



**MEETING MINUTES**  
**Time: 7.00pm / Lion's Den**  
**19<sup>th</sup> October 2023**

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

**1. PRESENT:**

Colin Vigar (CV)	Pat Williamson (PW)	Amanda McCormick (AMcC)
Bev Forgan (BF) Min Taker	Darryl Brooks (DB) via phone	Carol Carini (CC)
Mandy McPeake (MMcP)	Neil Warhurst (NW) Vice Chair	
Tracey Phyland (TP)	Tracy Wandel (TW) Treasurer	

**2. APOLOGIES:**


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 21 <sup>st</sup> September 2023 be accepted as a true and accurate record.			
<i>Notes</i>	No comments made			
<i>Moved</i>	<i>PW</i>	<i>Seconded</i>	<i>DB</i>	<i>CARRIED</i>



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**4.4 Business arising from Previous Minutes**

<b>4.4.1</b>	
<b>Item – BF</b>	Mobile Phone Purchases
<b>Notes</b>	On Hold
<b>Decisions</b>	Will purchase the second Mobile phone closer to when required.
<b>Actions</b>	BF to hold off until a second Mobile phone is required.

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

<b>4.4.3</b>	
<b>Item – PW</b>	Waiver for Christmas Floats – PW Waiting on a Quote from the Insurance Company
<b>Notes</b>	
<b>Decisions</b>	Waiting for approx. 25.10.23 renewal date 31.10.23 – there may be a need to update with the insurer.
<b>Actions</b>	Will decide closer to the renewal date

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



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<i>Actions</i>	Waiting on DB to get back re a driver
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<b>4.4.5</b> <i>Item – PW + Committee</i>	Mannum In Motion 2025 (Leave on the Agenda)
<i>Notes</i>	
<i>Decisions</i>	On hold at this stage
<i>Actions</i>	

<b>4.4.6</b> <i>Item - CC</i>	New signature for emails - CC to send the new logo to BF and add to emails
<i>Notes</i>	
<i>Decisions</i>	
<i>Actions</i>	<ul style="list-style-type: none"> <li>• CC to send the new logo to BF and add to emails.</li> <li>• BF to organise the set up</li> </ul>

<b>4.4.7</b> <i>Item PW</i>	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>Notes</i>	
<i>Decisions</i>	
<i>Actions</i>	PW to organise the meeting



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<b>4.4.8</b>	That MPA Committee decides on a formal strategic plan for the Association by determining a set of expectations and a timeframe to achieve same.
<i>Notes</i>	<b>Action:</b> Quick questionnaire from each committee member and send back to secretary. All questions to be discussed at the next meeting.
<i>Decisions</i>	
<i>Actions</i>	

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

<i>Motion</i>	<i>That all <b>inward</b> correspondence be received, and that <b>outward</b> correspondence be accepted.</i>			
<i>Moved</i>	<i>DB</i>	<i>Seconded</i>	<i>CC</i>	<i>CARRIED</i>

**6. Reports**

<b>6.1 Item - CV</b>	<b>Chairperson's Report</b>			
<i>Notes</i>	<b>MPA CHAIRPERSON REPORT SEPTEMBER 2023</b> <b>Refer to AGM report</b>			
<i>Motion</i>	<i>That the Chairpersons report be accepted.</i>			
<i>Moved</i>	<i>CV</i>	<i>Seconded</i>	<i>DB</i>	<i>CARRIED</i>

<b>6.2 Item - BF</b>	<b>Treasurers Report – Tracy Wandel</b>			
<i>Notes</i>	TW provided an update of the current financial status – statements provided. Refer to AGM report			
<i>Motion</i>	<i>That the Treasurer's report be accepted as true and correct.</i>			



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<i>Moved</i>	<i>TW</i>	<i>Seconded</i>	<i>BF</i>	<i>CARRIED</i>
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<b>6.3 Item - PW</b>	<b><i>Grants / Fundraising Report</i></b>			
<i>Notes</i>				
<i>Action</i>	Further report to be submitted at Nov Meeting			
<i>Motion</i>	That the <i>Grants / Fundraising Report</i> be accepted as true and correct			
<i>Moved</i>		<i>Seconded</i>		<i>CARRIED</i>

