

ROTARY CLUB OF PORT FAIRY Inc.

Minutes

Board Meeting No.08 (2022-23)

4:30pm, Wednesday 15 March 2023 (@ Gleeson home)

Present: Graeme Cox, Mllee Cox, Jill Gleeson, John Clue, Harry Bracegirdle, Bill Moore, Michael Crowe

Apologies: Jeff McLean

Confirmation of Minutes of Previous Meeting: (Meeting #7 held 15 February 2023).

Moved: Jill Gleeson **Seconded:** Harry Bracegirdle

Business & Action items arising from previous Minutes:

1. **Youth and International Director vacancy-** after discussion re interim Director. **ACTION:** President Graeme will identify some experienced members within the club and ask if would take on this role for next 4 months. **COMPLETED**
2. **Youth Exchange student for 2024? ACTION-** Graeme contact Rotary Youth Exchange Secretary for details. **COMPLETED**
3. **Review of Club & Constitution and bylaws: ACTION-** Graeme to do this or make contact with Adrian to see if he can do it. **ONGOING-** has spoken to Adrian but not completed yet
4. **Community Assistance Grant Application- ACTION:** Harry to forward quotes to Graeme who will complete application- **COMPLETED-** Grant Application is still open. As well as cabinet to store our items at Star of West Hotel, Graeme will include a portable fridge in the application to assist in catering functions to keep food/drinks cold. **ONGOING**

Director's Reports:

President: (Graeme Cox)

- **2023-2024 Rotary Renewal Pack - 9780**
The Club's Annual Renewal Pack has been submitted to the D9780 Insurance & Risk Management Officer. This covers areas like Property, Travel and Sunday Markets (& similar). With markets the view to have an automatic inclusion of liability to cover stallholders.
- **Marathon Catering**
Thanks to Jill and her group of catering staff with the recent Marathon Catering. We sold out of all Egg and Bacon burgers, and we needed to enlist Jill's help to get more buns for the final part of our morning. A great morning out with lots of compliments from participants and the perfect position for the marquee.
- **Port Fairy Folk Festival Gates**
A 'all hands-on deck' was undertaken by the Club for this year's PFFF. Congratulations to all our volunteers who contributed to the success of the festival. We were given 49 shifts to fill

and we managed to fill all of them. It was great to see all the Service Clubs banding together to ensure that the festival was a success. Michael Crowe wanted to especially mention Friend of Rotary Di Walker's stellar effort in completing 4 shifts, many of these late at night. Thank you very much Di Walker.

- **Rosters**

Just when you thought it was over. The Club is gearing up to complete our commitment to selling our share of the Ballarat South Car Raffle tickets. We as a Club must maintain our momentum when volunteering. Harry advised we have sold just over ½ the tickets and if we sell at the current rate they will be all sold by the cut off.

- **Corporate Membership/Transfer Induction**

Monday last week saw our Corporate membership involving the Community Bank at Port Fairy. Ashley King was inducted as the nominal member for the Community Bank. It is hoped that we will see a strong and passionate relationship between Rotary and the Community Bank. Projects involving Community Bank members will enable Rotary to continue to provide International or Domestic ventures that will benefit many people. Thank you very much to Bill Moore who was the driving force behind the Corporate Membership.

Congratulations to Tony Murray on becoming a member of the RCPF. Tony has already been heavily involved in volunteering over the past few months since arriving from Melbourne. Welcome aboard Tony.

- **Zone 8 Regionalisation – update**

There will be more communication regarding the Zone 8 Regionalisation. We are now moving into the 'pilot' phase. They are requesting Rotarians if they want to be part of the Reference Group to email the regionalisation team.

Past President: (Jill Gleeson)

- Registration of RCPF: Jill had an appointment at Moyne Shire at 2 pm 14 March 2023. At this meeting it was confirmed we hold a Category 2 certificate at no charge to us. Jill to confirm how many Rotarians hold Food Handling Certificates.
- On behalf of President Graeme, Jill chaired the local Probus club's AGM last week. They would love to see more Rotary presence at their meetings, this was discussed by the Board and agreed this should be possible. A roster of Rotarians attending would be a great plan

Treasurer: (Jeff McLean)

- NIL report

Service Projects / Environment: (Michael Crowe)

- Footbridge project- Michael met with Ashley King. Before approaching the Council he suggested that we need to set out the project proposal in more detail including the scope, cost and finance, and ongoing maintenance. A memorandum of understanding between RCPF and Moyne Shire would be an excellent plan. Ashley is on 6 weeks leave, we will revisit this when he returns from leave. I also had a call from Cameron Brown who is the new Port Manager. We discussed our ideas for the project. He advised that his boss in the Council was keen to formalise Rotary's participation in the project.
- Barclay Street -Yesterday Bill Moore, John Clue and Michael weeded and cleaned-up the garden beds in Barclay Street.

