



MICHELAGO REGION COMMUNITY ASSOCIATION

MEETING MINUTES

Date of Meeting: 27 July 2017

Minutes Prepared By: Libby Melton

1.1 Attendance at Meeting

Romney Kelly

Libby Melton

Kerry Rooney

Brony Gattringer

Maureen Morgan

Steve Melton

1.2 Apologies

Cate Spencer

2. Previous minutes from June 2017

Moved By: Libby Melton

Seconded By: Brony Gattringer

| Action Items | Responsibility | Status |
|---|----------------|---|
| Obtain quote for clubhouse repairs from Combined Rural Services | Romney/Steve | Pending - Steve to look into what items are required for the repair and price at Bunnings for Romney to do up the quote. |



MICHELAGO REGION COMMUNITY ASSOCIATION

| | | |
|---|-------|---|
| Look into reallocation of participation grant to fund other sports | Kerry | Completed – advised that the grant can be used towards basketball coaching but cannot be used towards finishing the clubhouse. Quote to be obtained and provided to Department of Sport & Recreation for consideration. |
| Price basketball hoops and line markings for expenditure approval from participation grant | Brony | Pending – Advised by line marker that the sand would need to be removed from the court in order to allow the new lines to be cut in. Quoted \$5,500. Agreed that this is too much considering hoops would need to be purchased on top of this. Possibly look at getting a concrete court put in. |
| Integrate stall holder form for the Spring Fair to website | Steve | Pending |
| Provide dinner for next meeting | Libby | Completed |
| Return train station sign from the Hall for re-hanging | Brony | Pending |
| Approach John Holland to repair door stoop, drainage pipe above kitchen door and internal wall leak. | Cate | Cate to confirm if anything has been received from John Holland in relation to this. |
| Ask Derek Gucci to quote for electrical repairs at Station. | Brony | Pending – Derek is happy to do the work and will provide a quote when he is able. |
| Do up cleaning roster for Station | Libby | Pending |
| Obtain quotes for new providers for Public Liability Insurance and Electricity and discuss possibility of sponsorship for Spring Fair | Kerry | Completed – Red Energy has provided the most competitive quote, Kerry will discuss the possibility of them sponsoring the Spring Fair. |



MICHELAGO REGION COMMUNITY ASSOCIATION

| | | |
|--|--------|--|
| Look for sponsors for Spring Fair | All | Ongoing – Romney advised that Ooki have agreed to be major sponsor. |
| Contact John Holland with photos of damage to ladies toilet sign | Romney | Completed – Roger Roy has kindly offered to repair. |

3. Correspondence In/Out

Correspondence In:

- Email from Department of Sports and Recreation in regards to request of reallocation of participation grant funds. Funds are not to be used for repairing clubhouse but can be reallocated to basketball as long as coaching is included. Quote required to determine approval. (Attachment A)
- Romney has received an email from Dean Lynch’s EA asking to arrange a meeting to discuss rollout of work and concerns for the area. Agreed that it would be fantastic if Dean could attend our next meeting on Friday 18th August, Romney will confirm.
- Email from John Holland Group in relation to train station lease, discussed at item 6.3 (Attachment B)

4. President's Report

- Preparation continues for the Michelago Spring Fair with a meeting of the community groups being held on 15th July. Further discussion at item 6.1.
- Great to see that the safety railings have been erected along the footpath in areas of risk.

5. Treasurer's Report

MRCA Financial Position as at 27 July 2017

| Assets | \$ |
|---------------------|------------------|
| Petty Cash | 244.90 |
| Cash at Bank | 11,631.07 |
| Equipment | tba |
| Total assets | 11,875.97 |
| Liabilities | |



MICHELAGO REGION COMMUNITY ASSOCIATION

| | |
|--|-----------------|
| Participation Grant | 6,090.00 |
| DSS Grant project | 1,110.59 |
| Accounts payable: public liability insurance | 850.00 |
| Accounts payable: Origin Energy | 202.77 |
| Accounts payable: Railway lease | 550.00 |
| | |
| Total Liabilities | 8,803.36 |
| | |
| Net Assets | 3,072.61 |

- Our net assets are \$3,072.61 down \$77.77 from last month.
- We have received advice from John Holland Group (JHG) about the lease payment for the railway station which comes to \$550 per year.
- Our Origin energy bill is due on 7 August (\$202.77). Our contract with Origin has now expired and yesterday I sort quotes from a range of providers. The best deal this year is Red Energy so I have agreed to switch to them. I'm awaiting documentation to arrive.
- I spent yesterday talking to insurance companies and filling in application forms to get quotes for public liability insurance. We need \$20 million. Many insurance companies don't cater to not-for-profit organisations such as ours, so we will likely need a specialist insurance broker again.
- I have emailed NSW Government Sport and Recreation to get approval to vary our tennis participation grant to allow us to spend money on maintenance work on the clubhouse and to update the courts for basketball. I expect this will be a slow process, and I'm not overly optimistic. However in regard to our participation grant, I discovered an accounting error on my behalf, which generated an additional \$675 for our bottom line, more than enough to offset our railway lease payment for this year!
- Regarding our DSS grant, we have now purchased a laptop for \$504 which should make our Secretary's life much easier.

