

<b>WHITEMARK COMMUNITY GYM SPECIAL COMMITTEE UNCONFIRMED MINUTES</b>
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**DATE:** Monday 11 February 2019  
**VENUE:** Rose Garden Room, FAEC  
**COMMENCING:** 5.05pm

### PRESENT

Cr Rachel Summers Chair  
 Anne Campbell  
 Jenny Cooper  
 David Heap Physical Health Worker  
 Debbie Steer Community Development Officer  
 Vicki Warden Secretary

### APOLOGIES

Nil

### DECLARATION OF PECUNIARY INTEREST

Councillors are to advise if they have a pecuniary interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda.

No interest declared.

### CONFIRMATION OF PREVIOUS MINUTES

Moved: A Campbell                      Seconded: J Cooper  
 That the minutes from the 4 December 2018 meeting are a true and accurate record.

CARRIED

### CORRESPONDENCE IN:

2018.12.12 Anthony Arnold – Expression of interest community member  
 2018.12.18 Niki Jones – Expression of interest community member  
 2019.01.07 Fiona Turley – Expression of interest community member  
 2019.02.11 Annie Revie – Resignation from committee

### CORRESPONDENCE OUT:

2018.12.12 Anthony Arnold – Acknowledge receipt of EOI  
 2018.12.18 Niki Jones – Acknowledge receipt of EOI  
 2019.01.07 Fiona Turley – Acknowledge receipt of EOI  
 2019.02.11 Annie Revie – Acknowledge receipt of resignation

### AGENDA ITEMS

#### 1. Committee Membership

Council's Community Development Officer, Dan Pitcher, has resigned from Council. Newly appointed Community and Economic Development Officer, Debbie Steer, will be Council's CDO representative on the Committee until further notice. Welcome Debbie.

As a result of one community member position being vacant, a call for expressions of interest in the position was advertised in Island News in December and January, closing on 28 January. Three expressions of interest were received for the Committee's consideration – Anthony Arnold, Fiona Turley and Nicole Jones.

Since that time, Annie Revie has resigned from the committee. Her resignation was accepted by the committee, leaving a second community representative position vacant.

The committee considered the three expressions of interest and selected Fiona and Nicole to add to the cross section of community members; both being current gym members with connections to the school and the health industry. Anthony's application was appreciated but was declined at this time.

Moved: J Cooper                      Seconded: D Heap  
Recommend to council that Nicole Jones and Fiona Turley be appointed as community representatives to the committee.

CARRIED

## 2. Terms of Reference

At the 18 December 2018 Council Meeting, Council resolved to accept the changes to the Whitemark Community Gym Special Committee to the Committee's Terms of Reference as recommended by the Committee.

Noted.

## 3. Gym Attendance

Month	Total No. of Visits	RFDS Visits (free)	Other Visits (paid)	Income (per month)	Income (running total)
January	214	133	81	\$164	\$164.00
February	360	157	203	\$552	\$716.45
March	319	117	202	\$320	\$1,036.00
April	227	105	172	\$386.20	\$1,422.65
May	394	129	265	\$443.15	\$1,865.80
June	347	111	236	\$305	\$2,171.00
July	433	171	262	\$483.15	\$2,348.95
August	413	187	226	\$391.60	\$2,740.55
September	303	117	186	\$191.70	\$2,932.25
October	381	168	213	\$170.00	\$3,102.25
November	317	139	178	\$378.75	\$3,481.00
December	unknown			\$171.55	\$3,652.55

## 4. Gym Equipment

At the previous meeting, the committee was informed that the maintenance budget for the gym was almost expended and that fundraising would be desirable. Fundraising to be discussed later in the meeting under item 6.

Currently 2 treadmills, 1 strider, 1 bike and the vibration machine are 'out-of-order' and require repair. Only 1 treadmill is operational and as a walking treadmill only. The need for equipment maintenance was discussed. Some of the equipment was old when purchased and the popularity of the gym means the equipment has seen consistent use; especially the treadmills. It is the committee's understanding that it is council's responsibility to maintain equipment.

Moved: D Heap      Seconded: V Warden

Recommend that council arrange a visit from the equipment maintenance person to repair out-of-order equipment and service all equipment as soon as possible, and then twice annually thereafter.

## 5. Fee structure

On 1 January, as per Council's resolution, gym fees for both gyms increased to \$5 per session or \$10 per week. Gym members have not yet been notified of this increase.

**ACTION:** Debbie to put signs up in the gym, text and email gym members, in Island News and add notice to council Facebook page.

Debbie to source a complete list of members in order to create a mailing list of members.

Rachel to put notice on Whitemark Gym Facebook page.

## 6. Fund Raising Update

### *Raffle*

Anne Campbell organised the raffle with 12 prizes donated by committee members and gym members. The raffle raised a profit of \$1,442.00. Congratulations to all involved. Thank you Anne for all your work.

### *BBQ*

Rachel Summers organised a BBQ at the Furneaux Islands Festival Market Day in January 2019. Committee members and gym members assisted on the day. The BBQ raised a profit of \$871.56. The expenditure and income is attached. Congratulations to all involved. Thank you Rachel for all your work.

The committee discussed how to expend the total funds raised of \$2,313.56. The following proposals were considered:

- Card swipe system for gym entry – will add extra work for staff
- A panic alarm for single gym user – insurance does not permit single user
- Gym rules banner – this can be made in-house by council staff
- Shelving units
- Upper body ergometer
- Commercial grade treadmill – current treadmills are old and used continually; often used for running; break down regularly. A new commercial grade treadmill suitable for running is required.
- Leg press
- Ceiling fans with lights – gym very hot in summer with no ventilation; some lights not working

The committee agreed the highest priorities were a new treadmill and ceiling fans with lights. Agreed to apply for a Sport and Recreation Minor Grant for 50% contribution toward a commercial grade treadmill and a Hydro community Grant for ceiling fans.

**ACTION:** David to develop a list of Gym Rules to be emailed to committee members for sign off. Council staff to generate a poster for the gym.

David, Vicki & Debbie to complete an application for a Sports & Recreation Minor Grant for a commercial treadmill (\$3,300) plus freight (\$135).

Anne to arrange for a quote for ceiling fans with lights from Jordan Castle.

Debbie, Vicki & David to complete an application for a Hydro Community Grant for ceiling fans.

Rachel to investigate swipe card systems.

The Committee agreed to hold an annual raffle December/January.  
Anne offered to run an Easter raffle as well and Rachel offered to buy Easter eggs while she was in Launceston.

*N.B. After the meeting the Chair discussed the Hydro Community Grant application with the General Manager. The GM advised us not to apply for the Hydro grant as it is a council run facility and council is responsible for the facility.*

## **7. Other Business**

David reported that some members are using the gym alone and that some people have been using the gym regularly without being inducted. The later have been contacted by council staff and inductions have been arranged.

**ACTION:** Rachel to write to those persons using the gym alone to remind them of the buddy system.

Debbie to instigate a regular email newsletter to members – the first one focusing on ne gym fees, need for induction and buddy system.

David reported that the RFDS program is running well. Dr Lyn has commented that she can tell which of her chronic disease patients are using the gym and which aren't – the former showing marked improvement.

**NEXT MEETING 15 April 2019**

**MEETING CLOSED 6.23pm**