

ROTARY CLUB OF PORT FAIRY Inc.

Minutes

Board Meeting No. 03 (2022-23)

4:30pm, Wednesday 14th September 2022 (Held at Jill Gleeson's home)

Present: Graeme Cox, Mllee Cox, Jill Gleeson, Harry Bracegirdle, Michael Crowe, Bill Moore, Jeff McLean

Apologies: Geoff Coxall,

Confirmation of Minutes of Previous Meeting: (Meeting #2 held 10th August 2022)

Moved : Jill Seconded: Jeff

Business Arising from Previous Minutes:

1. **ACTION:** Michael to liaise with the Rail Trail Co-Ordinator to arrange a suitable date and time to erect our new bench seat.-**refer to General Business**
2. **ACTION:** Harry make up flyer for distribution for Spring Open Gardens. **COMPLETED**
3. **ACTION:** Mllee apply to sell tickets from MOYNE Shire. Spring Raffle: Start selling on the street, Thursdays & Saturdays. **COMPLETED**
4. **ACTION:** Unveiling of the centenary project at the Port Fairy Rail Trail should be done on Sunday 16 October 2022 in between DG Kathy's District commitments. **ACTION:** Mllee contact DG Kathy. **COMPLETED**
5. **ACTION:** Mllee investigate options for Guest Speaker gifts and bring back to the next meeting- After general discussion around the table of potential gift options. It was agreed Mllee should order 12 x Rotary pens as well as the Presidential clip for the chain. **COMPLETED**
6. **ACTION:** Budget. Jeff to look at past budgets and bring back a recommendation to our next board meeting.- **ONGOING**

Director's Reports:

President: (Graeme Cox)

- As per tabled report in Agenda. Items requiring further discussion were:
 - Spring Garden Raffle & Open Gardens
 - Regionalisation vote next week
 - YE student update
 - Rotary Leadership Institute (RLI)
 - Zone 8 Rotary & Rotaract Conference in Canberra

Past President: (Jill Gleeson)

- Open gardens- refer to Fundraising report
- World Polio Day October 24th and World Polio week begins 24th October 2022. A potential fundraiser for End Polio Now could be held at Reardon Theatre by Port Fairy Film Society. The movie would be "Adventure Movie on Climbing Mount Everest" **ACTION** Jill speak to

Digby re the movie, Jeff to speak to PF Film society re a suitable date. Hall hire is \$100 and bond of \$300. Jill and Jeff to report back to our next ordinary meeting.

Treasurer: (Jeff McLean)

- Report as tabled in Agenda. Items requiring further discussion were:
 - Bank Balance as at end of August was \$4152.08
 - Bank Balance as of 14 September is \$4685.04
 - Current deficit of \$1002.56 for the month of August. (outgoing District fees and Insurance totalling \$1980.00) recouped \$1157.50 in fees, admin and fine sessions.
 - Friends of Rotary invoices have been sent out.
 - Guest speaker meals. Mllee paid for the guest speaker at the last meeting for which she will be reimbursed. In future a cheque should be written for the cost of the guest speaker meal.
 - Software change- as detailed in the minutes of the last board meeting, Reckon no longer provide outright programs for purchase, they are now charging a considerable fee (\$345 per year). Jeff discussed options with McLaren Hunt accountant Toby McAllen and it was recommended we change to Xero which is a cloud based program. The yearly cost to our club for the program will be \$144 plus a minimal administration fee. The last day we can edit our data in Reckon is 30th September 2022. We will be able to view our old information after that date, just not edit it. Toby will assist Jeff in transferring our financial data to Xero.
 - Jeff McLean moved the motion that “We transfer our Financial Software Accounting program from Reckon to Xero”. Seconded by Harry, all in favour.

