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**ROTARY CLUB OF PORT FAIRY Inc.**

**Minutes**

**Board Meeting No.2 (2018-19)**

**4pm, Wednesday, 8 August 2018**

**Visitor Information Centre**

**Present:** Peter Smith, Sue Robertson, Bill Moore, Hester Woodrup, Jeff McLean

**Apologies:** David Digby, Tony Bawden

**Confirmation of Minutes of Previous Meeting:**

Board Meeting No. 1 of 11 July 2018 –

Moved – Bill Moore, seconded Jeff McLean – carried.

**Business Arising from Previous Minutes:**

Corporate Membership – Bill has developed a plan and wants to have a discussion with the Rotary Club of Geelong prior to implementation. – *Bill is still working on a proposal. - This issue is an element of the update of the constitution. -* Bill to address with Constitution update sub-committee. – Bill has obtained information from Rotary Club of Geelong. Decision taken to postpone constitution update until after the April 2019 Council on Legislation.

Armistice Centenary Grants Program – Application for $3000 successful. We now need to liaise with the RSL re the wording on the plaque and tree guards and any ceremonial issues. Suggested that council may be able to help with tree guards. Letter from Darren Chester MP states that Grant documentation for us to complete to formally accept the offer will arrive shortly. – Grant documentation received, signed and submitted. Funds have been received and two Moreton Bay Fig trees purchased. Margaret Whitehead has talked to the RSL re ceremonial issues.

NYE BBQ and Retro Race – Sue Robertson will form a sub-committee to follow-up on issues regarding the baristas race. - Sub-committee formed of Sue Robertson, Hester Woodrup and Margaret Broers. – Sue and Margaret met with Moyneyana to discuss race details and participants. Details are still to be finalised.

Constitution update – Secretary considers this to be too complicated and will contact McKean Park for advice. Instruction sheet received from Mckean Park for discussion. Sub-committee formed to further the matter – Bill Moore, Sue Robertson, Peter Smith, Michael Crowe and Adrian Crosier. – Bill to arrange a meeting of the sub-committee. – The main issue is changes to membership categories which needs further thought. Decision taken to postpone constitution update until after the April 2019 Council on Legislation.

Risk and skills assessment for future service projects. – Michael Crowe and David Digby to review current risk assessment form. – In progress. – No report.

New signs for Lighthouse Tours – In progress. Determined that a review of all club signs is needed in terms of wording and structure. – Need to include permanent signs on Skene’s Rd which needs to be double sided. We also need a new table cloth for raffles and other public events. Two quotes received. One for $1957 and the other for about $1000 including a tablecloth. Will finalise when David returns.

Golf Day 2019 – Adrian Crosier will contact Port Fairy Golf Club Captain Graham King re our request for a date in April. – Contact made. Date of 26 April is fine. Sue to post on Facebook. Publicity flyer with details needs to be designed. Golf sub-committee to meet and commence arrangements. – Secretary to prepare and a send notice of event to other Clubs and the Rotary Golfing Fellowship.

Amy van Someren talk – Email received from Amy saying she has gone to Adelaide for work

Spring raffle prize from last year – Adrian has rung the winner and left a message and we await a reply.

**Correspondence:**

**In**:

Traff Morgan-Payler – letter of resignation – Moved that Traff’s resignation be accepted Peter Smith, seconded Bill Moore – carried.

Port Fairy Folk Festival 2019 Agreement – Secretary to sign and submit

Rotary International re Council on Legislation fees - file

Rotary International Club Invoice $957 USD - Treasurer

Amazon Printing quote for signs - file

Rotary District 9780 checklist for DG visit on 24 September – for President’s consideration

Martin Hill re District Grants - file

Moyne Shire – notification of raffle selling dates from September to January – 46 days – Secretary to distribute

Moyneyana Festival – thank you and receipt - file

Deb Robertson of Alfredton Rotary Club re Defying the Drift – Youth Director

Gina Growden, Rotary Public Image Coordinator re Drought Relief Appeal – Proceeds of 30 September Lighthouse opening will go to Drought Relief Appeal.

