



# MICHELAGO REGION COMMUNITY ASSOCIATION

## MEETING MINUTES

**Date of Meeting:** 27 November 2017

**Minutes Prepared By:** Libby Melton

### 1.1 Attendance at Meeting

Romney Kelly

Libby Melton

Kerry Rooney

Brent Wallis

Steve Melton

Abby McPherson

### 1.2 Apologies

Brony Gattringer

Maureen Morgan

## 2. Previous minutes from October 2017

<b>Moved By:</b> Romney Kelly		<b>Seconded By:</b> Kerry Rooney
<b>Action Items</b>	<b>Responsibility</b>	<b>Status</b>
Discuss quote for front entrance with Ivan	Maureen	<b>Pending</b>
Return train station sign from the Hall for re-hanging	Brony	<b>Pending</b>
Follow up with Derek Gucci for quote for electrical repairs at Station.	Brony	<b>Pending</b>



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Approach Council to look at a second sign north bound and another rubbish bin at corner near petrol station	Romney	<b>Pending</b>
Look into Station lease to determine if it can be used by the distillery as a business	Kerry	<b>Completed</b> – there is no lease document yet to be received so we would not be breaking any agreement. The way we are looking at having it will be as someone using the station once a month for a function which is acceptable.
Create Facebook event for Christmas Dinner	Libby	<b>NFA</b> – Agreed by all that we do not have the people power or time to arrange a Christmas event this year.
Arrange Jen Ramirez from Meals on Wheels Queanbeyan to attend next meeting	Libby	<b>Completed</b> – Jen will attend our next meeting to be held on 18 <sup>th</sup> December.

### 3. Correspondence In/Out

#### Correspondence In:

- Email from Colinton RFS to update their details on MRCA website – Steve has completed their request.

### 4. President's Report

- Spring Fair was a fantastic success and thanks to the other four community groups for their involvement. There was a great buzz throughout the village and it was a very positive day.
- Getting to the end of the year and I would like to thank the committee for all their hard work throughout the year and in particular on the Spring Fair.
- Clubhouse has become our major priority and needs to be fixed.



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## 5. Treasurer's Report

Moved – Kerry Rooney

Seconded – Libby Melton

### Treasurer's Report 27 November 2017

#### MRCA Financial Position as at 27 November 2017

<b>Assets</b>	<b>\$</b>
Petty Cash	152.00
Cash at Bank	16,899.81
SMRC sponsorship and DA fee refund	642.50
<b>Total assets</b>	<b>17,694.31</b>
<b>Liabilities</b>	
Participation Grant	6,090.00
DSS Grant project	963.59
Accounts payable: reimbursement for Fair printing	662.34
Accounts payable: hire of 2 generators for Fair	1,000.00
Accounts payable: distribution of Fair profits	3,081.00
Accounts payable: Railway lease	550.00
<b>Total Liabilities</b>	<b>12,346.93</b>
<b>Net Assets</b>	<b>5,347.38</b>

#### Our financial position:

Following the successful Spring Fair our bank account has reached nearly \$17,000. After allowing for all known liabilities, our net assets have increased to \$5,347.38, up from \$3,335.94 last month.

Membership: We have three new memberships this month: Liam Cotter, Gerard Kelly and James Suthern/Ceara Clark. Total membership is now 22

families or 35 individuals.

Spring Fair cash flow position: My very dismal estimate last month suggested MRCA's profits from the Fair would reach \$800. In fact, profits from the Fair were \$4169.15.

The main sources of revenue were:

- \$3,100 in sponsorship
- \$1,885 from the raffle
- \$1,340 from stallholders
- \$932 from the gate

The main costs were:

- \$1,100 for music
- \$1,000 for generator hire
- \$552 for marketing signage and brochures



