

## Committee Meeting Minutes

Date: 17/11/2020

Time: 1.00pm

Venue: Donnybrook Visitors Centre

### 1. Welcome

**1.1 Present:** Barrie Thomas, Annette McCutcheon, Bridget Loveridge, Karen Martella, Vicki Morrell, Bruce Love, Karis Aplin, Gwenda Endersbee

**Apologies:** Pam Foster, Leonie Ridgway.

**1.2** Bruce Love was welcomed to his first committee meeting with DRTA. Bruce is the Manager of the Donnybrook Motel and a member of DRTA.

**1.3** Minutes of the meeting 13th October were confirmed as correct and accepted  
Moved Gwenda. Seconded Bridget. Carried by All.

### 2. Business Arising – Nil

### 3. General Business

#### 3.1 Collie Preston Project Update

The Collie-Preston project is on track and on budget to finish at the end of this month – November 2020. Our grant agreement indicates that our packages need to be active in the marketplace by end of November 2020.

Packages are currently being finalised and contracted. Distribution will be in the global market through booking websites such as expedia and booking.com

Staff workshop will be scheduled for when the booking system is determined and on our website.

**3.2** The Manger to email Policies and Procedures to committee member so they can be reviewed and updated where applicable. Committee to send updated suggestion to Manager. Committee to approve when policies and processed are completed.

#### 3.3 Network Events

Discussion on regular Network working events to members and involving volunteer attendance when appropriate.

Karis to assist members with social media if members require help.

Website launch will be held on the Wednesday 16<sup>th</sup> December. Location to be finalized. Manager will notify committee on final details.

#### 3.5 Christmas and New Years Opening Hours

Closed Christmas Day, Boxing Day and New Years Day. Volunteers to be notified. All committee agreed.

### 4. Reports

#### 4.1 Financials:

Profit and Loss Statement for November was present by Manager.

Moved Karis Seconded Barrie



#### **4.2 Visitors Statistics:**

Local 82, State 560, International 1, Telephone numbers 43, Museum 232, Transport 3, Total 688. Average per day 26.

#### **4.3 Markets:**

Market report presented by Manager. Christmas Markets, Friday evening 11<sup>th</sup> December. Profit of the evening divided between DRTA and the Chamber of Commerce. Normal Markets to be held Saturday 18<sup>th</sup> December.

Annette moved to review policy of attendance of political and religious groups attending the Station Markets. Seconded Barrie

#### **4.4 Members**

New Member Berry Delightful  
Moved Annette Seconded Vicki

#### **4.5 Managers Report**

Report sent out before the meeting.  
Moved Gwenda Seconded Vicki

#### **4.6**

##### **Website**

Committee to approve website before website goes live.

#### **4.7**

##### **Bendigo Bank Funding**

Sourced \$2000.00 to go towards imagery for the Apple Trail development.

#### **5.**

Karen to be on leave from the 21<sup>st</sup> December to 4<sup>th</sup> January conclusive.

Meeting closed at 1.30pm.

Next meeting 8<sup>th</sup> December 1pm DRTA

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

Signed Chairman Barrie Thomas\_\_\_\_\_