



Committee Meeting Minutes

Date: 11/08/2020 AUGUST

Time: 1900hrs

Venue: Donnybrook Visitors Centre

1. Welcome

1.1 Present: Barrie Thomas, Annette McCutcheon, Pam Foster, Bridgette Loveridge, Gwenda Endersbee, Karis Aplin, Vicki Morrell.

Apologies: Karen Martella

1.2 Minutes of the meeting held 14/07/2020 were confirmed as correct and accepted. (Pam Foster, Bridgette Loveridge)

2. Business arising

A request made not to use names on points of discussion.

3. General Business

3.1 Collie-Preston project: Ongoing. The issue of commission charged on the booking of the packages offered was discussed and confirmed that the commission come from within the advertised price of the package.

3.2 Committee member resignation. Motion: (Barrie Thomas, Gwenda Endersbee)

It is with regret that the Committee accepts the resignation of Peter Gubler from the committee. Carried. A letter of acknowledgement and appreciation to be sent to Peter.

Barrie to action. Motion: (Barrie/ Pam) A voucher to the value of \$100 to be purchased from the Donnybrook Hotel as a gift of appreciation to Peter. Carried. Vicki to action.

4 Tabling of Reports

4.1 Financials: Tabled. Report accepted

4.2 Visitor Statistics : for the month of July. Local 102, State 337, Interstate 1, International 12, phone 43, purchases 51, museum 7. Total 495 Average per day 16

4.3 Market report. Report from Chris Mogg was tabled. Stall holders who have not paid prior to the event, are to pay at the centre desk, be issued a receipt and the amount entered as bulk amount in the ledger. It is necessary to confirm with the market coordinator that the Centre's toilet is not for use by stallholders. (Covid precaution) It is agreed to allow one stall holder selling a franchised product.

4.4 Members: The following members are officially approved as members for 2020 – 2021 (to date) Barton Jones Wines, Boronia Farm, Capel Vale Wines, Donnybrook Community Resource Centre, Donnybrook Hotel, Elkanah Grove, Linga Longa Bike Park, Linga Longa Estate, Peppermint Grove Caravan Park, Preston Valley, Solarfruit, The salted Earth Studio

4.5 Manager: Manager's report was tabled, in her absence.

Motion: (Vicki/ Barrie) The quote from the Margaret River Marketing for Website development is accepted. Carried.

Invitation from the Donnybrook Shire to attend discussion meeting re the Goods Shed Re-development at the Chambers on Friday 21st August at 1000hrs. Annette to accompany Karen.

4.6 Volunteers Meeting 07/08/2020. Minutes tabled.

4.7 Shop Report.



4.8 Collie-Preston Report Motion: (Pam/Bridget) The sub-committee shall be Karis Aplin, Barrie Thomas, and Vicki Morrell. Carried.

5. General Business

5.1 As part of our business model, the manager's position needs review: such aspects as job description, performance review, employment contract.

5.2 It is not possible to ratify the 2020-2021 budget until review by accountant.

5.3 Purchase of new computer screens, on hold.

The meeting closed at 2030hrs. The next meeting to be held on Tuesday 8th September at 1900hrs.

This is a true and complete record of the Donnybrook Regional Tourism Association meeting held on the 11th August 2020.

Signed Chairman Barrie Thomas _____