- President Graeme asked Michael if he had any feedback re our Bronze Environmental Award application. He hadn't heard anything but thought it might be announced at District Conference.
- Weeding/control of overgrown grass at our plantation on Port Fairy Rail Trail is in order, Jeff said he arrange the weeding for the trees and Michael spoke to him recently. Graeme volunteered to do some whipper snipping after he sells raffle tickets on Saturday this weekend (after speaking to Jeff McLean). The base and surround of our seat is being looked after.

Youth / International Service: (John Clue)

The Club has two main youth programs that we are able to participate in.

- **The Rotary Youth Leadership Awards (RYLA)**

16th – 21st April 2023

Kangarooobie, Princetown

This is a 6-day Leadership & Self Development Seminar that is a once in a lifetime experience.

Harry has uploaded an information sheet onto the Port Fairy Community Notice Board that will hopefully attract some interest. I have also made mention of the program to our corporate member Bendigo Community Bank who have young staff that maybe interested. An offer to speak with the staff has also been made with Ashley King. Maggie Leutton Manager of the Bendigo Community Bank was interested in RYLA. Michael's granddaughter might be interested in participating, John Clue to forward flyer to Michael.

- **2023/24 Youth Exchange Program**

That's right, Rotary Youth Exchange in District 9780 is back.....And we need your Club's help! OUTBOUND- Opportunities are available for the Club to again participate in the program. Promotion activity to commence seeking interest once I have obtained the current information and flyers for distribution. We will again use the Port Fairy community notice board to promote the program. Harry to create a flyer to promote this. Our club accepting Inbound students was discussed again.

- **New Child Safe standards** were discussed, the District Board are meeting tomorrow to ratify a template for each club to consider adopting. Once passed by the District Board, these templates will be forwarded to each club with a view to review their existing and updating those, or adopting the new version.

Membership: (Bill Moore).

- Bill was hoping to get publicity at the induction of Corporate Member Ashley King via The Standard newspaper (Anthony Brady). Bill has forwarded all the information used at the induction along with photos and awaits a reply. The Folk Festival has taken priority in the public eye until recently. Hopefully we can now get some exposure.
- John Clue asked if the Moyne Shire provides "new member" packs that we could put a flyer into for increasing membership. Nicole Dwyer spoke on that subject last year when she was guest speaker. Bill and Nicole are planning to meet to discuss RCPF inclusion in welcome packs

Public Image: (Harry Bracegirdle)

1. February and March were very busy times in terms of maintaining Rotary Volunteer rosters. Thankfully, some of these key events have now finished (Port Fairy Marathon, Port Fairy Folk Festival Gates and a good part of the Car Raffle).
2. The response to the call for volunteers for Rotary activities has generally been good and I was pleased that we eventually filled all 49 shifts at the Folkie Gates and, apart for a couple of very minor hiccups, everything went smoothly. The Rotarians, Friends and others that helped fill the roster did a great job. With the sale of tickets (we eventually ended up with 13) to volunteers at \$50 and the funds we get for manning gates means we should collect \$2650 for our efforts. All up, we had 23 individual volunteers for the Folkie Gates.
3. Following the induction of Ashley King and Tony Murray, stories were published on both our website and Facebook page. The Facebook pages were also shared with the Port Fairy Community pages and we received lots of likes and comments. It will be interesting if any flow on from the Corporate Member initiative will be received.
4. I received notice from Microsoft that some of our free licences for their Office 365 products will be withdrawn due to lack of use. We get these as we are a not-for-profit organisation but their conditions is that there is 85% usage activity. We were well short of this so I removed a good number of the Basic Office 365 licences that were initially assigned to Rotarians. Microsoft's argument is that they only allow a limited number of free licences and if they are not utilised then they should be released and made available to other organisations / users.
5. Car Raffle: WE are about halfway through our raffle selling days and have just sold over 50% of the allocated tickets - so we are on track to sell the 1000 tickets we were assigned. To date, we have sold 510 tickets and collected, along with donations, a total of \$1043.15. We will finish selling tickets a week earlier than planned in order to get any unsold tickets back to Ballarat in time for the draw.

