

Scotland Island Residents' Association

Minutes of Committee Meeting



Date: 1st November 2020
Venue: Community Hall
Present: Colin Haskell, Sharon Kinnison, Juliet Wills, Tim Turpin, Shane O’Neill, Sue Armstrong, Carol-Beth Floyd, Alec Beckett Foy, Marie Minslow, Robyn Iredale, Boyd Attewell
Apologies:
Opening: Meeting opened at 10:00 am

	Item	Tabled Documents/Actions
1.	New Appointments to Committee New SIRAC members were welcomed. Carol-Beth and Sue Armstrong returned. Welcome Juliet.	
2.	SIRA Sub-committees <ul style="list-style-type: none"> - SIRAC members and Team Leaders appointed to all the sub-committees: <ul style="list-style-type: none"> o Church Point – Joint Team Leaders – Colin Haskell and Sharon Kinnison; Members: Fabienne, Bill Gye & Lizzie Hazelwood o Communications and Recreation Team Leader- Shane O’Neill Members: Robyn Iredale (Recreation), Boyd Attewell, Carol Beth Floyd (Recreation) and Sue Armstrong. o Finance and Insurance – TL – Tim Turpin; Boyd Attewell, Sharon Kinnison and Colin Haskell o Governance – TL – Colin; Marie, Boyd, Robyn, Sharon o Hall Management and Hire – TL – VACANCY Sharon, Boyd, Robyn and Leanne. o Roads, Drainage, Traffic & Environment – TL – Sharon; Colin, Cass Gye, Tim Turpin, Shane O’Neill, Graeme Crayford and Emmie Collins. o Strategy and Vision – TL – Marie; Nadja, Sharon, Shane o Waste Management – TL – Marie; Cass Gye o Water and Wastewater – TL – Fabienne; Boyd, Brian Basil, Cass, Marie, Guyren and Steve. o Wharves – TL Colin; Alec, Ben, Cameron, Cas, Sally, Andrew 	Hall management – Vacancy Call for community interest.
3.	Environment Officer – Sharon holds role at the moment but wishes to step down.	New Environment Officer?
4.	Communication - PON, SIRA and Facebook to be streamlined.	Shane O’Neill to action

5.	<p>Treasurers Report</p> <ul style="list-style-type: none"> - Tabled by Tim Turpin. - August and September – added cost for line 3. Additional costs for maintenance. Surplus - Ethical investment – additional source. Jeanette to provide input. - TRANSPARENCY IS VERY IMPORTANT. All funds available for scrutiny. 	
6.	<p>Recreation Club</p> <ul style="list-style-type: none"> - Café and Recreation –Independently accounted for. All moneys raised at the café and spent are identified and itemised. - Money raised from café available for recreation - Suggestion keep reserve for costs. - Accessing funds. A number of groups have asked how they access funds from the money raised and a procedure needs to be set out. <p>Kindy</p> <ul style="list-style-type: none"> - Once the kindy is cleared community activities can be encouraged. - Groups need to put their proposals in writing to be considered for funding. Proposals include art group, Ukulele group, music camps over Christmas. - Festival of Making delayed till Easter A few stalls each week at café. \$3000 grant from Council. Re Council ownership, currently the kindy is leased under buildings. Lease can't be transferred to community centres before July. <p>. To book kindy Just email council. Suggest USE IT. They might hand it to SIRA. Start using it.</p>	<p>Procedure needed for accessing recreation funds. Robyn Iredale and CB</p> <p>DATE to be decided for workshop at the kindy.</p>
7.	<p>Water – Line 3</p> <p>New meter Tim to check Church Point and Bells match. PUMP: Colin has one quote and is waiting on three others. Quotes coming.</p> <ul style="list-style-type: none"> -Colin advises no leak. Industrial pump. \$22,000 . - As water pressure is needed for fire fighting, will fire service fund half the cost of the pump. <p>Can it later be repurposed for fire fighting. Minimum six weeks before finalised.</p> <p style="text-align: center;">Motion: no booking free for line 3 until issue is resolved.</p>	<p>Tim Turpin and Colin to check meter at Church Point and Bells match to ensure there is not a leak.</p> <p>MOTION; No booking fee - MOVED SHANE O'Neill.Marie seconded.</p>
8.	<p>Strategy and Vision</p> <ul style="list-style-type: none"> - Team leaders of each sub-committee to email Marie with three key goals they want to achieve for the coming year by next week. Target top three priorities and report on the result at the AGM - 	<p>Team leaders to email top three priorities by next week.</p>

9.	<p>MEETING DATES</p> <p>Next meeting. Monday 7 December 7:30 – 8:30 Marie to send out Zoom invites.</p> <p>21st January Monday 7:30 – 8:30 Zoom</p> <p>February 21 February, Sunday 10:00am and every third Sunday of the month until next AGM.</p> <p>-</p>	
	Meeting closed at 11:45am	

ROLLING TASK LIST

Group or Person Responsible	Topic/Task	When
Team Leaders, Sub-committees	<ul style="list-style-type: none"> - Check with existing members if they will be staying on sub-committees for 2019; advise Anne of any changes - Organise meetings of sub-committees 	<p>By next SIRAC meeting</p> <p>Hold before next SIRAC meeting</p>
Treasurer	<ul style="list-style-type: none"> - Invest initial \$5000 in Australian Ethical 	By next SIRAC meeting
Secretary	<ul style="list-style-type: none"> - Distribute to committee contact details for SIRAC members - Advertise in SIRA News for new members of sub-committees - Send role descriptions to people holding the positions and to Team Leaders of relevant sub-committees - Distribute sub-committee member contact details - Plan a suggested schedule of SIRA meetings to distribute to SIRAC for feedback - Send SIRAC members links to Constitution, Charters and Policy and Procedures 	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>When sub-committee membership is finalised</p> <p>ASAP</p> <p>ASAP</p>
Church Point	<ul style="list-style-type: none"> - Monitor the Liquor and Gaming Noticeboard for Altius application for a liquor licence - Prepare information for SIRA News informing community of application and submissions process and addresses 	<p>Ongoing</p> <p>When application goes on noticeboard</p>
Finance & Insurance Boyd	<ul style="list-style-type: none"> - Monitor Australian Ethical investment; report to SIRAC, with a view to investing further funds - Distribute to SIRAC information about Safe Environment Policy and Officer 	<p>Ongoing</p> <p>ASAP</p>
Governance	<ul style="list-style-type: none"> - Review role descriptions for Secretary, and Membership & IT Manager; and Hall Booking Officer and Hall Manager; finalise - Work with Finance & Insurance sub-committee to prepare draft tender/advertisement for Hall Booking Officer and Membership & IT Manager - Compare current SIRA and model constitutions with a view to making recommendations to SIRAC and removing obsolete clauses, inaccuracies and mistakes in present constitution 	<p>ASAP</p> <p>ASAP</p> <p>Before next AGM</p>
Hall	<ul style="list-style-type: none"> - Liaise with hall cleaner to ensure a backup person is in place for cleaning on Mondays; ensure the backup person has public liability insurance 	ASAP
Water and Wastewater Boyd	<ul style="list-style-type: none"> - Organise with Hubert an information session/update on automated water booking project for SIRAC 	ASAP