

**Gundaroo Community Association Inc.  
Committee Meeting Minutes**

Date/Time: Monday, 14 September 2009, 1930 hours

Venue: 3797 Sutton Road, Gundaroo

Attendance: Clive Mitchell-Taylor (President), Ian Thomas (Sec/Treasurer), Phil Langworthy, Gina Collins, Andrew Mackie

Appologies: Linda le Mesurier

**MINUTES**

***Agenda Item 1 - Minutes of Previous Meeting***

Motion: That Minutes of previous meeting be accepted. Proposed Gina, seconded Ian. Carried.

***Agenda Item 2 - Matters Arising from Previous Minutes***

**Old Gundaroo Bridge - SITREP from Clive**

No response from RTA received and no indication of RTA plans other than informal communications with Clive and Ian (in his role as land owner adjacent to bridge site).

Discussion on possibility of materials from bridge being used to create an "Entrance to Gundaroo" feature.

Action: Clive to communicate with RTA Project Manager on possibilities for bridge materials and funds being made available to community for Entrance to Gundaroo feature.

**Defibrillator Project - SITREP from Gina**

Kath Stevenson (qualified paramedic) has identified a suitable package for GCA including a basic unit, training pack and sign supplied by Australian Defibrillators Pty Ltd. Total cost including freight expected to be around \$3,400.00.

A lockable box or cage for the basic unit is also required. Cost at this stage not known.

Gundaroo Store has agreed to basic unit being located on the front external wall of the store.

We require named "responders" to operate the defibrillator unit. Training of responders is included in package price. Gina has a list of volunteer responders and intends to approach several other persons for this role.

GCA will need to inform community of project.

Andrew suggested that local Rural Fire Brigade units might be interested in acquiring defibrillator units and can see possible cost savings and functional benefits accruing if GCA and RFBs acquire the same units.

*Motion:* That purchase of defibrillator package be approved. Proposed Gina, seconded Ian. Approved subject to Gina confirming prices and Treasurer confirming that sufficient funds are currently available in light of other current proposals/commitments.

*Action:* Gina to confirm costs, availability of funds and consult with Andrew regarding collaboration with local RFBs. If collaboration with RFBs not practical and funds available, Gina to place order on behalf of GCA.

*Action:* Andrew to explore RFB interest in acquiring defibrillator units and consult with Gina about practicalities of collaboration.

### Spring Festival Funds

No response from Spring Festival group received. No further action required.

### DA Guidance for Gundaroo - SITREP from Clive

In light of YVC action to revise its LEP and recommendation from consultants for a Town and Villages Study to address development control measures for Yass and villages in the shire, the need for GCA to encourage YVC to produce development control guidance for Gundaroo has lapsed. No further action required.

### Old Catholic Cemetery Project - SITREP from Phil

YVC advised that Local Heritage Grant funds approved for FY 2009 and not used have been rolled over to FY 2010 and should be available to GCA provided another local group does not make a successful application for those funds. Deadline for GCA to lodge an application for Local Heritage Grant funds is early April 2010.

Wayne Kotzur has quoted to fabricate the proposed entrance gate. Details of the quote need to be clarified to confirm that proposed expenditure will be within original amount approved by GCA Committee.

### Police Paddock Sub-committee Agistment Fees - SITREP from Clive

Schedule of fees has been published on Gundaroo web site. Action completed.

### ***Agenda Item 3 - Correspondence***

6 Jul 09 - letter from YVC canvassing GCA comments on Draft Non Urban Land Study report. Out-of-session consultation produced a reply to YVC.

19 Aug 09 - letter to YVC commenting on Draft Non Urban Land Study

26 Aug 09 - letter from YVC acknowledging receipt of GCA letter of 19 Aug 09.

### ***Agenda Item 4 - Membership***

Andrew Mackie of 74 Back Creek Road has applied to join GCA. Application approved.

No membership renewals since last Committee meeting.

***Agenda Item 5 - Financial Report***

Treasurer tabled attached Profit & Loss Statement for period 30 May 09 to 14 Sep 09 and advised that current bank balance was \$6,979.54. Software glitch precluded production of Balance Sheet as at 14 Sep 09.