Service Projects / Environment: (Michael Crowe)

- Finalisation of our final report to Moyne Shire on the CCCOP grant for the Rail Trail planting- This report needs to be submitted prior to end of June 2023. Michael has spent many hours compiling the necessary evidence for our plant purchase, time spent planting, volunteer hours of members v friends of Rotary etc. Cost per plant-\$1.33, Cost per tree guard-\$0.45, cost for 2x bamboo cane-\$0.22, Cost for freight per plant-\$0.05= \$2.05 per plant. Number of plants planted 309. Volunteers-10 people for 1.5hrs = 15hrs.
- Organisation of the installation of the Centenary bench at the site- Michael spoke to Ian Bodycoat regarding the bench. Michael and Jeff to visit site at 9.30am next Tuesday 20th September to finalise site of bench seat.
- Distribution of the Recycling brochure-100 copies printed for distribution at Community Notice Board, Visitor Information Centre, Community House and some are at the Spring Garden Raffle for anyone who would like them. Harry to promote via Facebook.
- Date for the next meeting of the Friends- will be held at end of September.

Youth / International Service: (Geoff Coxall)

- Folkie bbq and Bandari. Fundraiser for bio digester (from last meeting)

Membership: (Bill Moore).

- Corporate Membership- Bill met with Ashley King regarding Bendigo Bank corporate membership. Bill has written a proposal to the Bendigo Bank Board for their meeting next Friday. It outlines background for growing membership via businesses while assisting in community service projects. It also outlines the corporate membership by laws, including Qualifications, Members, Attendance, Dues, RI Registration, Votes and Quorum, and Holding Office. Ashley King showed an interest in coming to our club as a guest speaker. It was

agreed Ashley and Nicole Dwyer from Belfast Volunteering come to our 7th November meeting as guest speakers. **ACTION** Bill to invite Ashley and Nicole to be guest speakers.

- Bill did RI Webinar recently and while not learning anything new, he did note the “push” for community and service project focus to gather new members rather than inviting people to a meeting. Invite people to assist in a project and then invite them to a meeting.

Public Image: (Harry Bracegirdle)

- As per tabled report in Agenda. Items requiring further discussion were:
 - We recorded 38.5 hours of volunteering work for RCPF in August. This is well below the July figure of 97 hours, probably because I did not get any updates from Board members. It will require regular updates from Board members to maintain accuracy of records. All general volunteering I can get from ClubRunner. Please make notes on volunteer hours and provide to Harry at the end of each month.
 - Facebook stories on the Open Gardens, attendance at Jessie Harman's talk, Rail Trail Planting and the recent talk by our guest speaker, Barry Clarke, were posted as were similar stories on our website. Our Facebook "reach" is relatively healthy, with approximately 1333 contacts and 418 "post" engagements recorded in the past 28 days.
 - I have created ClubRunner volunteer rosters for Meals on Wheels, Spring Raffle and Open Gardens.
The Spring raffle roster OK up to 17th September but we still require volunteers from 17th -30th October- refer to Fundraising report
The MOWs roster still requires a second person on Monday 26th September-Jeff McLean will do this.
 - I will need someone to take on my "roster" duties during the period I am away (6/10/22 to 9/11/22) to keep an eye on the rosters. I need someone to take photos and prepare a Facebook post and ClubRunner story for the Rail Trail unveiling in October. Between Jill, Jeff, Mllee and Michael we should be able to take care of this while Harry is on leave.

Fundraising:

1. Open Gardens. October 30th 10 am -4pm
 - a. Trybooking- keep an eye on tickets sold via try booking- Mllee Jill and Jeff
 - b. Hester and Jill visited all gardens and everything is going well.
 - c. Jill to do blurb for flyer on Cashmore garden
 - d. Margaret Whitehead donated single use sugar & coffee from PFFF. She has access to Hamilton Spectator for publicity via Harry.
 - e. All foods to be pre packaged at Maureen Beattie's house and transported to the garden at 152 Model Lane.
 - f. Marg's mafia- Robyn, Lynne and Maree will be making food, small yoyo biscuits gluten free sponges etc.
 - g. Helen, Trish, Tanyth, Jill and Maureen will do the usual baking. Donations of tomatoes and other foods are gratefully accepted.
 - h. Signage needs to be made.
 - i. Map with tick boxes for entry to each garden need to be printed. **ACTION**; Graeme will print some at his work. Possibly need 200 copies.

