



### Committee Meeting

**Invited: Chris Gibson (President), Neil Albert (Vice President) Lyn Andrew (Secretary), Deb Green (Treasurer), Ted Paynter (Asst. Treasurer), Lynne Paynter (Event Secretary)**

**Date: September 24<sup>th</sup>, 2017**

**Venue: Lazy River Motel (quilting room)**

**Chair: Chris Gibson**

**Minute taker: Lyn Andrew**

**Time: 4:30pm**

- **Welcome and apologies- Nil apologies. (all Committee members in attendance)**

**Newsletter-** Robert Goff has resigned as newsletter editor. Opportunity to reflect on newsletter, its purpose, content etc. Previous newsletters were huge files and difficulty downloading, viewing etc. General discussion about how future newsletters should look. Chris Gibson provided an example newsletter as a HTML. Thumbnail pictures with hyperlinks to other sites such as CAMS portal, video, CAMS regs etc.

Lyn Andrew, Ted Paynter and Chris Gibson to work on future newsletter until a newsletter editor is appointed.

Motion: That future newsletters be HTML files.

Agreed: all.

**Treasure and Assistant Treasure-** defining roles and responsibilities. General discussion about payment of accounts, counting and banking money and who takes on the responsibility.

Agreed by all that money taken on race day needs to be separated and recorded as race fees, membership, day license, canteen for MYOB. Lynne Paynter and Deb Green to finalise race fees, membership, licenses at conclusion of event entry. Deb Green to develop an excel document so records can be kept as to how people are paying entries etc on day (EFTPOS, cash, cheque, CAMS portal)so once EFTPOS is passed to canteen totals are known. Canteen money to be counted up at the end of the day. EFTPOS machine will be transferred out to canteen at conclusion of event entries. Both Lynne and Deb need to count \$\$ and balance records at end of race day.



Chris Gibson to set a google docs link up on Deb Green personal computer so she can access the clubs MYOB program to record payments and pay accounts.

Deb Green advised about a grant through Swan Hill Rural Council she is aware of. Can be used to purchase computers, printers, PA system. Deb will make application for grant for purchase of 4 computers (one for Treasurer and 3 to be used in club rooms) and additions (speakers) to PA system.

Payment of accounts- all accounts are paid and up to date. CAMS fees always need to be payed ASAP and are a priority to be paid first if there are others to be paid which will put club over its daily limit. Discussion about payment of accounts when received.

- Ted Paynter to que up in Bendigo Bank
- Ted Paynter to put in MYOB
- Ted Paynter to send text message to Deb Green requesting she authorize payment through Bendigo Bank.
- Deb Green to text Ted back to confirm that payment has been authorizes.  
(this may also be done in reverse order if necessary)

If for some reason Ted Paynter or Deb Green are unavailable then Chris Gibson can step in as role of either Deb or Ted.

Treasure report for General meeting- Deb will prepare report for general meeting. She will table a copy of report at meeting and will email through a copy of report to Lyn Andrew (Secretary) for filing. Lyn Andrew advised that she will not document bank balances in general meeting minutes but will have the treasure report available if anyone were to request to view.

**Canteen bus-** Carolyn Donnan and Ruth Vallenge have offered to take on role of canteen coordinators. General discussion about the roles and responsibilities. All committee members agreed that we will advise Ruth and Carolyn that they can organize the canteen how they see it will work best. All agreed that Carolyn and Ruth should be given free rein to try out new menu ideas in the canteen and the committee will support and encourage their ideas

Committee agreed that a Bendigo Bank card will be issued to each of the ladies for the purchasing of supplies for catering. Will be communicated to both ladies that they must keep receipts for any purchases and bring those receipts to either a general meeting, race meeting or scan and send through to Treasurer. In the first instance those receipts need to be given to Deb Green (Treasurer), Ted Paynter (Asst. Treasure) or if either two not available to any other committee member. Lynne Paynter will remain as a card holder on the bank account as an emergency back up in case Carolyn or Ruth can not purchase items for any reason.



Canteen to have \$200 float made up of small currency (50c through to \$20)

EFTPOS machine to be transferred to bus at conclusion of event entries.

Money taken in canteen to be counted at end of day and given to Deb Green (Treasurer) for banking. In the absence of Deb it is to be given to Ted Paynter (Asst. Treasurer) Float is to be kept out and can be given to Deb for storage.

Canteen will have its own separate account (one that is already linked to Lynne Paynter atm). All money taken in canteen will be banked to that account. Once the account has over \$1000 in it then additional to \$1000 will be transferred to main account.

Motion: *Addition of signatures for bank:* **Statement Account Catering** 633000 - 158552778 we wish to leave all current signatures and card holds on this account and add 2 more Allison Ruth Vallence and Carolyn Donnan who are both to have chipped debit cards issues in their names.

Moved: All

**Race day/event entries-** reflection on how the club is managing event entries on race days. All agreed that time has come to stream line how we manage event entries on the day as it is getting busier and busier. Agreed that the club will continue to STRONGLY push that event entry is via the CAMS portal. Chris advised that he has set up the CAMS portal so that when someone enters then by default they have completed a passenger form also.

The following is the agreed process which will be trialed at October 1<sup>st</sup> meeting

Cars to be scrutineered prior to entering event.

- Lyn Andrew will triage as people walk through the door-
  1. will assess if car and driver/s have been scrutineered,
  2. if CAMS entry has been completed (passenger form is completed by default) if not completed through the portal then enquire if Supp Regs have been sent to Lynne Paynter,
  3. if not, then provide copy of Supp Regs (and passenger form if needed) to be completed.
  4. Assess any other documents that need to be completed (day license, passenger form, license, membership form etc).



Driver/s will only be directed to Lynne Paynter once car has been scrutineered and ALL paperwork completed. Driver/s will also be advised to have their membership card and license out ready for Lynne Paynter.

Once entered in to event driver/s will be directed to Deb Green who will process payment (cash, cheque or EFTPOS).

Deb will create a record as to what payment (entry fee, membership, day licence etc) and how payment was made (for balancing at end of event)

Task: Lyn Andrew to send out email to all club members advising of this trial process.

**First Aid-** general discussion about first aid requirements for race days. Lynne Paynter is listed as the first aid responder/safety officer. Need to hold a level 2 in first aid to qualify as a responder.

Lynne Paynter advised that there is a hold up to submitting Supp Regs for November multi club event as CAMS has advised that we need to have a stretcher on site. Discussion amongst committee members- conclusion is that whoever has spoken to Lynne Paynter has misinterpreted the requirements. Lynne to follow up ASAP so the Supp Regs can be completed and event advertised.

Process for first aid on race day- Club Chief assesses when to call out (to an accident) first aid responder/safety officer. First aid responder/safety officer assesses if an ambulance is required and makes the 000 call or directs someone else to make call.

Discussion about who goes out in rescue vehicles- should not be one person on their own and should be someone who has capacity to be a first responder to an incident, eg, car roll over, towing of vehicle. Also should have ability to assess the situation for danger and be able to respond with basic rescue response and first aid if necessary.

Task: Lynne Paynter to re contact CAMS and clarify if stretcher is needed for November event ASAP. Adjust the Supp Regs accordingly and submit to CAMS for approval ASAP. Advise Chris Gibson and Lyn Andrew when completed so can be advertised.

Meeting closed: 7.50pm.