

COMMITTEE MEETING MINUTES

Date: Thursday, 11 June 2021
Time: 10 am
Venue: Donnybrook visitor Centre

- 1.1 Present:** Barrie Thomas, Annette McCutcheon, Bridget Loveridge, Karis Aplin, Pam Foster, Gwenda Endersbee
Apologies: Vicki Morrell, Karen Martella, Leonie Ridgeway
- 1.2 Minutes** of the meeting, Thursday 13th May- were read and confirmed as correct (Karis/Gwenda)
- 2. Business arising from the Minutes:** Barrie has spoken to Chris regarding her market coordinator position. The market committee meets tomorrow, (12th June). The job description for this position is to be revised. Karin to action
- 3. General Business.**
- 3.1 Current volunteers: We have 3 new volunteers. A volunteers meeting is to be held on Monday 28th June at 9am to address customer service, general update
- 3.2 Collie-Preston update. Karen not here to action
- 3.3 Service Level Agreement: due 25th June ongoing
- 3.4 Members Prospectus and survey. Approved . (Barrie/Bridget)
- 3.5 insurance repayment options: The payment to be made as an annual payment (Pam/Bridget)
- 3.6 Social Media workshop Wednesday 16th June. Karis to coordinate. About 5 people have expressed interest. Networking and Trail Town showing, Saturday 19th June to be a casual 'affair' at the pub.
- 4. Tabling of reports**
- 4.1 Financial report: as attached The report was approved (Barrie/Annette)
- 4.2 Visitor Statistics: Local 107, State 279, Interstate 4, Phone 24, Purchase 34, Museum 4, transport 10
Total for May 462. Daily average 17.5
- 4.3 Markets: no report from the coordinator. Market stall rates to remain the same.
- 4.4 Manager's report as attached. Karen to enquire what is happening with the BunGeo activity.

There being no further business, the meeting closed at 11.30 am

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This is a true record of the meeting:

Barrie Thomas, Chairman of the Donnybrook Regional Tourism Association