

**1. NETHERCOTE RESIDENTS ASSOCIATION INC. and
NETHERCOTE HALL MANAGEMENT COMMITTEE**

MINUTES of the MEETING on 13th January 2011

Meeting Opened: 7.30pm
Present: James Hinckley, Shereen Green, Michelle Bond, Joanna Maul, Gayle & Cliff Truelove, Clive Cocum, Bryan Meere
Apologies: Karen Lott, Carina Severs, Carol Ahearn
Previous Minutes Read: Moved by James, Seconded by Michelle

BUSINESS ARISING:

Shed: James and Clive will meet on 14th Jan to measure up and decide on positioning of the shed and disabled parking area prior to obtaining quotes for concreting. Bryan advised that Terry Sinclair did the excellent work on the driveway and Michelins gave us a good price on the concrete

Exit Sign: Cliff arrived at the meeting with the sign and it has been installed!

BVSC Draft of Halls & Buildings Committee Operations Manual: Submissions still being considered

Reserve: Fencing materials are in Bega ready for collection. Rain has hindered preparations (herbicide needs to be sprayed). Before putting up the fence we would prefer to have the heap of logs and rubbish burnt. James will contact Ray Robertson about a permit/burning the heap soon.

Assets Register: Being finalized

Treasurer: Joanna Maul and Shereen Green have volunteered to take over the Treasury Department in a job sharing arrangement. James moved and Gail seconded that they should take up the position and that Joanna's signature should be registered with the IMB. (Shereen is already registered). All voted in favour.

Hall Bookings Officer: Joanna and Shereen will also take this on to simplify procedures involving payments in and out.

Website Manager: Carina Severs has taken on the role of Administrator. Bryan Meere is coaching her in updating and modifying.

Bryan presented a summary of their aims and suggestions. In short:

- The website management should be split into two: One party to coordinate content and enquiries, the second (Carina) to add, delete and modify items on the website itself.
- The website has become very large. Perhaps we need to reduce the amount of information.
- Various items on the site are hard to find or out of date.
- Website is not being used much by the local community. To increase use, post the minutes on the website and provide everyone with an @nethercote email address, linked to their private address.

To do for the next meeting: Everyone to check through the website and note any omissions, deletions, additions and bright ideas for the next meeting.

NEW BUSINESS:

Produce Market on 22nd January: Residents doing their famous egg and bacon rolls and sausage sandwiches. Clive and James on the BBQ. James to buy egg rings, Shereen organizing eggs, bacon, rolls, sausages and juice.

Prices: E+B rolls = \$5.50, sausage sandwich = \$3.50, canned drinks = \$2, poppers = \$1.50

Treasurer's Report:

At 13th January 2011 account held: **\$6,957.75**

The meeting approved that the following payments be made:

Reimburse Cliff \$21.96 for exit sign

Correspondence In:

No correspondence.

NETHERCOTE HALL MANAGEMENT COMMITTEE

BUSINESS ARISING:

Extractor Fan: still under consideration (businesses closed for holidays)

Hire Fee waiver request: pending.

Stainless Steel Shelving: Shereen and Carol collected

Chairs and baby grand piano: arrangements for collection still to be made

Treasurer's Report:

At 13th January 2011 the account held: **\$1,372.05**

The committee approved the following accounts be paid:

- Telstra \$13.73

Origin have collected their gas bottle and issued a credit note = +/-0

GENERAL BUSINESS

Hall Consumables Report:

Gas 1 bottle full, 1 bottle half

Water 100%

Coffee/Tea Fine

Upcoming Private Hires:

- Yoga classes booked for another 10 weeks starting 12th January
- Seasonal Market Day - 22nd January
- One wedding booked for February 2011
- Meditation Calm Abiding, Thursdays for 8 weeks starting March 17th.
Contact Robyn on 64248077 for information and bookings

Meeting Closed: 9.30 pm.

Next meeting: Thursday 10th February 2011, 7.30 pm

Attachment

community website:

Carina Severs has volunteered to maintain the Community website.

She can't attend this meeting because she's working - she offers her apologies - bryan meere is deputising for her tonight.

Carina has already taken on the role of Administrator

bryan has shown her how to update or modify bits & pieces of the website & will continue to do so over the next few weeks.

the intention is for Carina to become familiar with the website by making whatever changes need to be made.

Carina is happy to maintain the website but won't be able to do everything - she will need to be told what changes need to be made, she doesn't want it to be left to her to decide what's in & what's out.

a number of matters need to be thought about:

1. in the past, all "Contact Us" requests & queries were automatically e-mailed to Karen who did all the work involved. - Karen will tell you that she didn't mind doing it & that it didn't take all that much time and effort - that's true & **thank you Karen**, BUT, there will be things that Carina won't be able to do because she's not the right person to answer the query or, quite likely, might not have the time,

○ it is suggested that a position on the Committee (not the Secretary, who has enough to do) be given on-going power & responsibility:

- to receive all "Contact Us" requests & queries from the Community website,
- decide who would be best placed to attend to it,
- e-mail or pass it to them.

the sorts of enquiry/request that can be received are

general enquiry/feedback , News Suggestion, Coming Event, Directory Listing, Request Email Address

Some of those involve a decision about whether we will or whether we won't - that sort of responsibility should be given to a position on the Committee

Apart from a general enquiry that could be given to anyone, all the others will very likely need the website administrator to do something. The simplest way to achieve that would be to send the administrator (Carina) an e-mail telling her what to do, e.g; include whatever it is; an item of news, an event, a directory listing, whatever.

2. also, there seem to be a number of things that could be done, now, for example,

- the hall booking form needs to be put in a more prominent position,
- references to the Craft Group probably need changing,
- horse trail ride info probably needs changing
- etc.

it is suggested that a number of people "explore" the website looking for things that could be changed, then pass those suggestions on to, say, the Secretary who would bundle them up & send them on to whoever is given the job of deciding what's in & what's out. maybe there's too much on the website, maybe not.

for what it's worth, if any one wants a bit of a guided tour through the website, bryan can help; just give him a call (6495 7897) or e-mail him (bryanm@nethercote.nsw.au)