Motion: That the Treasurer's report be accepted. Proposed Gina, seconded Clive. Carried.

***Agenda Item 6 - GCA Official Records***

On 8 Sep 09 Secretary circulated background notes on the state of GCA official records inherited from previous Secretaries and four proposed motions (copy attached) relating to:

- Definition of what constitutes GCA official records.
- Establishing that out-of-session exchanges of e-mails by Committee members which lead to the GCA Committee making a decision be regarded as an informal meeting of the CGA Committee and the e-mails be regarded as part of the official records of the GCA.
- Disposal of papers currently held by Secretary that are not official records of the GCA.
- Conversion of GCA official records to electronic format and disposal of the paper documents.

Motion: That the four motions tabled by the Secretary be accepted. Proposed Gina, seconded Clive. Carried.

Motion: That papers currently held by the Secretary that fall outside the scope of GCA official record not be destroyed, but be offered to the Literary Institute as reference material. Proposed Phil, seconded Clive. Carried.

Action: Secretary to implement.

***Agenda Item 7 - Other Business******New GCA Sub-committee***

On 8 Sep 09 Phil Langworthy circulated a draft application for a proposed GCA Sub-committee to lease and manage a block of land (referred to as "Lot 64") on behalf of the 1st Gundaroo Scouts (the Scouts) and other local groups and organisations.

Lot 64 is crown land that is available to lease and the Scouts want to lease the land as a training/activity/camping area adjacent to Gundaroo. Other local groups have been approached regarding their possible use of the land and have responded positively. Expected that prime user of Lot 64 would be the Scouts. Options available to the Scouts include having NSW division of the Scouts lease the land or, if that body is not interested, having some other incorporated body take up the lease on behalf of the Scouts. GCA is judged by the Scouts to be a suitable incorporated entity which has established sub-committees to lease and manage the Gundaroo Police Paddock as a horse agistment facility, to manage social soccer activities in Gundaroo and to manage restoration and maintenance of the WWI monument in Gundaroo.

After discussion, the consensus view was that the GCA would look favorably on any proposal from the Scouts to lease and manage Lot 64 on behalf of the Scouts and other local groups. The mechanism for effecting this would involve the GCA Committee establishing a sub-committee and assigning to it responsibility for the project.

Any proposal from the Scouts would need to meet the following conditions to be accepted by the GCA Committee:

- Acceptance of the principle that Lot 64 would be leased by the GCA rather than the Scouts or some other group and that ultimate responsibility for the lease rested with the GCA Committee.
- The GCA Committee would use the Social Soccer Sub-committee charter as a model for the proposed sub-committee and is prepared to negotiate suitable arrangements with the Scouts.
- All responsibility for leasing and managing Lot 64 would be delegated to the proposed sub-committee.
- Proposed sub-committee operations must comply with the provisions of the GCA Constitution.
- Members of the proposed sub-committee must be financial GCA members.
- Operations of the proposed sub-committee must be cost neutral to the GCA. The proposed sub-committee must raise funds to cover all sub-committee operations and provide regular reports on the financial status and activities of the sub-committee to the GCA Committee.
- The GCA Committee must be satisfied that, if operations of the proposed sub-committee lapse, the GCA would not inherit liabilities incurred by the sub-committee.
- The proposed sub-committee must conduct its operations in compliance with all lease conditions and all other obligations imposed by State and local government on the leaseholder.

***Agenda Item 8 - Next Meeting***

Next meeting Monday 14 Dec 09, time and place to be advised.

(Ian Thomas)  
Secretary

(Clive Mitchell-Taylor)  
President

# Gundaroo Community Association Inc

## Profit & Loss Statement

30/5/09 through 14/9/09

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### INCOME

GCA Committee		
Bank Credit Interest	\$5.98	
Total GCA Committee	<u>\$5.98</u>	
Total INCOME		<u>\$5.98</u>

### EXPENSES

GCA COMMITTEE		
Bank Charges & Fees	\$15.55	
Government Fees & Levies	\$45.00	
Total GCA COMMITTEE	<u>\$60.55</u>	
POLICE PADDOCK SUB-COMMITTEE		
PP Council Rates	\$87.61	
PP Tree Planting Project	\$50.00	
Total POLICE PADDOCK SUB-COMMI	<u>\$137.61</u>	
Total EXPENSES		<u>\$198.16</u>
Net Profit/(Loss)		<u><u>(\$192.18)</u></u>

## Agenda Item for GCA Executive Committee Meeting

### GCA Official Records

#### **Background**

1. Having taken on the role of Secretary and inherited two cartons of loose papers plus a collection of files and several CDs containing the GCA's official records I have come to the view that something needs to be done about getting the records into order.