Bandari Project re Bandari Golf Day Friday 12 October 2018 -file

Moyne Shire granting approval to open Lighthouse on Sunday, 30 September - file

Maggie Dwyer re a meeting to discuss Rotaract possibilities – Youth and Membership Directors to attend a meeting to discuss.

Marten Syme via Adrian Crosier – Discussion paper re ticketing system for Lighthouse tours. Secretary to reply via Adrian.

Tony Bawden – email from Amy van Someren re her talk - file

**Out:**

Moyne Shire – request for raffle selling dates in Sackville St.

Department of Veterans Affairs – Signed Armistice Centenary Grant Agreement form

Moyne Shire – request to open Lighthouse on Sunday, 30 September

Moved that correspondence be accepted and actions approved – Bill Moore, Sue Robertson – carried.

**Director’s Reports:**

**President:**

* Sue provided pictures of two polo shirts available from Hip Pocket. The one with yellow sleeves was chosen. Members to be asked if they want their names included. Sue to ask Hip Pocket to provide samples for sizing.
* Drought Appeal - proceeds of September Lighthouse tour to go to drought appeal. Suggested we have a BBQ at the Rotunda on that day. Agreed. Adrian to be asked to clear with Council.
* Suggested that we give a Pride of Workmanship award to Leslie Harry. Mixed opinions. Will wait until full Board present to decide.
* Sue has spoken to Kath Tanner, principal at Consolidated School about the following
	+ they would like people to help with cooking classes
	+ they would like to hold a speech and dinner night with Rotary. Monday, 27 August is the date.
	+ they would like help with funding for the psychological assessment of students with learning difficulties. Cost is $1200 per student. The Board agreed to assist. Sue to liaise further to determine an appropriate amount for the Club to contribute.
* The clubs Citation Goals need to be sent to members to consider for the Club Assembly.
* Sue met with Presidents of the Warrnambool and Portland clubs to consider the establishment of a Rotoract Club

**Secretary:** Nil

**Treasurer:**

Profit and Loss, Balance Sheet, Reconciliation Summary, Reconciliation Detail and Transaction Details for July were tabled. Account balance is $5,764.87

Moved that payments be ratified – Peter Smith, seconded Bill Moore – carried.

**Service Projects:**

Battery Hill tree planting on Sunday.

**Membership:**

Possibility that a friend of Hester’s will join. Hester will contact Anthony Brady re an article in the local papers re the Lighthouse tour and BBQ in aid of the Drought Appeal.

**Public Relations:** Nil

**Youth:** Nil

**Fundraising:**

Lighthouse tours and BBQ scheduled for 30 September.

**Preserve Planet Earth:**

Tree planting at Battery Hill scheduled on 12 August.

Moved that reports be accepted – Peter Smith, seconded Hester Woodrup – carried.

**General Business:**

Club Assembly – Secretary to send the Club’s Citation Goals to members for their consideration prior to Club Assembly.

PFFF - supply of staff for a couple of nights at the back gate - Secretary to contact Margaret Whitehead.

Lighthouse Tours and Marten Syme discussion paper – The Board was not agreeable to Marten’s idea of a ticketing system with tickets being sold at the Rotunda for these reasons:

* This will require an extra person at the Rotunda
* The time spent with each group in the lighthouse is quite variable therefore ticket times will not coordinate with access times
* Some people will fail to buy a ticket
* Some people will fail to turn up on time

Generally seen as a complication that will not improve on the current situation.

**Diary Dates**

12 August – Tree planting Battery Hill

13 August – Club Assembly

20 to 24 August – Meals on Wheels

1 September – Spring raffle

12 September – Board Meeting

24 September – DG visit

Ballarat South Car Raffle

10 October – Board Meeting

28 October – Open Gardens Day

3 November – Port Fairy Show Day

4 November – Lighthouse Tours

11 November - Armistice Day - Installation of plaque and trees at Botanic Gardens

**Meeting Close**: 5:28pm

**Next Board Meeting:** Wednesday, 12 September 2018 at 4pm.