Minutes from General Meeting – Thursday, 6th October 2022

The meeting commenced at 10:05 AM

**Attendees**: Lee Wittenoom (LW), Mary Elgar (ME), Richard Allen (RA), Joanne Patmore (JP), Barbara Maher (BM), Paul Blackmore (PB), Leigh Carroll (LC), Karen Hill (KH), Lorie Marshall (LM)

**Apologies**: Cher Grace

**Matters arising from meeting on 6th September 2022**:

1. Acceptance of minutes from 7th September. All in agreement that they are an accurate record except that the day of the week the meeting was held should be corrected to **Tuesday**, 6th September.
2. The Archive Shed busy bee will be postponed until Jan/Feb/Mar 2023. James to be booked in for the reassembly of orcharding equipment.
3. ME will arrange a presentation to Shire councillors at their 27th October meeting about the Bridgetown 2023 conference. LC and BM will accompany ME. Any other committee members are welcome.

**Treasurer’s Report**: **September 2022**

**Takings From: July & August**

Museum Takings; July $195.15 August $86.20 $281.35

Tour Groups/Night Walks - July $1,810.25

Sales - Other $170.00

Book Sales -July $67.83, August $108.00 $175.83

Membership Fees, July $27.00, August $12.00 $39.00

Other Income e.g. Donations, Raffles, etc August $68.00

Postage $1.10

Square Reader Deposits $43.15

**Total Takings: $2,588.60**

**Outgoings From July & August**

Reimbursements –ME Penfriend, Petrol, Incidentals, Ghost walks, postage $532.55

Invoiced Payments – Bridgetown Shire Electricity, Rent $433.91

Invoiced Payments – CRC Flyers $105.60

Invoiced Payments – DSAK, Batteries Leaf Guard etc $120.68

Invoiced Payments – Zap Media Domain Name $60.00

Invoiced Payments – Telstra $287.40

Invoiced Payments – Watson Handyman Service Pre -Pay $660.00

Invoiced Payments – HCWA Membership fee $45.00

Invoiced Payments – CMobile Phone $20.00

Direct payments for Cleaning – TF Honorarium $70.00

Direct Debits – CommBiz Fees $8.53

Cash Reimbursement $14.00

Other Debits Cash - Replacement cash box $35.20

**Total Outgoings: $2,392.87**

Business Online Saver Balance as per Statement End August 2022 **$8,222.89**

Cheque Account Balance as per Statement End August 2022 **$5,014.13**

**ALLOCATED FUNDS**: Preserved for running of the Society & Special Projects

Special Projects: Apple Industry Display & Museum Audio Project

Running of the Society Estimate Monthly Costs

Photo Preservation/Print $ 50.00

Stationary $ 130.00

Exhibitions/Talks $ 30.00

Phone Monthly Payment $ 10.00

Internet/Insurance/Fees $ 180.00

Total Estimate Monthly Costs $ 400.00- Cheque Acc Note: Service Grant Balance **$781.31**

ME-Mary Elgar; TF-Tracey Flemming

**Correspondence Report: July 2022**

Chairperson (Chair), Committee (Comm), Treasurer (Trea), Membership officer (MO)

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| --- | --- | --- | --- | --- | --- |
| Mail In Date | From | Action | Mail Out Date | To  | Content |
| 4/07 | Watsons Handyman Services – Museum Back shed Quote Repair & Cleaning  | Comm | 4/07 | State Lib  | Heritage Walk Booklet |
| 14/07 | Telstra – Internet Account | Trea | 25/07 | A Nix  | July Newsletter  |
|  | RWAHS- Newsletter  | Tabled |  |  |  |
|  | Mailbag  | Tabled |  |  |  |
| 25/07 | Bridgetown Shire – Letter re Heritage Plaque at Museum  | Comm |  |  |  |
|  | Bridgetown Shire – Electricity Acc x2 | Trea |  |  |  |
|  | Visibility – Pen Friend | Chair |  |  |  |
|  | RWAHS – No,105 Early Days | Tabled |  |  |  |
| 28/07 | Bridgetown Shire – Annual Lease acc | Trea |  |  |  |

**Correspondence Report: August 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mail In Date | From | Action | Mail Out Date | **To**  | **Content** |
| 25/08 | RWAHS - Newsletter | Tabled |  |  |  |
|  | Mailbag  | Tabled |  |  |  |
|  | Rosemary Bailey – Request Letter Re Photo & Booklet display | Chair/Comm |  |  |  |
|  | Anne Nix – BHS renewal membership form & chq | MO/Trea |  |  |  |

**General Business**:

1. The shire will pay for and install an intruder alarm in the museum. It requires access to the internet which is poor (from the BHS office). One option is to install an alarm with 4G access. This will require a SIM with a monthly fee costing $10-12 a month. PB will check the set-up in the museum and liaise with RA.
2. The Ag society will take the dray from the Goods Shed; John Wheatley will arrange to pick up the buggy.
3. ME will contact Sew Gentle Era to check if it can make the sashes for the conference and other BHS events.
4. PB to design a banner logo. It was agreed that one with a green/blue background was preferred. The cost from Officeworks is approx. $99 each. PB to take a photo of the bridge and present options at October meeting.
5. A motion was presented by BM: BHS to purchase 1000 copies of the Bridgetown Heritage Trail booklet at a cost of $2200 incl GST. This costing is dependent on the Shire also purchasing 1000 copies – the combined order bringing the unit price down to $2.20 per booklet. Seconded LW. Carried. It was suggested that we sell the booklet for $2 (subject to review).
6. It was agreed to hold the Xmas Cake Stall on Wednesday, 21st December with an emphasis on the raffle and less cakes. LW to book the space at the Shire.
7. The conference subcommittees to present their reports to Mary by the end of September.

**Other Business:**

1. Volunteers are needed to write the panels for the Orcharding Museum. LW, ME, JP, BM, Richard Allen put their hand up. More discussion at the Orcharding meeting on 27 Sept.
2. ME will check book sales of AMCV in the Bridgetown newsagency, also Donnybrook, Balingup and Busselton.
3. Membership renewals are now due.
4. LC reported on a Zoom workshop from AMaGA “Be Connected”.

**Future dates to remember:**

27 Sep – Orcharding Sub-committee at 10:00 AM

06 Oct - General committee meeting at 10:00 AM

13 Oct – Conference subcommittee meeting 10:30 AM

**Action summary:**

ME: Council presentation, Sashes, AMCV sales

RA: Alarm

PB: Alarm, banner

LW: cake stall permit

Meeting closed at 3:30 PM

**The next General committee meeting is on Thursday, 6th October at 10 AM**