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<b>MRCA Cash Flow for Fair 2017</b>			
Cash Inflow	\$	sub-total	2016
<b>Sponsorships:</b> OOKI (major sponsor)	1000		
<b>Sponsorships:</b> ActewAGL (Urban Drover)	850		
<b>Sponsorships:</b> Snowy Monaro Regional Council	500		
<b>Sponsorships:</b> All States Towing	500		
<b>Sponsorships:</b> Elders Insurance Canberra (Bill Lane folk singer)	250	<b>3100</b>	<b>1700</b>
<b>Stallholder Fees</b>	<b>1340</b>		<b>1090</b>
Development Application Fee Refund	142.5		
Yoga (Emily Victoria)	12		
<b>Gate takings</b>	<b>930</b>		<b>369</b>
<b>Raffle</b>	<b>1785.55</b>		
<b>Raffle - cash taken for EFTPOS withdrawals</b>	<b>100</b>	<b>1885.55</b>	<b>1199</b>
Face painting	132		
Jumping Castle	188.75		
Patting zoo	205.95		
<b>TOTAL INFLOW</b>	<b>7936.75</b>		
<b>CASH OUTFLOW</b>			
Music: Urban Drover	850		
Music: Bill Lane	250		
Public Liability Insurance: 50% of MRCA premium attributed to Fair	471.61		
<b>Generator Hire Genplus*</b>	<b>900</b>		
<b>Royalla generator*</b>	<b>100</b>		
Fencing materials	152.3		
Printing Raffle Tickets	110		
<b>Marketing:</b> Brochures	75.95		
<b>Marketing:</b> Corflutes: Fair signage OOKI	252.77		
<b>Marketing:</b> Corflutes: Parking signs AST	94.6		
<b>Marketing:</b> Stakes and large cable ties for corflutes	51.05		
<b>Marketing:</b> Banner for Fair: OOKI	77.97	<b>552.34</b>	
Development Application Fee	142.5		
Jumping Castle Hire	150		
Float across fund raising activities above	66		
Town Crier	20		
Bank fee on EFTPOS transactions	2.85		
<b>TOTAL OUTFLOW</b>	<b>3767.6</b>		
<b>NET SURPLUS(DEFECIT)</b>	<b>4169.15</b>		

\*awaiting invoices on generator hire to finalise amount charged



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Michelago Spring Fair 2017 Profit and Redistribution					
Organisation	Profit	Share	Transfers		
MRCA #	4169.15	1426.50	-2742.65	-2742.65	-2742.65
Fire Brigade #	1337.00	1426.50	89.50	89.5	2742.65
Michelago P&C #	1288.00	1426.50	138.50	138.5	
Landcare *	187.55	1426.50	1426.50	1426.5	
Hall Committee *	150.80	1426.50	1426.50	1426.5	
<b>Total</b>	<b>7132.50</b>	<b>7132.50</b>	<b>338.35</b>	338.35	
	<b>7132.5</b>	5	1426.5		
# These three organisations retained their profits					
* Landcare and Hall Committee both transferred their profits to the MRCA.					



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6. General Business	
<i>6.1 – MRCA Website</i>	<ul style="list-style-type: none"> <li>• November, 1000 unique visitors, top downloads – Colinton RFS bulletin and Spring Fair stallholder form. Need to look at a better system to store documents on the website.</li> <li>• Increased traffic on days of the Spring Fair</li> <li>• Agreed that the design Steve has been working on looks more user friendly and that we should look to transition to it.</li> <li>• See Steve’s Report</li> </ul>
<i>6.2 – 2018 Dates</i>	<ul style="list-style-type: none"> <li>• Australia Day 26<sup>th</sup> Jan</li> <li>• School 150<sup>th</sup> 24th March</li> <li>• ANZAC Day 25<sup>th</sup> April</li> <li>• Autumn Music Festival 26<sup>th</sup> May, 3pm - music, food (roast rolls, hot dogs and soup), possibly a bar and bonfire. Pay to attend \$10 per person, \$30 a family. Consider getting sponsorship for the band. Brent has approached the manager of Missy Lancaster to see her price.</li> <li>• Christmas in July</li> <li>• Spring Fair - 11th November</li> </ul>
<i>6.3 – Front Entrance</i>	<ul style="list-style-type: none"> <li>• Ivan happy to meet and discuss stone wall options. Maureen to invite him to our next meeting.</li> </ul>
<i>6.4 – Clubhouse Repairs</i>	<ul style="list-style-type: none"> <li>• PK has offered to quote to install a ceiling, Brent to arrange.</li> <li>• Discuss electrical needs with Sprockets.</li> </ul>
<i>6.5 – Michelago PS 150<sup>th</sup> Anniversary</i>	<ul style="list-style-type: none"> <li>• All community groups involved with different activities around the village.</li> <li>• Arrange to open the station for a set period and host tours. Food can be done at the school.</li> <li>• Win News coming on Wednesday morning and want to have access to the station. No one available, Romney to advise the school.</li> <li>• Stall at the school to sell the historical photos</li> </ul>
<i>6.6 – Christmas Party</i>	<ul style="list-style-type: none"> <li>• Feel like there are too many parties on at this time of year and too close to Spring Fair. Moved to cancel this year. Agreed by all present.</li> </ul>
<i>6.7 – Fire Preparedness</i>	<ul style="list-style-type: none"> <li>• Fire plan – be prepared.</li> <li>• RFS map the fire to be 24 hours in front of it to inform community during a fire.</li> <li>• 3 types of people, those who will stay and fight, those insured who will leave and those who work in town and can’t get home during a fire.</li> <li>• As a group, MRCA can work with RFS and be trained in how to deal with residents during an emergency. MRCA to work with RFS as a community liaison and provide information to community.</li> </ul>





