

**Milang and District Community Association Inc**  
**Board Meeting – Ace Space**  
**Monday 10<sup>th</sup> September at 4.00 pm**  
**Minutes**

In Attendance: Peter MacGregor, Barbara MacGregor, Don McInnes, Glen McKenzie, Alex Stone, Robyn Shearer, John Williams  
Apologies: Katherine Stanley-Murray, Pamela Francis, Fiona Pitcairn CEO, Shannon Granger Finance Officer.

**1. Compulsory Issues**

- 1.1 Conflict of Interest  
None noted or identified
- 1.2 WHS  
None noted or identified
- 1.3 Complaint Register  
No new issues recorded

Welcome to new Committee members: Alex Stone, Robyn Shearer. John Williams in attendance as a guest.

**2. Minutes from Previous Meeting 16<sup>th</sup> July, 2018**

*No comment understood from Minutes*

**3. Treasurer's Report / Finance**

- 3.1 Profit and Loss Statement
- 3.2 Balance Sheet
- 3.3 Grant Applications / Status – To be advised as Fiona on leave
- 3.4 Budget for 2018/2019 – To be advised as Fiona on leave

SG  
SG

*No comment understood from Minutes*

**4. Business arising**

- 4.1 Trailer relocation /hire for community
- 4.2 GP Clinic / informing public, interest, working party  
look at policeman lives at side  
Council – they are waiting on Doctor Rooms or Café advise  
**Discussion:** cost of a prefabricated building on site down the side street. It would be a whole and complete building. Alternative a prefab building at the Institute – Council owns that land, however, MADCA lease the Institute. Agreed to defer and think about alternative options.  
**TASK:** Investigate how much the cost for renovations will be  
Council to realign the road. Car parks – sufficient for purpose?  
**CONCERNS:** Accreditation regarding access to building and electrical accreditation

**No decision – more information on costs. Potential to apply for more grants.**

**Further conversation re the Manager's Cottage**

Water tank (no other Minuted notes)

*Defer to next meeting*

Doctor's Rooms – look at other buildings

Suited for that functions

People want doctor's surgery

Consider change or demolish

Another building to be considered which would suit the general look of the area

Car parking options / problems

Consider alternatives

*Defer to next meeting*

- |      |                                                                                                                                                                                                                         |       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 4.3  | Foreshore Plan<br><i>Defer to next meeting</i>                                                                                                                                                                          | KSM   |
| 4.4  | Nursery Lease at MEC (forwarded from previous meeting)<br><i>Defer to next meeting</i>                                                                                                                                  | FP    |
| 4.5  | Honorarium payment (for Board approval)<br><i>Defer to next meeting</i>                                                                                                                                                 | FP    |
| 4.6  | CEO Annual Performance Review<br><i>Defer to next meeting</i>                                                                                                                                                           | FP    |
| 4.7  | MADCA Board Calendar for planning and community involvement<br><i>Defer to next meeting – Barb and Fiona to discuss</i>                                                                                                 | FP/BM |
| 4.8  | Lakes Hub – continuation or formal closure<br>Glen advised he is still working on the current newsletter. He also advised that things could be happening in the near future. <i>To be discussed at the next meeting</i> | FP    |
| 4.9  | Application for charitable status – seeking Board approval to research options<br><br>Glen McKenzie MOVED Approval to research options<br>SECONDED Alex Stone<br>CARRIED                                                | FP    |
| 4.10 | Added – people in the front office<br>Small 600 mm lead, different pin<br>This is in reference to new cabling at reception.                                                                                             |       |
| 4.11 | Added – Defibrillator at Caravan Park<br>Conversation regarding location of the defibrillator at The Pier Hotel                                                                                                         |       |
- 5. Correspondence**
- |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 5.1 | Proposed dates and times of MADCA Committee meetings<br>Agreed second Monday of the Month still suits. Agreed 3 pm start.<br><i>John Williams apology for next meeting</i><br>Leave any Public Holiday rescheduling until next year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | KSM |
| 5.2 | Butter Factory Matters from Carole Linscott<br>General conversation refers to general unease all round. Recommendation to pay an accountant to be the Treasurer. Conversation regarding staff being paid hours from Grant. Unsure if this is in kind or not. Reported that Shannon (Finance Officer) has replied to Carole enquiry twice that the charges are suitable. Other conversation regarding the Constitution that the BF is responsible for its own Treasurer and the overall accounts are their control.<br>Alex Stone MOVED That an outside person to do the audited accounts<br>SECONDED – no seconded noted<br>Additional Comments: Fees not explained.<br><i>From here the Minutes are more difficult to understand. The tone suggests that there is frustration being voiced.</i><br><br><i>General recollections of the meeting suggest this is where Peter MacGregor left stating he was resigning as Vice-President, followed by Gerry Suisted who stated the same. Barbara MacGregor left shortly after however it is unclear if she actually stated that she resigned or not. Indications suggest that the time was between 5.15 – 5.30 pm</i> |     |
| 5.3 | Resignation of Mike Linscott, Chair of Butter Factory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| 5.4 | to Andrew Klenke (Architect Butter Factory) from Fiona Pitcairn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
| 5.5 | Governance Training from Carol Gaston                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| 5.6 | Resignation from Committee and Treasurer Position John Whyte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 5.7 | Business Development Officer appointment – David Furniss                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 5.8 | Butter Factory – removal of temporary builders fence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |

- 5.9 Peter Lucas regarding Road Signs
- 6.10 Peter Cookson re AGM
- 6.11 Reply to Katherine re Peter Cookson letter
- 6.12 RSL re Milang memorial
- 6.13 Colleen White regarding grant

**6. Reports**

- 6.1 EO's report FP
- 6.2 Meals on Wheels PF
- 6.3 Institute Report
- 6.4 Butter Factory
- 6.5 Remembrance Day KSM

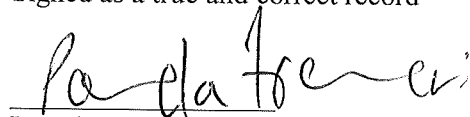
**7. New Business**

- 7.1 Changes to Constitution re: removing postcode of 5256 and to include all areas around Milang
- 7.2 Dates for MADCA committee "general meetings"
- 7.3 Project Manager for Butter Factory Lal Verran PM
- 7.4 Clear direction for CEO
- 7.5 Name plates
- 7.6 Investigation of financial affairs suggested by Alex Stone
- 7.7 Information from committee members for Secretary

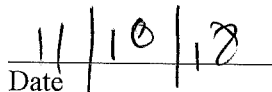
**8. AOB**

8.1

Signed as a true and correct record



Pamela Francis  
Acting President

  
Date

