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**ROTARY CLUB OF PORT FAIRY Inc.**

**Minutes**

**Board Meeting No.3 (2018-19)**

**4pm, Wednesday, 12 September 2018**

**Visitor Information Centre**

**Present:** Sue Robertson (Chairperson), Bill Moore, Hester Woodrup, Jeff McLean, David Digby, Tony Bawden, Adrian Crosier.

**Apologies:** Peter Smith

**Confirmation of Minutes of Previous Meeting:** Board Meeting No. 2 of 8 August 2018 – Moved – Bill Moore, seconded Tony Bawden – 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. This proposal is to be discussed with the DG on his upcoming visit.

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. David reported that the trees have been delivered and was very happy with the quality and size of the trees. He is meeting with a representative from the Moyne Shire to look at the location of the trees. If the trees are within the Botanic Gardens, it may be better to replace the guards with seats. A discussion is to be held with Margaret Whitehead regarding an official person to perform the unveiling at the 11 November ceremony. Sue thanked David for his work on this project.

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. – Nothing further to 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. David recommended the purchase of a signage package which included an “A” with suitable corflute inserts, Lighthouse tour banner, tablecloth and 2 teardrop signs at a price of $1060. It was resolved to proceed with the purchase of signs as recommended. (Hester/Jeff)

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. A Golf Day flyer has been produced and sent to last year’s participants, Rotary Golf Fellowship and the Secretary of District 9800 who will include it in their events bulletin. More work will be done when Peter returns.

Spring raffle prize from last year – Adrian has rung the winner and left a message and we await a reply. Adrian reported that he had contacted the Raffles and Bingo Board and explained the situation. They were happy with our attempts to contact the winner and advised that we could regard the prize as being unclaimed.

Port Fairy Folk Festival 2019 agreement. Still needs to be signed. Awaiting board approval for back gates now that Margaret has provided the hours. We will then need to be advised what additional payment the Club will receive. It was agreed that the Rotary Club would undertake the additional shifts as offered. Margaret is to be advised accordingly.

The proposed Ticketing system for Light house tours as suggested proposed by Marten Syme has been rejected by members as they felt the current system works well and does not need to be changed. Adrian is to advise Marten.

Contribution to Consolidated School for assessment of students with learning difficulties. Sue to follow up next term.

Establishment of Rotaract Club in conjunction with Warrnambool Clubs. An information session for prospective members is to be held at 6.30 on Wednesday 7 November 2018 at the Flying Horse in Warrnambool. A flyer has been produced and is to be circulated around the district.

Arrangements for DG visit on 24 September. The pre-visit questionnaire was completed for return.

**Correspondence:**

**In**:

District Treasurer re amount for insurance in District Dues – Acknowledgement only

Marten Syme – Thank you letter re tree planting at Battery Hill

PFFF via Margaret White re Folk Festival back gate hours

Defying the Drift – Notice of final date for applications 31 August

Deafness Foundation re grants program and education encouragement awards

Australian Rotary Health re Lift the Lid on Mental Illness.

Rotary International, Robert Byrne of Foundation Services re End Polio Now Movie Event ‘Bohemian Rhapsody’

Tony Bawden – Notes re discussions on formation of a Rotaract Club in conjunction with Warrnambool Clubs

Moyne Shire – Approval to do Lighthouse Tours on 30 September 2018

RC Ballarat West – Event with Dr Vladimir Donsky

James Purcell – August Newsletter

RC of Ballarat South – Acknowledgement of application for tickets for Car Raffle

D9780 2018 Bowelscan Report

Bandari Project – Thank you letter

Polio Movie event – Bohemian Rhapsody

District Secretary 9780 – District Strategic Plan 2018-2019

Southern District RAWCS AGM Report

The Rotarian Magazine

Operation Cleft

Bernie Waixel – Notification Malcolm Needham had passed away. Rotary members are to be advised.

**Out:**

Rotary Club of Ballarat South – Application for 1500 tickets in the Car Raffle

District Treasurer re amount for insurance in District Dues

Traff Morgan-Payler , acceptance of resignation

D9800 Port Fairy Golf Day flyer

Moved that correspondence be accepted and actions approved – Moved:Jeff McLean, Seconded: Bill Moore Carried.

**Director’s Reports:**

**President:**

* John Clue has provided a Rotary brochure that he picked up on his recent trip. It was agreed to place Rotary Club of Port Fairy brochures at the Visitor Information Centre. Tony Bawden to arrange.
* Drought Appeal – A BBQ is to be held on Saturday 29 September 2018 between the hours of 10 am and 2 pm outside the IGA. The IGA will donate all the supplies. Adrian to place on Clubrunner.
* The Group 5 Presidents are planning to arrange a combined function for all members to attend. Warrnambool are also trying to organise a joint meeting at Crossley. It was suggested that this could be the same event. Sue is to follow up.
* The clubs Goals and Citation Goals need to be placed on Rotary Club Central. Sue to seek advice from other Presidents.
* The Friends Group have suggested the sale of raffle tickets at the market on Saturdays. It was felt that this was done over the summer market which is sufficient at present.

**Secretary:** Nil

**Treasurer:**

Profit and Loss, Balance Sheet, Reconciliation Summary, Reconciliation Detail and Transaction Details for August were tabled. The Account balance is $6,707.57 which includes the $3,000 Armistice grant. It was noted that the Rotary District dues have been paid. Adrian is to follow up Brian Atkins to see if he wishes to continue to pay his membership.

**Service Projects:**Nil

**Membership:** Nil

**Public Relations:** Nil

**Youth:** Nil

**Fundraising:**

Lighthouse tours scheduled for 30 September.

BBQ at the IGA 29 September 2018

Open Gardens will be held on 28 October 2018. Spring raffle to be drawn on the day.

**Preserve Planet Earth:** Nil

Moved that reports be accepted – Moved:Tony Bawden, Seconded: Hester Woodrup – carried.

**General Business:**

Meet the Author talk will be held on 14 November 2018 at Community House. The talk will be given by the author of the Manuscript.

Lift the Lid on Mental Illness - It was agreed that the social night in October be a fund raiser for Lift the Lid. Tony Bawden is to investigate collection tins for cafes.

End Polio Fund Raising Film – Bohemian Rhapsody – 1 November 2018 at the Capital Cinema in Warrnambool. Bill Moore is to get more details and report back.

**Diary Dates**

4 September – 28 October - Spring raffle

24 September – DG visit

29 September – Drought Relief BBQ

30 September – Lighthouse tours

October – January -Ballarat South Car Raffle

10 October – Board Meeting

14 October – Membership seminar in Warrnambool

28 October – Open Gardens Day

1 November – End Polio Film Bohemian Rhapsody – Capital cinema

3 November – Port Fairy Show Day

4 November – Lighthouse Tours

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

14 November – Meet the author “ The Manuscript” Community House

19 November - AGM

**Meeting Close**: 5:50pm

**Next Board Meeting:** Wednesday, 10 October 2018 at 4pm.