6. General Business



MICHELAGO REGION COMMUNITY ASSOCIATION

6.1 - Spring Fair

- Sub committee meeting held on Saturday 15th July at Leanne Pattison's house, Leanne, Libby, Kerry and Romney were the only attendees. Agreed that at everyone from community groups should make themselves available to do set up and pull down at the very least.
- Leanne has taken on coordination of food stalls and is doing a fantastic job that is well appreciated by the other committee members. Some regulation issues have been raised for food vendors which has caused some prospective vendors to pull out. Currently we have the RFS BBQ, ice cream van and coffee van. Leanne has approached Ruth Gaha who organises the Bungendore farmer's market for assistance.
- Romney advised that Ooki internet have agreed to be our major sponsor for the event which is fantastic news! Agreed that varying sponsorship levels are necessary and that sponsors should be approached to sponsor such things as the bands, face painting, sheep shearing etc. Kerry agreed to approach Red Energy as our new electricity provider for sponsorship.
- Urban Drover has been confirmed and Romney will be confirming folk singer once contact details have been provided to her from Jenny. This raises the issue of power and coordination of set up with Urban Drover only scheduled to play from 12pm but requiring three hours before hand for set up. The ice cream vendors have also requested closer access to the power, need to look into managing this and layout using power from shed and clubhouse.
- Jason and Margaret Farmer have kindly offered to run the kids face painting and temporary tattoos and will be donating their takings. Agreed to provide them with food vouchers to cover their meals and drinks for the day as a thank you.
- Was raised if we should organise a bar for the event as in previous years it hasn't raised much money and is a lot of work. Agreed that a bar is not necessary and as such will not be held this year.
- Kerry has spoken to Anna Bunston about if she will be doing donkey rides this year as it has been raised by our insurance providers. Anna has advised that due to her donkey's age she is not sure if she will be able to continue providing this service.
- Romney to complete DA amendment for \$142.50.
- Agreed that the large marquee should still be erected for the event to provide some much needed shade and seating area. Brony confirmed that the hall committee will be donating the chairs and tables required as part of their contribution towards the event.
- Libby and Romney will work together to come up with some promotional flyers for the event.



MICHELAGO REGION COMMUNITY ASSOCIATION

| | |
|--|--|
| <i>6.2 - DSS Grant</i> | <ul style="list-style-type: none"> • Libby purchased the MRCA a laptop as agreed at the June 2017 meeting for \$504, bringing our total remaining to \$1,110.59 • Agreed to hold off spending remaining funds until need arises as aquittal is not required at this time. |
| <i>6.3 - Train Station Lease</i> | <ul style="list-style-type: none"> • An email has been received from John Holland (see Attachment B) in relation to lease and requires MRCA to maintain grounds including mowing. All agreed that we lack the numbers to manage this and due to the rocks in the driveway this also poses a liability. Agreed that this should be raised with Dean Lynch at our meeting with him to see if Council will include it in their responsibility (and to also include the area around the tennis courts). |
| <i>6.4 - Front Entrance</i> | <ul style="list-style-type: none"> • Pending |
| <i>6.5 - Rope Playground</i> | <ul style="list-style-type: none"> • Pending |
| <i>6.6 - Update on Micalago Bridge</i> | <ul style="list-style-type: none"> • Pending |

7. Any other business

- Libby raised that she requires Microsoft Office on the new MRCA laptop to enable her to complete her secretarial jobs. Having looked online there is a downloadable 2016 version for \$179 with monthly subscription fees on top of that. Requested that Libby look into costing Office packs from stores as a cost comparison and bring findings to the next meeting for approval.
- Flagged by Romney that the state elections are scheduled for September which may be an opportunity for us to do a fundraising BBQ, will need to confirm with Emily Green.

8. Next Meeting Date

- It was raised by Romney and Libby that weeknights are becoming progressively harder to attend due to kids sports commitments and the late night for Libby's kids that have to attend the meetings. It was agreed by all present to move the meetings to the third Friday of the month at 6.00pm. Next meeting scheduled for **Friday 18th August 6.00pm** at Brony's house.
- Meeting closed 9.00pm.



