

**Milang and District Community Association Inc**  
**Board Meeting, Ace Space, MOSHCC**  
**Monday 18<sup>th</sup> June, 2018 at 4.00 pm**  
**Minutes**

**1. Compulsory Issues**

- 1.1 Conflict of Interest:** Nil
- 1.2 WHS:** Fiona reported there had been a couple of incidents brought up at WH&S meeting. These will be addressed at the next meeting.
- 1.3 Complaints:** Nil
- 1.4 Apologies:** Pamela Francis, Glen McKenzie

Welcome was extended to John Whyte who is joining the Board as Treasurer

**Present:** President Katherine Stanley Murray, Vice President Peter MacGregor, Don McInnes, Finance Officer Shannon Granger, Gerry Suisted, CEO Fiona Pitcairn, June Dolling, Bryce Clark, John White, Secretary Barbara MacGregor,

Before the actual Minuted Board Meeting commenced, attendees had a debrief from the recent community information meeting which was held in the 5<sup>th</sup> June. The Board and CEO were disheartened at the inappropriate and vitriolic outpouring by a couple of local residents at this meeting. Fiona Pitcairn requested that the Board give her permission to address this by a statement in the next Community News. Peter MacGregor suggested that the MADCA Board and CEO should be complicit in the statement.

Bryce Clark had not attended the meeting on the 5<sup>th</sup> June and wanted to abstain from being involved with the Board on this matter. Which is duly recorded here.

*Action: Katherine Stanley Murray, Fiona Pitcairn and Peter MacGregor will work together to write the statement to go into Community News.*

**2. Minutes from Previous Meeting 21<sup>st</sup> May, 2018**

Minutes of Meeting were previously circulated to Board Members.

Three small amendments to spelling were made on the Board Minutes and Peter MacGregor then moved that the Minutes be accepted.

**Seconded:** June Dolling

**Carried**

**3. Treasurers Report**

**3.1 Profit and Loss / Balance Sheet**

Both Profit and Loss and Balance Sheets were previously circulated.

Shannon Granger **moved** that the Financial report be accepted.

**Seconded:** Don McInnes

**Carried**

**3.2 Grant Applications**

Fiona discussed the grant applications that are currently in place. The Mosaic grant has been denied in the first instance but will now go to Council meeting in a second round

3 grants have been signed by Board Members and they will be sent off shortly.

Fiona will be looking at Grant SA for updating infrastructure in new financial year – and looking at updating a community vehicle (car or bus).

#### **4. Business arising**

##### **4.1 Community News**

John Whyte who is one of the group of 3 taking over the Community News stated that the date has been forwarded and they will be taking over from now for the July Community News. John mentioned that there will be a "Business of the Month" award and the first award will go to OASIS.

As discussed at the previous Board Meeting a 30<sup>th</sup> Birthday Celebration needs to be organized.

*Action: Fiona will work on this.*

##### **4.2 Pump House update and lease agreement**

The signed lease has been sent back by Council and was tabled at the meeting. There is still some concern about the potential dangerous surroundings.

*Action: Katherine said she will contact them again regarding lease terms and fixing of dangerous surroundings.*

Katherine looked through the lease and informed Board that we will have to apply to Council for Rate rebates. It was decided to apply for 100% rate rebate.

*Action: Katherine will look into this and complete and send the appropriate form to Council.*

Also noted was the matter of insurance for the building.

*Action: Fiona stated that all MADCA insurances will need to be updated in 2 weeks and the Pump House will be included – a valuation will need to be made first.*

Who to care for the garden area around the Pump House was discussed –

*Action: Katherine will contact Council concerning this issue.*

As previously discussed the Board wanted the Pump House to be used for Youth Activities.

*Action: Shannon Granger will bring this up with students and teachers at Milang School. New youth liaison worker – Barbie Cakebread and local youths to be invited to a future meeting also.*

##### **4.3 Community Meeting / Adaptive Leadership**

Having had problems with holding a community meeting at the Bowling Club due to winter closure. Fiona had approached the Football Club to hold a meeting – they meet on Saturday evening but reports of a low attendance were discussed within the Board. Because of this, and the urgent timeline to complete the meeting to then hold a third Adaptive Leadership course, the Board decided not to carry on with this plan.

