**ROTARY CLUB OF CAMBRIDGE (INC)**

**Minutes of Committee Meeting held on Wednesday 5th August 2020 by Zoom**

**Present** Jeremy Wood, Peter Pearse Frank Nathan, Roger Veary, Max Puddey, Graham McHarrie & Peter Burns

The meeting was opened at 8.55am

**Welcome & Apologies** Jeremy Wood declared the meeting open and welcomed everyone. No apologies were received.

**Minutes of Annual General Meeting** The minutes of the meeting held on 24th June 2020 as circulated were approved.

**Matters arising** The Leave of Absence granted to Mark Hemery was subject to his being a financial member for the year ended 30th June 2021

**Treasurer** Max Puddey advised that the financial accounts for the year ended 30th June 2020 had been submitted to our auditor, Peter Crowe, and were to be signed off by him this week.

 He also advised that the various documents required regarding the President, Treasurer and Secretary by Square had been submitted to enable operations to commence.Max tested the system and discovered that it was charging GST. Max is to contact them and resolve the matter

**Secretarial Matters** No matters to report

**Youth & Vocation** Report from Frank received.He advised that the Junior 4 Way Speaking Competition would be conducted on 9th September 2020, 6.00 – 6.30pm. Agreed that the club meeting would be held that evening instead of in the morning.Noted that it would be necessary that we put in place the necessary Covid 19 requirements as regards cleaning and recording of those in attendance.

The Driver Education programme would be held on 2nd December 2020

 Dr MicheleToner, the guest speaker at the club meeting on 12th August 2020, has requested that the club make a donation to the ADHD organisation. Resolved that we make a donation of $250.00

**International** Graham advised that due to the Corona 19 virus that the East Java programme has been suspended. To date payment of $5,000.00 has not been received from Amcor. Graham advised that he had been requested by them to provide additional information and he had done so and was waiting for the payment to be received.He also said that if the project does not proceed by June 2021 that the District Grant of $4,500 would be repayable although it is probable that District would rollover the grant into 2021/2022 if we made that request

The Raffle we are conducting with Mt Lawley club to raise funds for the East Java hearing project requires us to provide the 3rd & 4th prizes.Don Hollywell is endeavouring to obtain a spa package from Bodhi J.Graham suggested we provide a carton of wine as the 4th prize. He has a contact who he can approach to see if they will donate a case.

Roger suggested that we purchase a carton of Red Gully wine at a cost of $60.00 if Graham is not successful .Agreed

**Projects**

Peter Pearse advised that a working bee was to be held on Saturday 8th August 2020 at St Edmunds Church, Wembley commencing at 1.00pm to clear out/up the shed being made available to us to store the goods we are collecting.

Discussion took place regarding having credit card facilities in place, the need to determine what Wi-Fi facilities are in place and the speed.Frank to advise

Care needs to be exercised with the White Elephant stall because we could be left with lots of unsold items.Resolved that if that happens that we donate any remainder to Para quad Industries

Food Safety Course re Covid 19 needs to be completed by all persons who are involved in food handling for Barbeques and the Fete.Max is to check on the requirements, registrations etc and report back to the board

 Dalkeith club have advised that the Cans for Christmas project is going ahead. A club member (not Board) is needed to organise this.

**Foundation** No matters to report

**Club Administration** Roger’s report was tabled

**General Business** Working with Children Card Holders list had been prepared and circulated by Peter Burns as the Club Protection Officer.Noted that Peter Pearse’s card expires on 12th December 2020.

Club Historian Jeremy to discuss the requirements with Brian Downing to make sure he is able to address and complete all the matters that are required.

Battye Library the records for the Rotary Club of City Beach were donated to the Battye library so we should be able to get access to records if required. We need to see whether they have any records for Floreat & Cambridge clubs

Archiving of Club’s files & records agreed that we should only keep what is essential and get rid of all the rest.

Noted that financial records need to be retained for 7 years.Agreed that we will investigate storage of documents digitally.

Online bookings Jeremy to investigate and report back to the board.

Zoom for absent members Max advised that to do this properly that we would require 2 cameras and speakers. Max is to investigate and report back. Manny Petrelis & Rod Lane are to be contacted to see if they would use the Zoom system.The feeling of the board was that it was not worth it at the moment

**Honorary Members** We have 7 honorary members for the year ended 30th June 2021. Peter Burns was instructed to write to each of them advising them that their honorary membership has been approved for another year.

Associate Members Currently under review.

New Members Applications for membership have been received from the following:

 Stan Robins

Rhonda Walker

Resolved that they be approved as suitable members subject to them paying a full years fees for the year ended 30th June 2021

**Any Other Business**  Max advised that the builder of Community Men’s Shed is awaiting a Building Licence to be issued by the Town of Cambridge.Town of Cambridge also advised that a Waste Management plan is required to be submitted by the Community Men’s Shed. Max advised that this is normally a requirement of the builder. He will investigate and endeavour to have the 2 matters resolved.

Max also advised that the solar panels need to be installed by December.If this does not happen the Curtin Electorate Government Stronger Communities Grant may need to be refunded.

An additional container is to be rented & installed at Lake Monger Recreational Centre until end February 2021.Permission to install this container has been agree by the Town of Cambridge

The display of Community Men’s Shed signage, Rotary & Town of Cambridge logos & banners will require Town of Cambridge approvals

**Date of Next Meeting** 7th October 2020 (Following club meeting)

**Closure** The meeting was declared closed at 10.00am

Certified a True & Correct Record

Jeremy Wood President Dated