

Emita Hall Committee – General Meeting

Location: Kate Mooney's house Emita

9th of July 2013.

Present: Leanne Pickett, Marc Cobham, Michael Sherriff, Bill Cook, Rosemary Walker, David Dunn, Patricia Barrett, Helen Carnell, Jon Hizzard, Kate Mooney, Leanne Pickett & Tracey Stackhouse.

Apologies: Mel Telfer, Melissa Cook & Robin Cook.

Meeting opened at 7.59pm.

- Agenda Items:
 - Business arising- Piano
 - Meeting rules from council
 - Discuss hall renovations
 - Volunteer register
 - Costs of using hall
 - Future use of hall
 - Email list
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- Confirmation of previous minutes. Moved by Helen Carnell. Seconded by Mick Sherriff
- Piano- Russel Judges had contacted Marc re: possible purchase of the piano in the hall. Bill Cook looked into the history of the piano. The piano was lent to the Hall by the Gardiner family and therefore would not be available for sale.

Notice of motion: Marc C will write to Russel and inform him that the piano is not for sale.

Motion moved by Helen Carnell. Seconded by Mick Sherriff

- Marc tabled Special Committee Meeting Rules and Policy. Discussed by committee.
- Hall renovations.
 - Renovations have been approved by council.
 - * roof & guttering replaced.
 - * re-wiring
 - *vermin proofing- re-clad exterior (most/some)
 - *Toilet facilities/disabled access- tap into existing septic. Jacky Viney has purchased a modular bathroom (flat pack) for the Emita Hall at a cost of \$5000. This will provide disabled toilet access and also a shower. Look at using hot water from the kitchen?
 - Shane Walsh has agreed to train prospective volunteers with the basic OH&S training. Everyone will therefore be covered by council insurance.
 - Jana and Dolly to look at getting more money for the kitchen upgrade. Jana is currently doing a submission to get the Federal Community Infrastructure money.

- The committee is hoping that all work be completed by the end of the year so that we can hold the Emita Sports in January.
- David Dunn asked the question about what work we need to do to make the Hall compliant with building code.
- Hall Cladding. The committee raised issue that we should re-use any materials we can.

What cladding do we want to use?

Ask council for options on vermin proofing the building.

- Will the hall job be put out to tender? Marc C thought that for jobs under \$100,000, council may not have to.
- Electrical work. Graham Jones is the only council registered electrician. It was asked if we should get other quotes.

- Volunteer Register.
 - Jana is organising a formal register with council for any prospective volunteers that would be on site during hall renovations.
 - Shane Walsh to organise and conduct OH&S sessions for our volunteers. An induction which covers volunteers for insurance purposes.
 - Look at having a volunteer register at council and maybe at Bowmans for people to sign also.
 - Need to ask council about the 'age' of volunteers. Can children be onsite during these volunteer sessions?
- Costs of using hall. Need to check this with council.
 - Key is held with council. Groups wishing to use the hall, need to register with council. Pay a bond. Council will do the risk assessment.
 - ^ Question: Do regular users get a permanent key?
- Future Use of Hall.
 - It was asked whether it would be possible to hold another cracker night at the hall (as has been done in the past). Committee were keen to know of the regulations involving this and if it might be possible. Compliance etc.
 - Emita Sports 2014.
 - ^ The committee agreed that they would like to hold this on Saturday the 4th of January. It could be held as a 'twilight' sports as in previous years.
 - ^ If renovations are not completed by Emita Sports day 2014, the committee would like to explore options so that we could still use part of the space.
 - ^ Bill Cook has an idea to move the kitchen from current location to the other side of the building next to bar. Make it vermin proof. With current kitchen becoming storage? Flag this as something to look at in the future.
 - ^ Some committee members at some point, might meet with council to discuss future of the kitchen area.

Annexure 2 - August 2013

- Scouts. There is currently an issue with the storage of scout equipment. Marc C to ask Raoul re: storage of scout equipment.
- Mick Sherriff moved a motion that we write a letter to council thanking them for funding the hall. Seconded by Jon Hizzard.
Secretary to write letter of thanks to council.
- Next meeting:
 - September 10th at Mick and Mel's house. 7.30pm.
- Email list organised. See attachment.
- Meeting ended at 9.15pm