

## Committee Meeting Minutes

Date: 14/07/2020

Time: 1905 hrs

Venue: Donnybrook Visitors Centre

1. Welcome
  - 1.1 Present: Karen Martella, Annette McCutcheon, Bridget Loveridge, Barrie Thomas, Pam Foster, Gwenda Endersbee, Karis Aplin, Peter Gubler.  
Apologies: Vicki Morrell
  - 1.2 Minutes of the meeting 09/06/2020 were confirmed correct and accepted (G. Endersbee, B. Loveridge)
2. Business arising: Audit of accounts for the previous 2 years. Ongoing
3. General Business:
  - 3.1 Website: There is a need for this project to be complete as soon as possible. Progress is now being made. 3 quotes were obtained prior to Karen taking over. Margaret River Marketing is to undertake this job, with a quote for about \$5000 and a time of about 12 weeks. South West Development Corporation has put aside \$1000 for us for our website upgrade if needed. Karen asks that nobody talks to "outsiders" until after the website is completed.
  - 3.2 Confidentiality: Following an incident involving Pam, all committee members are reminded to adhere to confidentiality standards about anything discussed at committee meetings.
  - 3.3 Collie-Preston project: Karen, in consultation with the South West Development Commission, is developing stage 1 of the project consisting of 2 packages,
    - (1) Winter Escape in Donnybrook
    - (2) Donnybrook Countryside weekendStage 2 will be from August to December
4. Reports:
  - 4.1 Financial report. Accepted
  - 4.2 Markets: The sausage sizzle is to go ahead at the coming Saturday market. Covert guidelines require that customers do not pour their own sauce.  
MOTION: moved by Bridget, seconded Gwenda that Covid guidelines be followed closely during the holding of the sausage sizzle. Carried  
Karen is to obtain a quote from Covert Signs to make a permanent market sign to be installed at the northern entry to the town.  
Following an enquiry, we agree there can be 2 stalls selling honey at the market.
  - 4.3 The Membership Form 2020 – 2021 is requesting members to complete required data. An explanatory cover note is to be included explaining that previous data would have been lost when we had the computer upgrade.  
  
MOTION; moved by Pam, seconded Bridget, that businesses outside the Donnybrook/Balingup Shire be charged a \$60 racking fee. The racking facility information and payment form is to be a separate form to the membership form. Carried.
  - 4.4 Managers report: as tabled  
Karen will send committee members a copy of the support letter sent to the Kirup Mill Project committee.

Tourism Council WA has waived fees for 6 months., a significant saving for us.

4.5 Vollies Meeting. Minutes of the meeting 6/7/2020 were tabled.

There is a request for a mat under the office chairs to restrict the too easy movement of the chairs. Bridget to investigate what is available.

4.6 Statistics: since reopening on 15<sup>th</sup> June

Local 21, state 65, Interstate 9, International 1 Phone calls 27 purchases 5, a total of 123 for the period.

4.8 Upcoming events 26<sup>th</sup> September A long table lunch held in the Licciardello's Shed \$160 a ticket .

There being no further business, the meeting closed at 2033 hrs

Next meeting to held on Tuesday, 10<sup>th</sup> August 2020 at 7 pm

This is a true and complete record of the Donnybrook Regional Tourism Association meeting held on 14<sup>th</sup> July 2020.

Signed Chairman Barrie Thomas