Peter MacGregor suggested that a better way of informing residents could be through a PO box drop / community news page of a trifold leaflet explaining MADCA and its roles.

*Action: Fiona said she had already half developed this idea and would now work on this information and send out to Board members as soon as possible.*

Also discussed and to be put on Agenda for next meeting was the matter of MADCA/ MOSHCC branding and possible changes.

*Action: Barbara to put on agenda for next meeting.*

##### **4.4 Treasurer Position**

As stated previously John Whyte has formally agreed to take on the Treasurer position on the MADCA Board. This item to be taken off agenda.

#### **4.5 Trailer relocation**

Tony George from Shoreline still organizing this. Costs for trailer hire to be set and reception staff at MOSHCC to be updated when all completed. Leave on agenda.

#### **4.6 Taillem Bend Motor Sport**

No further action has been taken at this stage.

#### **4.7 GP Clinic**

The clinic are interested in using the Butter Factory Cottage for this purpose. Extra sound proofing between rooms for privacy issues and disabled access will also be needed.

*Action: Fiona will invite interested parties to attend our next meeting in July.*

The Butter Factory Sub committee will also need to be involved as the use of building information will need to be changed with Council. It was decided that community consultation is necessary before any changes are decided.

#### **4.8 Adaptive Leadership**

As discussed in 4.3 the Board decided not to continue on with Adaptive Leadership. This item to be taken off agenda.

#### **4.9 Corella Situation**

Gerry has had conflicting advice concerning culling of corellas. ~~He is also waiting on paperwork from Natural Resource Strathalbyn and report back next meeting.~~

#### **4.10 Creche Governance Building Proposal**

This has been completed. Item to be taken off agenda.

#### **4.11 Council Representation on MADCA Board**

Fiona reported that as Council reps meet on Monday evenings it was proving very difficult for any to attend MADCA meetings. It was decided to leave as is for the time being. This item to be taken off agenda.

#### **4.12 Milang Library /Alexandrina Council**

Nothing further to be done at this stage. This item to be kept on agenda.

#### **4.13 Belvidere Junction**

Dept Transport have ruled this area as a T junction and in accordance no additional signage is needed. This item to be taken off agenda.

#### **4.14 Australian Business Register**

This matter is being dealt with. This item to be kept on agenda.

#### **4.15 Foreshore Plan / Common**

Barbara reported that the Council have been very prompt in repairing and fixing the rope around Common.

Foreshore Plan still ongoing.

#### **4.16 Hotel Closure / Defibrillator**

The hotel building is under repair and change of Management – possibly be another 6-8 weeks before all is ready. The defibrillator is reportedly stored with other Hotel equipment. The

Minimart was suggested as a substitute area for this to be kept. Of note is the Milang School are now in possession of a defibrillator.

## **5. Correspondence**

### **5.1 Elaine Bell sent email resigning from Board due to ill health.**

*Action: Katherine will send acknowledgement card to Elaine and wish her well.*

Of note is that Elaine organized memorials for Anzac Day in April and Remembrance Day in November. It was suggested that maybe Steven Bell could be approached to take over this role.

*Action: Katherine will contact Steven.*

Fiona reported that Rod Lovell has been in contact regarding 25-30 members from historical society attending the Remembrance Day ceremony – possibility of Tractors being displayed.

*Action: Bryce Clark said he had heard different plans and would get back to MADCA with more updated information.*

### **5.2 Email from Karyn Bradford informing Board that the Mosaic grant had been turned down but was waiting to hear from second round through Council. Country Arts have given extension on timeline.**

### **5.3 Email from Peter Cookson re invite to community meeting 5<sup>th</sup> June was previously circulated. As was return email from Peter MacGregor who was concerned about being accused by Peter Cookson of illegal procedures within MADCA.**

*Action: Fiona will discuss said emails and situation with Peter MacGregor. Emails to be sent out to Board members and discussed at next meeting. To be put on agenda.*

## **6. Reports**

### **6. EO's report**

Fiona Pitcairn previously circulated her EO report and summary to MADCA and moved that the Board accept her report.

**Seconded:** Peter MacGregor

**Carried**

### **6.2 Meals on Wheels**

Pamela working alongside new co-ordinator - Anne Marie. Pamela absent from meeting due to medical procedure. A report on MOW to be forwarded in time for July meeting.

