

COMMITTEE MEETING MINUTES

Date: Thursday, 13 May 2021
Time: 10 am
Venue: Donnybrook visitor Centre

- 1.1 Present:** Barrie Thomas, Karen Martella, Annette McCutcheon, Bridget Loveridge, Karis Aplin, Leonie Ridgway
Apologies: Vicki Morrell, Gwenda Endersbee, , Pam Foster.
- 1.2 Minutes** of the meeting, Thursday 10 April read - amendment: the associate level membership needs to be changed from \$10 to \$60 as presented in the budget meeting; confirmed (Karis/Barrie)
- 2. Tabling of Reports** (change of order swap item 2 and 4)
- 2.1 Financial report:** see attached report.
- Bank fees are high, Karen to look at the cost of using a different system to replace eftpos eg Square. Volunteers would need training.
 - Advertising – Karis to look at marketing add
- 2.2 Visitors Statistics:**
April : 672 – 131 local, 495 state, 10 Interstate, 51 purchases, 3 overseas, 34 phone calls, 29 afternoon
- 2.3 Market Report:**
- Application for shire grant to fund new signage – not likely to be granted as already have grants in place with DRTA.
 - Need a local person to manage markets – advertise with a change to the role.
Barrie to contact Chris to advise her that there will be a change to the roll which will include working at DRT centre.
- 2.4 Members:**
- Membership prospectus to be completed – Karen
 - WA Ride Park has sold part of its business – possible to have 2 memberships?
- 2.5 Managers report:** see attached report.
- Printers not working - replace office printer ~ \$500, repair shop front printer under warranty. Purchase approved.
 - Telephones have been replaced - still issues the line will need to be looked at by Telstra Approved.
 - Air-conditioner to be serviced. Approved.
 - Collie/Preston packages continue until end of June. Report due this month – Karen. Karen is working 2hrs a week on these packages. After June can continues with existing packages and create others – next membership meeting to discuss plus have a DRTA meeting to design packages. Package software available until Feb 2022
 - Add on facebook for new volunteers – Karen. Karen interviewing new volunteers and process.
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2.6 Volunteers:

- Different times of roster – 10 till 3pm? No as there are people requiring bus tickets later in the day.
- Network meeting in June – Karen to email information to Vollies.
- Opportunity at May Station Market to talk to people re volunteering – Barrie to be available.
- If Vollies contact shire on a personal issue must make it clear it is not from DRTA. Karen to contact shire to explain complaint about closed toilets and to ask for info about The Shed to enable Vollies to inform visitors.

2.7 Shop Report:

NA

3. General Business:

Front room – change display cabinets to be movable, higher? Peg boards on the walls. If members are visiting other centres to take photos of their displays and send to Karen. Karen to work on a proposal to upgrade the shop area.

This is a true record of the meeting:

Barrie Thomas, Chairman of the Donnybrook Regional Tourism Association