2. On checking what the GCA Constitution says about record keeping I was reminded that, as public officer, I am also responsible for custody of GCA records and for making those records available to members for inspection. The relevant parts of the GCA Constitution are:

*"38. (1) Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association."*

*"39. (1) The records, books and other documents of the association must be open to inspection, free of charge, by a member of the association at any reasonable hour."*

3. My initial observations regarding the collection I now hold are:

- (a) Many documents from the early days of the GCA appear to be missing. There is probably little we can do about that.
- (b) There is no systematic filing or indexing system, each succeeding secretary appears to have adopted a unique approach to record keeping which almost always ended with the documents being placed in a box.
- (c) The electronic documents on CD are, in some instances, in formats no longer supported by modern versions of the relevant software. The best that can be retrieved is a text file.
- (d) The boxes contain many documents which, in my view, do not constitute an official record of the GCA. For example, there are a number of booklets produced by various State Government departments which have been used or may have been used as reference material by a former Committee, a number of development applications lodged with either the former Gunning Shire Council or Yass Valley Council and hand written notes which may be regarded as working papers rather than an official record of a Committee meeting or item of correspondence.
- (e) The bulk of documents makes physical storage a problem and that will get worse as time goes by if we continue previous practice.

4. The GCA Constitution and Associations Incorporation Act 1984 make it clear what should be kept as official records of the GCA.

5. There is a considerable bulk of material in the record boxes that I would classify as "working papers" or "reference material" that do not need to be kept as part of the GCA's official records.

### **Motion 1 - Definition of GCA Official Records**

6. It is proposed that the following categories be used by GCA office holders to determine which documents should be included in the GCA Official Records.

- (a) The GCA Constitution.
- (b) Applications for membership [clause 3.(1)]
- (c) Notifications of resignation of membership [clause 6.(2)]
- (d) Register of Members [clause 7.]
- (e) Minutes of proceedings of Committee meetings and general meetings [clause 16.(2)]
- (f) Financial accounts maintained by the Treasurer and documents supporting expenditure and income of the GCA [clause 17.(1)(b)]
- (g) Notifications of resignation of a Committee member [clause 18.(1)(d)]
- (h) Notices of meetings issued by the Secretary [clause 20.(3)]
- (i) Requisitions from members to the Committee to convene a general meeting of the GCA [clause 25.(2)]
- (j) Notices from members for an agenda item for a general meeting [clause 26.(4)]
- (k) Insurance policies required by Section 44 of the Associations Incorporation Act 1984 (public liability cover) and other insurance the Committee may take out [clause 33.]
- (l) Official correspondence which includes all letters or other communications addressed to the GCA and received by the Secretary and all letters or other communications issued in the name of the GCA by the Secretary or other Committee member delegated by the Committee to issue an official letter or communication.
- (m) Reports from Sub-committees to the Committee.

### **Motion 2 - Informal Committee Meeting Records**

7. Since the Committee has adopted the practice of dealing with some matters 'out-of-session' by an exchange of e-mails it is proposed that, if Motion 1 is adopted, these exchanges be regarded as an informal Committee meeting and that documents exchanged be regarded as official records.

### **Motion 3 - Disposal of Non-official Records**

8. If Motion 1 is adopted, it is proposed that the Committee authorise the Secretary to dispose of all GCA documents and other records in his possession that fall outside of the official record categories at paragraph 6 above.

### **Motion 4 - Conversion of Official Records to Electronic Format**

9. If Motions 1, 2 and 3 are adopted, it is proposed that the Secretary be authorised to convert GCA official records to PDF format electronic documents and dispose of the paper documents.

Ian Thomas  
Secretary