



MEETING MINUTES
Time: 7.00pm / Lion's Den
21ST September 2023

Name of Presiding Officer / Chairperson	Colin Vigar (Chairperson)
Minute Taker	Bev Forgan (Secretary)

1. PRESENT:

Colin Vigar (CV)	Pat Williamson (PW)	
Bev Forgan (BF) Min Taker	Darryl Brooks (DB) via phone	
Mandy McPeake (MMcP)		
Tracey Phyland (TP)		

2. APOLOGIES:

Neil Warhurst (NW) Vice Chair	Amanda McCormick (AMcC)	
Tracy Wandel (TW) Treasurer	Carol Carini (CC)	

Quorum Achieved? **YES**

3. IN ATTENDANCE (Guest/s)

Name	Organisation / Business
NA	

4. Meeting open

4.1 Welcome and Commencement Meeting

4.2 Declaration of Conflict of Interest/s

None Declared

4.3 Confirmation of Previous Minutes

<i>Motion</i>	That the minutes of the Meeting Held on 18 th August 2023 be accepted as a true and accurate record.			
<i>Notes</i>	No comments made			
<i>Moved</i>	<i>TP</i>	<i>Seconded</i>	<i>PW</i>	<i>CARRIED</i>

4.4 Business arising from Previous Minutes

4.4.1	
<i>Item – BF</i>	Mobile Phone Purchases
<i>Decisions</i>	Will purchase the second Mobile phone closer to when required.
<i>Actions</i>	Purchased one mobile phone at this stage for the T&U Show And 12month Plan using Woolworths Sim \$170 gives 125gb of data (runs on the Telstra Network)

4.4.2	
<i>Item – BF</i>	Square Invoices
<i>Decisions</i>	BF has a copy of an invoice created by Square Invoice
<i>Actions</i>	BF provided a sample of the invoice – committee agreed BF to make further enquiries

4.4.3	
<i>Item – PW</i>	Waiver for Christmas Floats – PW Waiting on a Quote from the Insurance Company
<i>Decisions</i>	Waiting for approx. 25.10.23 renewal date – there may be a need to update with the insurer.
<i>Actions</i>	Will decide closer to the renewal date

4.4.4	
<i>Item – DB</i>	DB to contact Mark & Kat from the Truck Factory re Christmas Pageant
<i>Decisions</i>	Waiting to see if a driver can be organised
<i>Actions</i>	Waiting on DB to get back re a driver



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4.4.5 <i>Item – CV & DB</i>	CV & DB to fix the chains on the Christmas Decorations
<i>Decisions</i>	
<i>Actions</i>	CV & DB working on this

4.4.6 <i>Item – AMcC</i>	AMcC to put an article together for the MMAG – survey to the community. Send the draft copy to CV and AMcC Is there a preference on NYE or pageant night
<i>Decisions</i>	
<i>Actions</i>	AMcC not in attendance (apology)

4.4.7 <i>Item – PW + Committee</i>	Mannum In Motion (Leave on the Agenda)
<i>Decisions</i>	On hold at this stage

4.4.8 <i>Item – BF & PW</i>	AGM Date – 19 th October Start: 6.00pm for a meal - AGM: 7.00pm Invite 3 new businesses to talk for 5 mins each Suggestions: River Gemz, Rustic Café & Retro Catering, Looove Cheese Action: BF to contact Caterers
<i>Decisions</i>	Committee provided the go ahead. BF to send information out to all the members and book the caterer
<i>Actions</i>	Retro Catering to provide baked potatoes & Toppings \$18pp plus \$100 p/hr for serving (2 people). Looove Cheese to supply a couple of platters Prices to be obtained for the food, members to pay for own food. Soft Drinks supplied by MPA on the night and the per hour charge for 2 people



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4.4.9 Item - CC	New signature for emails - CC to send the new logo to BF and add to emails
Notes	CC not in attendance – apology for the meeting
Decisions	
Actions	<ul style="list-style-type: none"> • CC to send the new logo to BF and add to emails • BF to organise the set up

5. Correspondence Report IN & OUT
Refer to Correspondence in & Out attached to email

Motion	That all inward correspondence be received, and that outward correspondence be accepted.			
Moved	PW	Seconded	TW	CARRIED

6. Reports

6.1 Item - CV	Chairperson's Report
Notes	<p style="text-align: center;">MPA CHAIRPERSON REPORT AUGUST 23rd 2023</p> <p>28TH August meeting with David Raeburn re containers for meetings info will be available at meeting.</p> <p>31st August morning tea at Golf Club to hand over \$2500 grant. Bev, Pat, Mandy and Simone attended. MV Standard will advertise.</p> <p>5th Sept met with Daryl organised painting, racking and electrical fit out for container. Thank you to True Value Hardware for their support.</p> <p>6th Sept gave interview to Sam Lowe for MV Standard he also said send all articles we place in Mannum mag, and he will try and get in standard.</p> <p>6th sept meeting with Daryl and John re truck n Ute Daryl is stepping down as coordinator.</p> <p>8th sept had a meeting with Lions Club they support the bin advertising in Reserve now awaiting approval from council.</p> <p>9th CONFIDENTAIL Item – Event Management for T&U show</p>