General Business:

1. President Elect- There are only 22 PE's out of a possible 55 clubs in D9780 so far. We need to get a PE very soon for them to be able to complete the necessary training prior to their year. Please consider who would make a good leader in our club.
2. Regionalisation project- vote at next week
3. www.moyne.vic.gov.au/Community-Assistance-Fund-open-to-2023. Keep your thinking caps on for potential purchases. Storage cabinet for Star of West is one in pipeline.
4. AGM date set at **21st November 2022**
5. Folk Festival 2023-Letter from M Whitehead, will we support the PFFF as we did in 2022. Yes- **ACTION** Mllee to reply to this letter.
6. Rotary Youth Exchange- Destiny has some interested colleagues interested in Youth Exchange. Graeme has her details to make contact with Destiny. (Her email address is in Club runner)
7. Conflict of Interest Policy- discussed
8. Signatory changed for Bendigo bank account- It appears Graeme has been approved as a signatory but does not have login to approve internet banking yet. **ACTION** Graeme to follow up.

Diary Dates:

- **Next RCPF Members meeting: 19th September 2022**
- **Raffle ticket sales roster: Most Thursdays and Saturdays between 1st September to 27th October 2022 (drawn at Open Gardens on 30th October 2022)**
- **Open Gardens Fundraising Event: Sunday 30th October 2022 (10am-4pm)**
- **Meals on Wheels: 26th – 30th Sept 2022.**
- **Unveiling of Centenary Project: 9am Sunday 16th October 2022 @ 9am with DG Kathy**
- **Visit of District Governor to Club(Kathy Rivett): Monday 17th October 2022**
- **Zone 8 Regionalisation Vote in September 2022-** President Graeme to vote on behalf of Rotary Club of Port Fairy

Business Arising from the Correspondence: discussed in General Business

Next Board Meeting: **Wednesday, 12th October 2022 (venue TBA)**

List of correspondence 17/8/22-12/9/223 below

17-Aug-22	54	In	5		Kathy Rivett	Congratulations on Mllee taking District Secretary Role in 2023/24	Info only	Email
18-Aug-22	55	In	5		Tony Bawden	update on signage for Centenary Project @ Rail Trail	Info only	Email
18-Aug-22	56	In	5		The Rotary Foundation team	Opportunity to donate and support of Rotary's Endowment.	Info only	Email
25-Aug-22	57	In	5		The Children First Foundation,	Invitation to Gala Ball	Info only	Email
27-Aug-22	58	In	5	B-03	IO SAO Stewardship @ RI	Rotary's Conflict of Interest Policy for Grants	Info only	Email
28-Aug-22	59	In	5		AG Peter Simmons	Reminder re Regionalisation Vote	Info only	Email
29-Aug-22	60	In	5		RC Ballarat South	Bulletin	Info only	Email
30-Aug-22	61	In	5		RC Corio Bay	Bulletin	Info only	Email
31-Aug-22	62	In	5		Port Fairy Lions Club	Bulletin	Info only	Email
07-Sep-22	63	In	5	B-03	Folk Festival Committee	Marg Whitehead seeking intention to support festival in 2023	Decision required	Email
08-Sep-22	64	In	5		Zone 8 HQ	2022 Better Together Rotary and Rotaract conference in Canberra, AC	Info only	Email
08-Sep-22	65	In	5		The Rotary Foundation team	Opportunity to donate and support of Rotary's Endowment.	Info only	Email
11-Sep-22	66	In	5		Wendouree Breakfast club	Invitation to attend Trivia night	Info only	Email
11-Sep-22	67	In	5		RC Ballarat South	Bulletin	Info only	Email
11-Sep-22	68	In	5		RC Corio Bay	Bulletin	Info only	Email
12-Sep-22	69	In	5		Regionalisation Project Team	Vote coming up soon	Info only	Email

Next Board Meeting: **Wednesday, 12th October 2022**

Meeting Closed 1842hrs (6.42pm)