



MICHELAGO REGION COMMUNITY ASSOCIATION

MEETING MINUTES

Date of Meeting: 21 October 2017

Minutes Prepared By: Libby Melton

1.1 Attendance at Meeting

Romney Kelly

Libby Melton

Kerry Rooney

Maureen Morgan

1.2 Apologies

Cate Spencer

2. Previous minutes from September 2017

Moved By: Libby Melton		Seconded By: Romney Kelly
Action Items	Responsibility	Status
Obtain quote for clubhouse repairs from Combined Rural Services	Romney/Steve	Completed – Will has fixed temporarily
Finalise DA for Spring Fair	Kerry	Completed – DA amendment has been approved and refund provider for amendment fee. Kerry to send in traffic management and risk management plan and notify Council of food providers
Discuss quote for front entrance with Ivan	Maureen	Pending



MICHELAGO REGION COMMUNITY ASSOCIATION

Return train station sign from the Hall for re-hanging	Brony	Pending
Confirm update from John Holland to repair door stoop, drainage pipe above kitchen door and internal wall leak.	Cate	Completed – no response received from Cate
Follow up with Derek Gucci for quote for electrical repairs at Station.	Brony	Pending
Confirm date and time for farewell with Sue and Vern Drew	Kerry	Completed
Event for Sue and Vern Drew's farewell	Romney	Completed
Approach Council to look at a second sign north bound and another rubbish bin at corner near petrol station	Romney	Pending
Look into Station lease to determine if it can be used by the distillery as a business	Kerry	Pending
Look for sponsors for Spring Fair	All	Completed
Confirm folk singer for Spring Fair	Romney	Completed
Facebook posts promoting Spring Fair stalls and sponsors	Libby	Completed – on going
Confirm set up times for Urban Drover and folk singer	Romney	Completed
Create Facebook event for Christmas Dinner	Libby	Pending
Letter of thanks to Dean Lynch	Romney	Completed – no longer needed



MICHELAGO REGION COMMUNITY ASSOCIATION

3. Correspondence In/Out

Correspondence In:

- Email from Jen Ramirez from Meals on Wheels Queanbeyan asking to attend our next meeting to discuss what they offer and how we can assist them within the community. Libby to advise of next meeting.

4. President's Report

- Rev James farewell and Sue and Vern's farewell which were both really well attended and a lovely chance to say our goodbyes.
- Spring Fair planning is well underway, still need volunteers to help and stall holders.



MICHELAGO REGION COMMUNITY ASSOCIATION

5. Treasurer's Report

MRCA Financial Position as at 20 October 2017

Assets	\$
Petty Cash	449.90
Cash at Bank	14,401.30
Equipment	tba
Total assets	14,851.20
Liabilities	
Participation Grant	6,090.00
DSS Grant project	963.59
Accounts payable: KR: insurance; DA fee; printing	1,161.67
Accounts payable: Railway lease	550.00
Accounts payable: Fair estimated costs	2,750.00
Total Liabilities	11,515.26
Net Assets	3,335.94

Our financial position:

The balance in our bank account continues to improve and is now well over \$14,000.

ActewAGL's \$850 sponsorship came through. However, after I have allowed for the Fair costs, our net asset position is \$3,335.94 – still healthy but not large.

Membership: We have three new memberships this month: Margaret and

Garry Cotter; Graeme and Miz Plath and Elizabeth Price. Total membership is now 19 families or 33 individuals.

Public liability insurance: I was about to sign on the dotted line with Landmark for \$1897 and baulked. I contacted Elder again (they had never responded to my past inquiries) and we got insurance from their Canberra office for the Fair and for the rest of the year for a total of \$943. Sadly, they would not cover ponies or donkeys so I had to cancel Anna's donkey rides.

Fair projected cash flow position: I am estimating MRCA's direct revenue from the Fair will exceed our direct costs by around \$800.

Fair Stallholder fees: coming in dribs and drabs - \$585 received from 11 stallholders to date – (compared to \$1,090 in 2016).

Fair Sponsorships: total sitting at \$2,850 from 4 sponsors (compared to \$ 1,700 in 2016).



MICHELAGO REGION COMMUNITY ASSOCIATION

6. General Business

<i>6.1 - Spring Fair</i>	<ul style="list-style-type: none"> As per attached action items from preceeding meeting
<i>6.2 – Public Liability Insurance</i>	<ul style="list-style-type: none"> Paid and finalised
<i>6.3 – Front Entrance</i>	<ul style="list-style-type: none"> Pending
<i>6.4 – Train Station Lease</i>	<ul style="list-style-type: none"> Pending
<i>6.5 – Christmas Party</i>	<ul style="list-style-type: none"> Deck the Hall – Libby to do FB event – Sunday 17th December 5:30pm Pot lucks haven't worked all that well in the past, looking at making a paid catered event. Looking at BBQ chickens, rolls and salads etc, Woolworths deli platters and dessert. Not looking at it as a fundraiser, just charge to cover food and time. Carols and a booklet to follow. People to pay prior to event to determine numbers for catering, tickets on sale at the shop. Arrange to spend a Saturday morn ing at the shop selling tickets. Need to arrange Santa.
<i>6.6 – Michelago PS 150th Anniversary</i>	<ul style="list-style-type: none"> Pending – Romney to suggest that the school plug the celebration at the Spring Fair

7. Any other business

- No other business

8. Next Meeting Date

- Meeting closed at 5:30pm.
- Saturday 25th November 2pm at Hall.



MICHELAGO REGION COMMUNITY ASSOCIATION

Action Items – 21 October 2017

Item	Responsibility	Status
Discuss quote for front entrance with Ivan	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	
Look into Station lease to determine if it can be used by the distillery as a business	Kerry	
Create Facebook event for Christmas Dinner	Libby	
Arrange for Jen Ramirez from Meals on Wheels Queanbeyan to attend next meeting	Libby	



MICHELAGO REGION COMMUNITY ASSOCIATION

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	Pending – 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	Pending - 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"> • Council • Bendigo Bank • John Holland 	Everyone	Pending Ooki and All States Smash Repairs confirmed, waiting on ActewAGL, Bendigo Bank and Council.



MICHELAGO REGION COMMUNITY ASSOCIATION

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