

## COMMITTEE MEETING MINUTES

**Date:** Thursday 15 July 2021

### **1 Welcome**

**1.1 Present:** Annette, Bridgette, Barrie, Karis, Pam, Leonie

**Apologies:** Karen, Vicki, Gwenda

**1.2 Minutes:** Accepted by Karis, seconded by Annette

### **2 Business Arising : None**

### **3 General Business**

#### **3.1 Current Volunteers:**

Dept of Local Govt & Communities offering a “thank volunteer” grant ~ \$1000. Suggestion to add a training session to a meal for thanks eg customer service. Karis will send out some ideas to DRTA members and then apply for grant with agreed ideas.

#### **3.2 Collie – Preston Update:**

Karen to send in report by end of August

#### **3.3 Service Level Agreement:**

SLA is a generic agreement with KPIs required for Karen and DTR – gives the shire accountability for grants issued. Currently meeting all requirements of SLA – Barrie accepted SLA; seconded by Annette

#### **3.4 Members:**

Only a few members responded to the survey – majority was a positive response (data can be used for SLA). Fee of \$100 this year to promote businesses on web and in DTR. Need to promote member’s businesses as a priority over non- members, but all businesses may be mentioned to assist customers. Karis’s organisation of the membership workshop is to be commended.

### **3.5 Market Coordinator Role:**

Chris Mogg's resignation has been received – to be thanked for her service.

Role description changes: (3)

hours need to be changed from 18 hours to 8 hours; is this enough as market day will take at least 6.5 hours (to be discussed at interview) Remove ordering supplies for BBQ and setting up BBQ. Change start time from 6:30am to 7am.

No change to salary of \$240/ month. Add needs to go into Preston Press this August; also on DRT website/facebook (Karis to liaise with Karen)

Applications to close on 16 August 2021

### **3.6 Rail Heritage/ Railway Museum:**

Boyanup has a Museum open day on 22 August – could we be included as a venue ( Railway Museum/Good Shed), would need a volunteer to open up.

Possibility of extending RM into the storeroom considerations:

Shire permission to alter configuration; How to display information; Display information outside; Copies of railway map in DTR for customers; possibility of including railway model (Lions); apply for funding from ARK

A letter to the shire enquiring what is possible – Karen

Dimensions of railway model – Karis to photograph.

## **4**

### **Reports:**

**4.1 Financials** – Barrie accepted/ Annette seconded

**4.2 Visitors Statistics:**

Local: 118; State: 219; Interstate: 14; Phone Calls: 24; Purchase: 26; Museum: 39; Transport: 8

Well down from May and April. Total 373, average 15/day; 24 after 2pm.

**4.3 Market – no report**

**4.4 Members:**

Bunbury Backpackers has not renewed membership. Custard & Co has been sold. WA Ride Park – safari component sold. Membership list will need to be updated to reflect changes and available.

**4.5 Manager:**

Karen absent during school holidays – emailed report. Should DTR apply for funding from Bendigo bank – promoting community.

**4.6 Volunteers:**

Shane disseminated information re Good Shed – good response. This info would be good to have in DTR for vollies. Roster – Vicki assisted by Pam - to assist all vollies need to write their names on the calendar.

#### **4.7 Shop Report:**

Tinder Box supplies – vollies need more info re items to assist customers. Glass counter top displays not being used – sell at purchase price or less?

Pam/Vicki/Leonie doing stock ordering.

#### **General Business**

- Store room cleared = thanks to Jerry ( pub voucher)
- Market Theme each month: July – Christmas; August – Pets; Sept – plants Dave demonstrate bonsai; Oct – Halloween Arts & Craft to demonstrate/display; Nov – dance school; Dec – Christmas
- Thank Bronwyn for Assistance with markets, now have enough ideas to do own organising.

**Next Meeting : 12 August 10 am**

**Signed:** \_\_\_\_\_

Chair, Barrie Thomas