MICHELAGO REGION COMMUNITY ASSOCIATION

Action Items - 27 July 2017

| Item | Responsibility | Status |
|---|----------------|--------|
| Obtain quote for clubhouse repairs from Combined Rural Services | Romney/Steve | |
| Price basketball hoops and line markings or concrete court for expenditure approval from participation grant | Brony | |
| Integrate stall holder form for the Spring Fair to website | Steve | |
| Provide dinner for next meeting | Kerry | |
| Return train station sign from the Hall for re-hanging | Brony | |
| Confirm update from John Holland to repair door stoop, drainage pipe above kitchen door and internal wall leak. | Cate | |
| Follow up with Derek Gucci for quote for electrical repairs at Station. | Brony | |
| Do up cleaning roster for Station | Libby | |
| Discuss possibility of sponsorship for Spring Fair with Red Energy and new insurance provider | Kerry | |
| Look for sponsors for Spring Fair | All | |
| Work on flyers for Spring Fair | Romney/Libby | |
| Price Microsoft Office packs for laptop | Libby | |
| Request Dean Lynch attend our next MRCA meeting | Romney | |
| Confirm with Emily Green if the school would like us to organize election day BBQ | Romney | |
| Confirm folk singer for Spring Fair | Romney | |
| Complete DA amendment for Spring Fair | Romney | |



MICHELAGO REGION COMMUNITY ASSOCIATION

Attachment A

From: SR Grants Unit [mailto:grantsunit@sport.nsw.gov.au]
Sent: Thursday, 27 July 2017 5:02 PM
To: 'Kerry Rooney' <kerryaroonney@gmail.com>
Subject: RE: Michelago Region Community Association: Tennis Participation Grant

Hi Kerry

Thank you for your email. According to our records, this funding was granted under the 2013/14 Sport and Recreation Participation Program (SRPP), which had a completion date of 30 June 2015.

As per the guidelines for the 2013/14 SRPP, funding cannot be used for maintenance and we would not be able to approve a variation of funds to be used for this purpose.

Therefore, in order for a decision to be made on your request to vary this funding, can you please provide a budget for the variation as outlined in point 2 of your email? Also, as the main intent of the funding was to provide tennis coaching each week, it will be necessary to include coaching sessions as part of your budget.

Please let me know if you need any further information,

Kind regards

Kathy
Grants team

From: Kerry Rooney [mailto:kerryaroonney@gmail.com]
Sent: Tuesday, 25 July 2017 4:02 PM
To: SR Grants Unit <grantsunit@sport.nsw.gov.au>
Subject: Michelago Region Community Association: Tennis Participation Grant

Dear Sport and Recreation Grants Officer

I am writing to you about a grant of \$10,000 for tennis participation for the Michelago Region Community Association (MRCA).
We have expended \$3,910 to encourage greater participation in tennis and have funds of \$6,090 remaining.

I would like to seek your agreement to a variation to the original grant. We are seeking your agreement to spend the remainder of the funds on two items:



MICHELAGO REGION COMMUNITY ASSOCIATION

1. To do some badly needed maintenance on the tennis clubhouse kitchen facilities and toilets. We need to repair the ceiling of the clubhouse to stop birds from coming inside where they leave bird droppings over everything. This is deterring people from using the tennis courts.
2. To provide line markings and baskets/hoops to allow basket ball to also be played on the tennis courts. This would provide an alternative form of exercise for some of the younger residents of Michelago and again would encourage more usage of the tennis court facilities.

Please advise if you agree to this expenditure so we may proceed as soon as possible to acquit the grant fully and thereby increase sporting participation in our small community.

Kind regards,

Kerry Rooney
Treasurer
Michelago Region Community Association
www.michelagoregion.org.au



MICHELAGO REGION COMMUNITY ASSOCIATION

Attachment B

From: Cathryn Riddiford <Cathryn.Riddiford@jhg.com.au>
Sent: Monday, 24 July 2017 1:09 PM
To: Romney Kelly
Cc: Cate Spencer
Subject: Proposed Licence Agreement for Lease of Michelago Station to MRCAI

Hi Romney,

I refer to my email of 23/06/2017 concerning the lease of Michelago railway station.

Please confirm whether you are satisfied with the following proposed licence terms and licence area (outlined in attachments).

| | |
|------------|--|
| Licensee: | Michelago Region Community Association Incorporated (ABN 69 045 806 574) |
| Property: | Railway land of 3,459m2 at Michelago inclusive of railway station buildings (x4), fronting Ryrie St, comprised in Old System Conveyance Deed Book 342 No. 289, located on the upside of the non-operational Queanbeyan/Bombala rail line between 370.052km and 370.184km |
| Use: | Community functions |
| Term: | 5 Years |
| Rent: | \$550.00 per annum (GST inclusive) + an annum increase of 3% |
| Insurance: | Public liability insurance with indemnity of \$20 million required with Transport for NSW and John Holland Rail Pty Ltd included as named insureds |

Please note MRCAI will be responsible for mowing the licensed area under the terms of the licence once executed.

An application fee of \$440.00 normally applies to community licence agreements as well, however I will request TfNSW consider waiving this fee as I understand costs are a concern.

Please don't hesitate to call me if you would like to discuss these proposed terms or any other matters concerning the licence agreement.

Kind regards,
Cath