Fundraising:

Money received recently via Fundraising:

- **\$2650** Port Fairy Folk Festival gates
- **\$2600** Hole in One
- **approx \$300** Port Fairy Marathon catering

Money forecast to be received:

- **\$1680 Ballart South Car Raffle** (if all tickets sold)
- **Donations** from Murray to Moyne breakfast catering TBC
- **Golf day** Adrian understands we have been allocated a date for a Golf Day in which we will put on a BBQ for golfers. The golf club charge a little extra to golfers and it goes toward Rotary, very little work needs to be done by ourselves. Adrian is usually in charge of the day. Perhaps we do egg & bacon rolls instead of hamburgers.

General Business:

- **District 9780 Conference 24-26 March 2024-** Ballarat. Rotarians from our club attending conference are Graeme Cox, Mllee Cox and John & Heather Clue. Requests have been made by District for “in memoriam” information on any Rotarians who have passed away since last Conference. RCPF have submitted information re Geoff Coxall. Additionally, a request was received to forward photos of projects/events our club has held since last Conference, photos have been submitted.
- **District Governor 2025/26** Applications are closing soon for any eligible Rotarian in our club to apply for DG 25/26. John Clue advised the board some applications have already been received.
- **Board Appointments for 2023/24-**
 - **President-** John Clue has been trying to arrange a meeting between Andrew & Jed re their role as co-Presidents of RCPF in 2023/24. John will speak to them ASAP and suggest they attend the next two board meeting for planning purposes. Jed is going away to Europe, but Andrew will be in Port Fairy. It was agreed Sue Robertson (2023/24 Youth Director) will be invited to the next two Board meetings for the same purpose. As some of the Board work full time the Board will have to be flexible to set a date and time that suits everyone. **ACTION** John Clue set a date for next Board meeting (around 12 April 2023) after consulting Jed, Andrew, Sue and Graeme. Venue to be advised.
 - **Secretary** Harry explained his reluctance in taking on the role of Secretary for 2023/24 and wondered if Tony Murray would be interested in taking on the role instead. Harry spoke to Tony and he has agreed to take on the role of Club Secretary 2023/24. **Bill Moore moved the motion** that “Tony Murray take over the role of Secretary of RCPF from Harry Bracegirdle in 2023/24”. **Motion seconded** Jill Gleeson. All in favour. Graeme will approach Tony Murray to congratulate him taking over the Secretary role 2023/24
 - **It was moved by Jill Gleeson** that Harry Bracegirdle will continue in his role of Public Image/Public Relations & ClubRunner Manager/Roster Manager while assisting Tony Murray as Secretary” **Seconded** Graeme Cox. Mllee will support where she can (already doing District Secretary role for 2023/24)
 - **International/Foundation** As Graeme will be Immediate Past President in 2023/24 he agreed to take on the role of International/Foundation. It is usual practice for the IPP to be Foundation Director.
 - **Friends of Rotary:** Michael Crowe indicated he wished to step down as liaison for F.O.R in the next Rotary year (or earlier if practical). Graeme asked Michael if he would be interested in handing over in the near future if a suitable replacement could be found. Tony Bawden has indicated to Harry he would be interested in taking on the role. This is not a Board position. Graeme to approach Tony re taking over the Liaison of Friends of Rotary role. A meeting on 31st March with Tony Bawden, Michael Crowe and Friends of Rotary will be set.
- **Club Assembly-** Tony Bawden has made comment that the club hasn’t had a club assembly. While Club Assembly is not compulsory it is a useful tool to plan the year ahead, then review and assess how each director is going. The 2023/24 Presidents and board will need to do a planning meeting/Club Assembly to plan service projects, fundraising, volunteering commitments etc. On a side note John Clue offered to provide the recordings of his speakers at his conference to be viewed during a meeting, perhaps invite the public to attend.
- **Constitution & Bylaws**

This was previously discussed in business arising, Graeme will make contact with Adrian and make alternative plans with John Clue/Michael Crowe if Adrian is unavailable.

Correspondence summary:

- Bulletins- DG Kathy Rivett Travel guide, Ballarat South, Hamilton, Corio Bay, Grovedale Warun Ponds
- Port Fairy Folk Festival OH&S and Induction pack for volunteers at PFFF
- AON Insurance Renewal form
- Rotary International Convention 2023 (RICON23) information
- Email- expressions of interest for DG 2025/26
- Email- District Finance Committee positions
- Email- Letter to request we man a BBQ for Murray to Moyne finish line

Business Arising from the Correspondence:

- **Murray to Moyne Bike ride BBQ 2nd April 2023.** Jill will be away, but she will liaise with the committee re collection of food which they provide. All we need to do is cook the BBQ. Jill will set up all the gear at the shed the day before. Harry to do a roster. We need a large donation tin for the public to donate coins/cash to us and volunteers to man the BBQ.

Next Board Meeting: **12 April 2023**

Meeting Close: 1814hrs (6.14pm)