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<i>Motion</i>	<i>That the Chairpersons report be accepted.</i>			
<i>Moved</i>	<i>TP</i>	<i>Seconded</i>	<i>PW</i>	<i>CARRIED</i>

6.2 Item - BF	<i>Treasurers Report – BF in the absence of TW</i>			
<i>Notes</i>	BF provided an update of the current financial status – statements provided <ul style="list-style-type: none"> • Authorised to pay DJ Simo for Christmas Pageant \$550 (includes travel) 			
<i>Motion</i>	<i>That the Acting Treasurer's report be accepted as true and correct.</i>			
<i>Moved</i>	<i>BF</i>	<i>Seconded</i>	<i>PW</i>	<i>CARRIED</i>

6.3 Item - PW	<i>Grants / Fundraising Report</i>			
<i>Notes</i>	<ol style="list-style-type: none"> 1. A grant application was lodged with RAA under their Grassroots Giving & Murray Flood Response Grant for \$5,000 to assist Mid Murray Council with restoration of amenities in Mary Ann Reserve. This grant was successful, and the money has been deposited into MPA's bank account. We are now to organise quotations for the supply of seating and will work with MMC to ensure agreement is reached on the purchase and installation. A copy of the confirmation letter from RAA is attached. 2. A grant application was also lodged with FRRR on 31st August under their Strengthening Rural Communities program – Round 18. This program has grants available up to \$25,000 and we requested an amount of \$22,500 again to assist Mid Murray Council with restoration of amenities in Mary Ann Reserve. This would enable 5 solar lights to be purchased and installed in the northern section of the Reserve. FRRR will announce who has been successful in this round in late November. 3. FRRR have also advised they will open Round 19 in December and if unsuccessful in Round 18 we are able to apply again. 4. Colin Vigar and Darryl Brooks have been actively working to ensure the grant of \$5,000 we received from the Federal Government for the fit-out of our container can be acquitted by 30th September. Shelving and a solar power system have been purchased and I will lodge our required acquittal prior to the due date. 5. A Major Event Application for the Mannum Christmas Pageant and Party was lodged with Mid Murray Council on 1st September and has been acknowledged by 			



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	<p>Council. Several areas require additional information which I will work on over the next 2 months to ensure Council receives all required documentation.</p> <p>6. A Temporary Road Closure Application was lodged with Mid Murray Council on 1st September also for the Christmas Pageant. Council has acknowledged receipt and is working through the application.</p> <p>P A Williamson 17th September 2023</p>			
<i>Action</i>	PW to Pick out some seating that has been recycled from plastics			
<i>Motion</i>	That the <i>Grants / Fundraising Report</i> be accepted as true and correct			
<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>

6.4 Item - CC	<i>Christmas Pageant – Sub Committee Report</i>			
<i>Notes</i>	<p><u>Mannum Christmas Pageant September 2023 Report</u></p> <ol style="list-style-type: none"> 1. 30 to 35 verbal yeses to floats 2. 7 registration forms submitted 3. Victoria Hammond (councillor) and Mannum Creative Communities are in contact with local and surrounding towns and businesses. 4. Carol is talking with Rainbow Pony Rides and Animal Farm in Eudunda to supply some entertainment. They also offer face painting and other entertainment options. 5. 2 stall inquiries have been passed on to Pat. 6. Colin, Carol and Gus met with Deane Deer. He is on the Governing body of the school. Deane wants to offer volunteers for the pageant and other Progress events. Deane also has several contacts for floats and will pass the information on to Carol. 7. Robyn from Light of Lobethal is working with Carol to have donations of chalk from Cheap as Chips and water to pass around from SA Water. 8. Colin is organising the Fireworks. 9. Mardi from Mannum Barber is following up with her contacts. She has distributed posters and registration forms to surrounding towns. 10. Pat received info from Fun4Youth re-equipment use from Mid Murray Council 			
<i>Action</i>	<p>Had a meeting with Dean Deer (new Governor) from the Local School. Is very keen for the school to assist. Dean wants one of our committee members to sit on the school board.</p> <p>Need to have another offsite meeting to discuss the planning and where we are at.</p> <p>PW to discuss having animals at the Pageant with CC – need to comply with the RSPCA</p>			
<i>Motion</i>	That the <i>Christmas Pageant Sub Committee report</i> be accepted as true and correct.			



