****

**ROTARY CLUB OF PORT FAIRY Inc.**

**Minutes**

**Board Meeting No.4 (2018-19)**

**4pm, Wednesday, 10 October 2018**

**Visitor Information Centre**

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

**Apologies:** Tony Bawden

**Confirmation of Minutes of Previous Meeting:** Board Meeting No. 3 of 12 September 2018 –

Moved David Digby, seconded Hester Woodrup – 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. - Ongoing

Armistice Centenary Grants Program –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. – The two Moreton Bay Figs will be planted on Friday, 12 October.

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. – Sue to contact Reg Harry. Hester questioned the need for a NYE BBQ given the extra BBQ scheduled for the Lighthouse in November. Considered opinion was that we should still have NYE BBQ.

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. – DG approved of this decision.

Risk and skills assessment for future service projects. – Michael Crowe and David Digby to review current risk assessment form. – In progress.

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) – New signs have arrived apart from the Lighthouse banner which is expected shortly. David will investigate new signs for the road approaches to Port Fairy. Sue thanked David for the significant time and effort he has committed to attaining an excellent set of signs for the Club

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. – Peter and Adrian still to meet. Flyer to be sent to Sue for inclusion on Community Facebook page.

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. – Waiting on a reply from Margaret Whitehead re a new agreement.

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. – In progress.

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

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. – There has been one hit on our Facebook page. Sue will look into ‘Boosting’ the Facebook exposure.

Club Citation Goals – Referred to DG. Awaiting reply

Group 5 Joint meeting – Will not happen this year due to the number of other events scheduled. The next Group 5 Presidents and PE meeting is scheduled for 14 November.

**Correspondence:**

**In**:

Resignation of Geoff Coxall – Moved that Geoff’s resignation be accepted Bill Moore, seconded Sue Robertson – carried. Secretary to write to Geoff.

Request for Leave of Absence from Neil Sproal – Leave of absence granted. Secretary to write to Neil.

Stephen Giddens – Postponement of D9780 Membership Seminar - File

Moyne Shire – Michelle Badenhorst re Youth Colour Fun Run – In progress

Jazz Festival – re Drill Hall entrance - File

Disaster Aid request for funds - File

James Purcell MP – Acceptance of Armistice Day invitation - File

Report of RAWCS Southern District AGM - File

Dan Tehan MP – re Wannon Volunteer Awards nominations – nominations close 15 October – No nominee proposed. - File

Port Fairy Warrnambool Rail Trail Newsletter - File

**Out:**

Moyne Shire – Michelle Badenhorst re Youth Colour Fun Run

Armistice Day Centenary Events - Invitations to Darren Chester MP, Dan Tehan MP, Roma Britnell MP, James Purcell MP, Mick Wolfe Mayor of Moyne Shire and Shire Councillors

Moved that correspondence be accepted and actions approved – Peter Smith seconded Jeff McLean – carried

**Director’s Reports:**

**President:**

* Polo shirts returned to Norfolk Plaza. Plain royal blue long sleeve polo and wind cheater are available.
* Frequency and format of meetings needs to be considered along with venue and cost. Frequency is considered alright. Discussion on venue, cost and format to be withheld until such time as the new Bowls Club is available.
* Moved that proceeds from the IGA and Lighthouse BBQs go to the IGA Drought Angel Appeal, Sue Robertson, seconded Peter Smith - carried. Sue to contact IGA and Moyne Gazette to arrange the handover of a cheque and an article/photos in the Gazette. Proceeds from the Lighthouse opening will be directed to the Rotary Drought Appeal.
* We need to ask Tony to follow-up on RYLA application forms for Lisa.
* Sue is attending the opening of the U3A tomorrow.

**Secretary:** Nil

**Treasurer:**

Profit and Loss for September and July to September, Balance Sheet at 30 September, Reconciliation Summary and Detail to end of September and a list of transactions for September were tabled. Net income for September was $1,318.39 and the account Balance at 30 September was $8,025.96.

Moved that payments be ratified David Digby seconded Bill Moore - carried

**Service Projects:**

The Club needs to start recording the number of hours spent in preparation for Service Projects and Fundraisers. In future members should report these details to the Secretary at either Monday meetings or by email.

**Membership:**

Suggested that Rotary Down Under magazine be distributed to Doctors, Dentists etc waiting rooms when members have finished with them. Secretary to update RDU database.

**Public Relations:** Nil

**Youth:** Nil

**Fundraising:**

The Club is able to sell raffle tickets at the Saturday Market. We just need to turn up and we will be allocated a space.

The Open Gardens Day roster is filling up.

A poster for the ‘Journey of Manuscript’ presentation at Community House has been prepared and distributed.

**Preserve Planet Earth:** Nil

Moved that reports be accepted Bill Moore seconded David Digby – Carried.

**General Business:**

Painting of bollards at Charles Mills reserve – David Digby to follow-up

National Bird Week 22 to 28 October – backyard bird count – Members to be advised of Birdlife Australia website details so they can register. Hester called Jodie Honan to ask her to speak to the Club on 29 October. She is waiting for a reply.

Website – Board members agreed that Harry Bracegirdle can continue to have access to the Club website.

Peter Middleton membership – Sue has followed up with Peter’s daughter.

**Diary Dates**

10 October – Board Meeting

22 October – October Social Night

22 to 28 October – National Bird Week

24 October – World Polio Day

28 October – Open Gardens Day

1 November – End Polio Film Bohemian Rhapsody – Capital Cinema

3 November – Port Fairy Show Day

4 November – Lighthouse Tours and BBQ

5 November – Mark Balla talk at Warrnambool Football Club

7 November – Rotoract event at Flying Horse

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

14 November – Meet the author “Journey of Manuscript” Community House

19 November - AGM

**Meeting Close**:

**Next Board Meeting:** Wednesday, 14 November 2018 at 4pm.