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## 7. Any other business

- Footpath is in disrepair with areas of weeds and to the point that it won't be long until it is overrun. Libby to send photos to Romney who will contact Council.
- MVA on Tinderry Road has caused the road to be graded and they are now working on Micalago Road. Burra Road is in desperate need of work.
- DA approval has gone through today for the new RFS shed

## 8. Next Meeting Date

- Meeting closed at 8pm.
- Monday 18<sup>th</sup> December 3pm at the Station.



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## Action Items – 27th November 2017

Item	Responsibility	Status
Discuss quote for front entrance with Ivan and invite him to our next meeting to discuss.	Maureen	
Return train station sign from the Hall for re-hanging	Brony	
Follow up with Derek Gucci for quote for electrical repairs at Station.	Brony	
Approach Council to look at a second sign north bound and another rubbish bin at corner near petrol station	Romney	
Approach PK to quote to install a ceiling in clubhouse and Sprocket to look at electrical needs	Brent	
Provide pictures of footpath and raise with Council	Libby/Romney	



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Attachment A

## Spring Fair Planning Meeting Saturday 21st October 2017, 2:00 pm Action Items and Discussion

Item	Responsibility	Status
Collate and file all stall holders' insurance documents	Kerry	<b>Pending</b> – quote for insurance more than double last year to cover fair at \$1897. This will considerably affect profit. Agreed that as \$900 is directly to cover Spring Fair that this amount should be paid from the profits and as insurance is a necessity we will have to go ahead with it.
Discuss with Derek Gucci oval electricity requirements and determine if an increase in amperage on the power boxes is required	Leanne	<b>Pending</b> - Derek has advised that the best option will be to hire a generator – need to find out ampere requirements from stalls needing power to ensure large enough generator.  Leanne to find out power requirements of food stalls  Romney to obtain power requirements of music providers.
Approach possible sponsors - suggestions included; <ul style="list-style-type: none"> <li>• Council</li> <li>• Bendigo Bank</li> <li>• John Holland</li> </ul>	Everyone	<b>Pending</b>  Ooki and All States Smash Repairs confirmed, waiting on ActewAGL, Bendigo Bank and Council.



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<ul style="list-style-type: none"> <li>• ActewAGL</li> <li>• Origin</li> <li>• Real Estate Agents</li> <li>• Publishing Company ie. QuikCopy</li> </ul>		
Follow up to obtain details of folk singer	Jenny	<b>Pending</b>
Approach businesses to provide prizes for raffle – suggestions included; <ul style="list-style-type: none"> <li>• Bunnings (Leanne to approach)</li> <li>• Costco</li> <li>• Woolworths &amp; Coles (Leanne to approach)</li> <li>• Kings Swim</li> <li>• Activ Leisure Centre</li> <li>• Local PT's</li> <li>• Yoga (Libby to approach Emily)</li> <li>• Hotels</li> <li>• Restaurants</li> </ul>	Everyone (Romney to provide standard sponsorship letter)	<b>Pending</b> Kerry – Fernwood confirmed Leanne – waiting on Woolworths Calwell and Bunnings Libby – waiting on Brindabella Stockfeeders Emily yoga has confirmed she will donate something
Arrange helpers to move tables and chairs from hall on the morning of the fair	Libby/Romney	<b>Pending</b>
Approach locals for animals for a petting paddock	Everyone	<b>Pending</b> Peter Butler – Goats Romney – Chicks Anna – donkey rides
Advertise on Facebook sites	Libby	<b>On Going</b>
Arrange advertising – radio, newspaper, road signs and through Donna at Council	Kerry	<b>Pending</b>
Approach the Bredbo Christmas Barn for donation for raffle or as a stall holder	Maureen/Kerry	<b>Pending</b>
Approach Cate to obtain help from Grammar Girls on entry	Romney	<b>Pending</b>