<b>6.4 Item - CC</b>	<b><i>Christmas Pageant – Sub Committee Report</i></b>			
<i>Notes</i>	<ul style="list-style-type: none"> <li>• Wednesday Oct 11th Sub Committee Meeting (carol c, colin v, pat w, gus b)</li> <li>• We talked about our progress on booking floats, entertainment, and stalls.</li> <li>• Our float bookings are about 35 with more to book.</li> <li>• We have booked multiple kids entertainment and one static band so far.</li> <li>• We are on track to have everything finalised by Progress Meeting Nov 16th meeting.</li> </ul>			
<i>Action</i>	<ul style="list-style-type: none"> <li>• Committee has approved a spend of \$4K on Pageant - CC to manage the spend</li> <li>• CC to provide an update at the November meeting.</li> <li>• IGA Leading the pageant.</li> <li>• Letter to be sent to IGA for \$5000 donation towards the Christmas Pageant</li> </ul>			
<i>Motion</i>	That the <i>Christmas Pageant Sub Committee report</i> be accepted as true and correct.			
<i>Moved</i>	<i>CC</i>	<i>Seconded</i>	<i>DB</i>	<i>CARRIED</i>



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<b>6.5 Item - MMcP</b>	<b>Council Rep Report</b>
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MMcP Provided a summary report from the MMC

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

**7. New Business**

<b>7.1</b>	<b>Matters for discussion - CV</b>			
<b>Notes</b>	Each committee member to organise 1 volunteer for pageant and Truck & Ute show.			

<b>7.2</b>	<b>Matters for Discussion - CV</b>			
<b>Notes</b>	Grant Application from History Group – Christine Denman (refer to incoming Correspondence)			
<b>Outcome</b>	PW to write a letter to Christine Denman			
<i>Moved</i>	<i>DB</i>	<i>Seconded</i>	<i>TP</i>	<i>CARRIED</i>

<b>7.3</b>	<b>Matters for Discussion - MMcPeake</b>			
<b>Notes</b>	The Acknowledgement of Country			
<b>Outcome</b>	On Hold Until Next Meeting in November			
<i>Moved</i>		<i>Seconded</i>		<i>CARRIED</i>

<b>7.4</b>	<b>Matters for Noting - BF</b>			
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<b>1</b>	<ul style="list-style-type: none"> <li>• Next Mannum Mag Article for November and Christmas Holiday MMAG.</li> <li>• No Mannum Mag is produced for January.</li> <li>• First MMAG for 2024 is in Feb. This means that the first article needs to be sent to the editor in January 2024</li> </ul>
<b>Actions</b>	<p>AMcC – November MMAG Christmas Pageant</p> <p>Christmas &amp; New Year – CC and AMcC to work on together</p>

<b>7.5</b>	<b>Matters for Noting</b>
<b>1</b>	NYE Fireworks – CV has spoken to Brad (Pretoria) fireworks now approved to go ahead
<b>2</b>	Management and Residents of Murray Park donated \$3000 towards the NYE Fireworks
<b>Actions</b>	N/A

<b>7.6</b>	<b>Matters for Noting</b>
<b>1</b>	Shipping Container
<b>Actions</b>	Shipping Container has now been painted by Dan Swalloo

**8. New Committee Membership Applications**

<i>Item</i>	No Applications
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<i>Decisions</i>	NA			
<i>Actions</i>	NA			
<b>Motion</b>	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			
<b>Motion</b>	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**





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<b>12.1 Item</b> <b>MMcPeake</b>	Christmas Lights and Santa Trail
<i>Notes</i>	MMcP putting together the map

<b>12.2 Item</b>	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 – 16<sup>th</sup> November 2023**

**14. Meeting Closed: 9 pm**

Name: Colin Vigar – Chairperson: -

Date: 16<sup>th</sup> November 2023