

MINUTES of the COMMITTEE MEETING held on Thursday 8th April 2021

Place: Donnybrook Visitor Centre

Time: 1105 am

1. **Present:** Barrie Thomas, Leonie Ridgeway, Bridget Loveridge, Karis Aplin, Vicki Morrell, Annette McCutcheon, Karen Martella

Apologies: Pam Foster, Gwenda Endersby

Minutes of the meeting held on Thursday 18th March were read and confirmed as correct. (Leonie/Bridget)

2. **Business Arising:**

2.1 Apple Festival review. Our stall needs more protection from the elements.

Need to review what sold. Post cards were given away as promotion.

Suggest to the Shire their Stall signage needs improvement and that we could co-ordinate better with them in future. Suggest to the Festival Committee that car parking directions need review. Rostering at our 2 sites needs review as does the actual purpose for the DRTA festival stall

Action: A thankyou letter to be sent to John Sheehan for the donation of apples which were distributed from the VC.

3. **Tabling of reports:**

3.1 Financials: The profit and loss report is attached and accepted (Vicki/Barrie)

These figures show several one off payments, the Shire bill for maintenance, the accountant's fee. We received \$1500 from the Shire as promised some time ago.

3.2 Visitor statistics: Local 92, State 296, Interstate 28, International 2, Phone enquiries 34 Purchases 35, museum 3, transport 21. Total for March 452 average per Day 16.7

3.3 Markets: A committee meeting is being held tomorrow 9th. Signage to be discussed.

3.4 New Members: The following new members are approved : Tinderbox, Olivia Grove, Rusty Dragon Pottery. (Motion Annette/Vicki carried)

3.5 Manager: the Manager's report is attached.

(i) ATO registration must be in place by 30th June for non-profit organisations. Karen is having some difficulty communicating with the ATO.

(ii) Suggest using @donnybrookwa site for emails. Mark from IT to help Karen set this up

(iii) Future projects: Volunteer review to assess satisfaction, rostering, activities. (to be done anonymously)

(iv) Member event; free to members, \$10 to non- members, a workshop on setting up social media and net- working. Suggested date 2nd June with a workshop at 5.30pm and net-working at 6.30pm, possibly at the Donnybrook Hotel

3.6 Volunteers: Meeting to be held Monday 10th May at 10am,

4. **General Business:**

4.1 Vicki was concerned she has been and will be unable to attend meetings regularly. She was reassured her position as a committee member is valid.

4.2 Key Performers Indicators of employees. Barrie has reviewed the job description for the office manager. He suggests we obtain an independent agency to review our processes and to develop a strategic and operational plan. Karen to investigate an appropriate agency to undertake this process.

4.3 re promotion: Motion: (Karen/Karis) \$200 is approved for the purchase of stickers with our logo and website details. Carried

Motion: (Karis/Bridget) \$120 is approved for the purchase of brochure racks for display of our brochures in other appropriate member businesses. Carried

4.4 Budget meeting to review what is and is not selling and for in depth planning, to be held on Thursday April 22 at 10am.

Vicki will be an apology for the next meeting.

The next committee meeting is to be held on Thursday 13th May commencing at 11am

The meeting closed at 1245pm.

This is a true and correct record of the meeting held on 8thApril 2021

Barrie Thomas, Chairman