

Committee Meeting Minutes

Date: 8/12/2020

Time: 11.00 am

Venue: Donnybrook Visitors Centre

1. Welcome

1.1 Present: Barrie Thomas, Annette McCutcheon, Bridget Loveridge, Karen Martella, Vicki Morrell, Pam Foster, Leonie Ridgway, Gwenda Endersbee

Apologies: Bruce Love, Karis Aplin

2. Business arising

Amendments for the Minutes of the 17th November 2020

Time of commencement 11.00am

3.2 Manger be changed to Manager

Motion that the policy of the Markets be reviewed concerning religious and political organisations being permitted at the Station Markets. Moved Annette Seconded Bridget Carried All

Statistics corrected, museum 22

Carried, to be Carried All if applicable.

Minutes accepted with corrections. Carried by All

3. General Business

3.1 Motion: Market committee to review the Station Markets re religious and political organisations being permitted to attend Saturday market day. Moved Annette and Second Bridget. Carried All

3.2 Collie Preston Project

Project not completed due to delay with contracting issues.

Training to be delayed until January.

3.3 Collie Preston project and Web-site launch to be in February 2021.

3.4 Karis to upload information on Website about sourcing local arts and crafts to sell in Visitors centre shop. Move Annette Seconded Pam. Carried All

3.5. Discussion on the amount of funds to be members of the Tourism Council Association to be accredited Committee agreed to continue as same.

3.6 QR code to be printed for the Safe WA

3.7 Letter to be written to Shire re the availability of caravan parking in town. Moved Bridget Seconded Gwenda Carried All

3.8 Souvenir coin machine to be investigated by Annette for query purchase for the DRTA

4. Reports

4.1 Financial report Accepted

4.2 Visitors Statistics

Local 72, State 324, Interstate 2, International 4, telephone calls 37, Purchases 55, Museum 13.
Total for month 439, Average 17.5

4.2 Market Report – Nil

To review sausage sizzle

Moved Barrie. Seconded Annette Carried All

Committee to review job description of Market Coordinator

Moved Barrie Seconded Gwenda Carried All

4.3 Members – Nil

4.4 Managers Report

Karen to write a letter re the Ferguson Valley signage.

4.6 Volunteer

Two new volunteers have commenced training.

Volunteers will be asked to consider volunteering on a Sunday between 10am -2 pm

22 volunteers will be attending the Christmas Party at the Donnybrook Hotel.

4.7 Shop Report

Local produce to be sourced for the shop, arts and crafts.

Meeting closed at 12.30pm.

Next meeting 9th February 11am DRTA

This is a true and complete record of the Donnybrook Regional Tourism association.

Signed Chairman Barrie Thomas _____