### **6.3 Institute Report**

No current report. Concern over lack of cleanliness was report from Katherine on behalf of Red Cross (who recently catered for a funeral at Institute). Also a problem with new dishwasher being clogged. John Toschach has also reported that Council need to do a better job cleaning toilets and keeping a record of when they are cleaned. Barbara mentioned that the vacuum cleaner attachments were broken / taped together and not working well.

*Action: Fiona will look into these problems and follow up. Stuart Jones is currently updating the hire forms – to highlight cleaning of Institute after use. This matter to be kept on agenda.*

#### **6.4 Butter Factory Report**

Previous Minutes from Butter Factory circulated and attached to Board's paperwork. Steering Committees doing a good job but there is concern over health of Mike and Carole Linscott. Pamela will be leaving area and no longer on committee. Alice resigned from position of secretary and Karyn Bradford requesting 2 month leave from committee.

*Action: Risks and how to manage this –*

*Leave as is but be aware that changes may occur.*

*Reassure Butter Factory committee that we can help out if necessary.*

*On agenda for next meeting – ongoing management and work out guidelines for changes if necessary.*

#### **6.5 Anzac Day**

As previously stated in item 5.1 Elaine Bell has resigned from position on Board and Katherine will contact Steven Bell re Remembrance Day Ceremony.

*Action: Katherine to follow up re: Stone Mason as stated in last Minutes.*

### **7. New Business**

#### **7.1 Date of AGM to be organized**

As Katherine already reported being away for all of August, the Board discussed dates for Board meeting late July -so as to keep within Constitutional guidelines.

John Whyte moved that the 30<sup>th</sup> July be tentatively set for AGM: account books have to be audited and reported back by accountant before the meeting.

*Action: Fiona will contact Accountant, Richard Dean ASAP to organize this if possible.*

June Dolling requested that notice of AGM to be put in Southern Argus and Courier as well as Milang Community News. This to be done two weeks prior to the meeting as legally required.

*Action: Fiona will contact papers as soon as she can confirm the date of AGM.*

Fiona also suggested that a different accountant be organized for 2019 as Richard has done MADCA books for the past 3 years. John Whyte **moved** that this occur.

**Seconded:** Peter MacGregor.

**Carried**

#### **7.2 Independent Workplace Inquiry Services**

Because of concern for staff/volunteers and Board members after June 5<sup>th</sup> community meeting Fiona had consulted with a private company for workplace negotiation /conflict negotiation if necessary. Documentation was attached to Board paperwork for meeting and previously circulated. Colleen White from Growing Life Connections had also offered her services as Conflict Resolution Mediator.

After discussion and consultation, the Board decided that at this time everything was settling down and it didn't seem necessary to take up either option.

#### **7.3 Draft Organisational Chart**

The chart has been updated due to staffing and duty changes and Fiona tabled this document. Peter MacGregor **moved** that the Board approve this document.

**Seconded:** Gerry Suisted

**Carried.**

#### **7.4 Complaints Register**

Fiona tabled a new register for Complaints. This will be given to Board for each meeting.

#### **7.5 Nursery Lease at MEC**

Due to time constraints this item was deferred to next meeting.

### **8. Any Other Business**

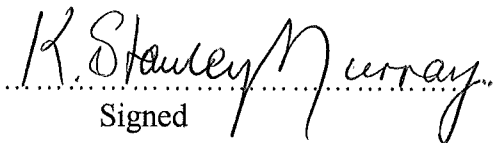
#### **8.1 Volunteer Meeting**

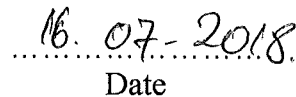
June Dolling requested a Volunteer discussion meeting be set up- inviting all volunteers from all areas to attend.

*Action: Fiona will discuss with Bernie, Volunteer Co-ordinator.*

**The next MADCA meeting will be held at Ace Space, MOSHCC**

**On Monday 16<sup>th</sup> July 2018 at 4.00 pm.**

  
Signed

  
Date

**AGM to be held on Monday 20<sup>th</sup> August, 2018  
7.30 pm in the Milang Institute**