. Simone gave an overview of her school to business journey followed by some leadership activities, teachings about governance and introduction to the two projects – town merchandise and bike track/pump track upgrade. The next meeting is set for June 15 where Nicole will be chatting about her school to business journey.</p>	For discussion
3.2	<p><b>Network Coffee Morning</b></p> <p>Breakfast is organized with eggs and bacon and granola/yoghurt, juice. Hannah will bring the plunger and bring coffee cups. Nic will bring application forms on the morning.</p> <p><b>Action</b> Simone will do a post on Facebook and Bec will email members to remind them about the morning including a Save the Date for the Winter Warmer event.</p>	For discussion
3.3	<p><b>RBCA Community Event – Winter Warmer Update</b></p> <p>The bowls have arrived and the event is going to be promoted soon. Catering is locked in, entertainment is being finalized. There will be a raffle held on the night.</p>	For discussion
3.4	<p><b>Membership</b></p> <p>Nicole compared all of the member details and everything is up to date with Membership Worx and that matches who are paid members.</p> <p>Nicole has set up the recurring invoices (10 to go).</p> <p>If we want a debit card we need to set it up as a single signatory. We checked the constitution and have decided for the small amount of transactions per year we would not worry about a debit card.</p>	For discussion
3.5	<p><b>Entrance Statement Update</b></p> <p>Bec, Nic and Simone met with Roger Babolka, WRC a month or so ago as they're looking for high resolution images to print on to the banners. The statement is being put together onsite now. The banners will be changed monthly. Bec has spoken to Ockert Le Roux from the CVA who has offered his photography for use on the banners. Ockie has also offered to take any photos if we need anything.</p> <p><b>Action</b> Bec will have a look at Ockie's photos and if need share the login with the committee.</p>	For discussion
3.6	<p><b>Riddoch Community Newsletter</b></p> <p>The newsletters arrived Friday evening and were dropped to the Post Office today for distribution through town. The other flyers will be put in the IGA, Koonara, Hollick.</p> <p><b>Action</b> Hannah will drop off newsletters</p>	For discussion
3.7	<p><b>Christmas Street Party (Santa Suit discussion)</b></p> <p>The Santa Suits were purchased and have arrived.</p>	For discussion
3.6	<p><b>Action Items / Calendar</b></p>	For discussion

<b>4.0</b>	<b>CORRESPONDENCE</b>	
4.1	<p><b>Correspondence In</b></p> <p>Wattle Range Council Visitor Information Centre  Invitation to a wine tasting event at the VIC on June 11. See attached.</p>	For Noting
4.2	<p><b>Correspondence Out</b></p> <p>Wattle Range Council with regards to the town entrance statements.</p>	For noting
<b>5.0</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><b>Learn from the Media</b></p> <p>Bec will set up a Try Booking event for media training and include information about this on the member email. The event is being held on Monday, July 26 at 6pm (location to be advised based upon numbers). \$65 members, \$95 non-members.</p> <p><b>Leonie's Workshop</b></p> <p>The workshop is being held in Millicent on Wednesday evening. At this stage, no one on the committee will be able to make the event but would appreciate the discussion paper being circulated along with the survey to complete.</p> <p><b>Action</b>  Bec to email Leonie.</p> <p><b>Save the Community Grant information</b></p> <p>Tony Pasin sent through grant information on Save the Community which could be used for the Youth Leadership grant.</p> <p><b>Action</b>  Simone to email Roger Babolka and Emma Clay with regards to the opportunity if Wattle Range can put in for it.</p>	
	<p><b>The meeting concluded at 6.50pm.</b>  <b>The next meeting is Monday, July 5 at 5.30pm at Koonara.</b></p>	

	<b>ACTION LIST</b>
	<b>The following list is the entire action list from the previous meeting for reference</b>

**Action – Youth Committee**

- Simone to create curriculum for the YL Committee (ongoing).
- Nicole to speak at next YL meeting.
- Simone to email merchandise production outlets for quotes
- Jon to email landscape companies for quotes

**Action – Membership Drive**

- Nicole to make changes on Xero and Membership Worx for recurring invoices.
- Nicole to check membership worx and Xero are talking to each other.

**Action – Coffee Morning**

- Simone to do FB post for coffee morning and Bec to circulate email to members
- Jon to coordinate food
- Hannah to organize coffee

**Action – Winter Warmer Event**

- Various actions to be undertaken by the sub-committee
- Check on food handling/safety for committee.

**Action – Population Survey**

- Bec to email Leonie.

**Action - Newsletter**

- Hannah to drop off newsletters.

**Action – Entrance Statements**

- Bec to look at Ockie's photos and send to WRC.

**Action – Save the community grant**

- Simone to email Roger Babolka