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<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>
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6.5 Item - <i>MMcP</i>	Council Rep Report
MMcP Provided a summary report from the MMC	

Motion	<i>That the Council Report be accepted</i>			
<i>Moved</i>	<i>MMcP</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>

7. New Business

7.1 Matters for Decision	Motions			
Motion 1 PW	1. That MPA consider 3 priorities for Mannum and formally submit them to Mid Murray Council. The priorities I propose for consideration are: <ul style="list-style-type: none"> a. Street Lighting – need to refer to SA Power Networks b. Footpaths c. Kerbing and table drains 			
Actions	PW to follow up street lighting with SA Power Networks			
<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>
Motion 2 PW	2. That MPA arrange a meeting with Palmer Progress Association to discuss working together, joint projects and even the possibility of uniting to see if benefits could be achieved.			
<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>
Motion 3 PW	3. That MPA Committee decides on a formal strategic plan for the Association by determining a set of expectations and a timeframe to achieve same.			
Notes	Action: Quick questionnaire from each committee member and send back to secretary. All questions to be discussed at the next meeting.			



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Moved	PW	Seconded	BF	CARRIED
Motion 4 PW	4. That MPA Committee considers any changes required to the current Rules of the Association so these can be formalised and sent to the members prior to the AGM in October.			
Notes	Any ideas to be sent to secretary by committee members for any changes they feel need to be made to the Constitution asap, prior to the AGM on 19 th October.			
Moved	PW	Seconded	BF	CARRIED

7.2.1	Matters for discussion - CV
Notes	Each committee member to organise 1 volunteer for pageant and Truck & Ute show.

7.2.2	Matters for discussion - BF
Notes	Account and Credit Cards – with People's Choice in Murray Bridge
Actions	MPA Committee provided Bev Forgan (BF) authority to open an account with People's Choice in Murray Bridge. BF to complete the relevant paperwork and organise membership on behalf of Mannum Progress Association Inc. BF is already a member of People's Choice Secondary person (if not a member of People's Choice will be required to go into Peoples Choice and provide identification and personal details). Two cards will be required for use by the Association.
Outcome	All members in attendance agreed - CARRIED

7.2.3	Matters for Discussion - PW
Notes	PW - to discuss some issues of insurance and liability. It would be a reminder that our insurances are due in October and what is required of Committee members to ensure the Association Liability insurance gives protection.



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	PW to make a few points about liability for businesses and how insurance may not provide protection if they extend the services, they provide without ensuring they have advised their insurer and are qualified to offer such a service. This could also be a warning to our members (as consumers) to check out those they engage on a professional basis.
Outcome	General Discussion was had

7.2.4	Matters for Discussion - MMcPeake			
Notes	The Acknowledgement of Country			
Outcome	On Hold Until Next Meeting			
Moved	NA	<i>Seconded</i>	NA	<i>CARRIED</i>

7.3	Matters for Noting - BF			
1	<ul style="list-style-type: none"> Next Mannum Mag Article for November and Christmas Holiday MMAG. No Mannum Mag is produced for January. First MMAG for 2024 is in Feb. This means that the first article needs to be sent to the editor in January 2024 			
Actions	BF to ask AMcC Supply a list of business members, Sponsors and Grants given out. Inform the community that individuals can become members			
2	Update on emails, and Laptops - BF			
Actions	BF provided information on the Secretary, Treasurer and Truck & Ute Show Laptops. Also provided an update on the new T&U Mobile Phone.			

8. New Committee Membership Applications

Item	No Applications
Decisions	NA



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<i>Actions</i>	NA			
Motion	That the new membership applications to join MPA be accepted			
<i>Moved</i>		<i>Seconded</i>		<i>Carried</i>

9. New Membership Applications to join MPA

<i>Item - BF</i>	No Applications			
<i>Decision</i>	NA			
Motion	That the new membership application for committee membership be accepted			
<i>Moved</i>		<i>Seconded</i>		<i>Carried</i>

10. Work Health and Safety

<i>Items</i>	<i>No Items to report</i>
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11. Strategic Matters

<i>Item – PW</i>	PW stated that the last strategic plan was not on target for the MPA. focus for MPA was not addressed following MPA's original plan for the future.
<i>Decisions</i>	Committee agreed that a new plan needs to be put in place and to shelve the previous one.
<i>Actions</i>	CV to organise a date and time for a new discussion and plan to be put together

12. Other Business

<i>12.1 Item</i> <i>MMcPeake</i>	Christmas Lights and Santa Trail
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<i>Notes</i>	MMcP – online form is working. Have already received some entries. Looking good at this stage
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<i>12.3 Item</i>	DB to visit Foodland and encourage them to become a business member of MPA
<i>Notes</i>	
<i>Decisions</i>	
<i>Actions</i>	DB to follow up Membership with Foodland

13. Next Meeting – 19th October 2023

14. Meeting Closed: 9 pm

Name: Colin Vigar – Chairperson :-

Date: 19th September 2023