

**Milang and District Community Association Inc**  
**Monday 24<sup>th</sup> September 2018**  
**Meeting – Milang Community Centre, ACE Space, 6 pm**  
**Minutes**

Pamela Francis nominated by Alex Stone as Acting President, SECONDED Glen McKenzie. Pamela accepted this nomination.

In Attendance: Alex Stone, Robyn Shearer, Shannon Granger, Pamela Francis, Glen McKenzie, Don McInnes, Fiona Pitcairn CEO (Minute Secretary), David Furniss BDO

Apologies: No apologies

Pamela welcomed everyone to the meeting. She asked that Fiona provide all members a copy of the induction kit. Fiona will make an appointment for all to go through the induction kit. **ACTION FP**  
Pamela outlined the purpose of the induction kit.

**1. Compulsory Issues**

- 1.1 Conflict of Interest  
None disclosed
- 1.2 WHS  
None identified
- 1.3 Complaint Register  
Nothing registered – FP advised that this is not brought to the meetings, however that all complaints or feedback are registered and tabled at the meeting for further conversation.

**2. Minutes from Previous Meeting**

Pamela asked for those in attendance to recall final conversation. From the meeting held on 10<sup>th</sup> September. Alex remembered that he read the motion with regard to what he feels about the finances and this is where Robyn remembered this is where the committee meeting disintegrated. Alex Stone discussed his reasoning behind this. David advised his impression that we have capable finances officer with Shannon. He clarified his understanding of some gaps in the finances to provide more information and the format in which they are provided. There is opportunity for improvement and this can be done in an appropriate manner via the committee. Discussion regarding not having finance conversation at the committee.  
AS proposed that we have a General Meeting in November and that we set the date now.

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

- 3.1 Profit and Loss Statement SG
- 3.2 Balance Sheet SG
- 3.3 Grant Applications / Status FP  
Fiona advised the only Grant outstanding was the SA Grant for replacement community vehicle. This was approved at the June meeting.
- 3.4 Budget for 2018/2019 – to be discussed – John Whyte (former Treasurer) was preparing documents Shannon spoke to the documents and explained the finances. These figures report to the end August. End of quarter mean that funds are very tight. In addition Shannon mentioned the current overdraft of \$25,000. Discussion regarding funds, MADCA loaned to the Butter Factory from surplus funds. David advised that we are not in trouble, however, funds are tight and we must keep a close eye on finances. Pamela will endeavour to ensure the terminology at the November meeting is clear and correct. Shannon clarified the Butter Factory funds.  
Alex commented on the MCN advertising. One client has recently had an increase in their advertising.

Carole Linscott letter comments – wages from Butter Factory expenses. List wages as an in-kind expense and change the way it is currently being reported to ensure that there is no misunderstanding. Pamela to ensure that the Sub-Committee by-law is available and enacted. Discussion around the regularity of the Butter Factory Sub-Committee.  
Don McInnes MOVED the finance report BE ADOPTED

SECOND Alex Stone

All in favour. CARRIED

**ACTION: FP to table at the October meeting the current MCN Business Plan for information.**

**FP to take to the new community news an increase in clients advertising rates**

**SG to project to mid October to ensure that our budget is appropriate to pay our accounts.**

#### 4. Business arising

- 4.1 CEO Contract FP  
Discussed and 2 copies of letter of extension signed by the entire committee
- 4.2 Resignations from President, Vice-President, Secretary FP  
Resignations tabled and accepted.  
**ACTION: Letter of appreciation to each individual to be prepared by FP for PF to sign before being sent out.**
- 4.2 CSSP Requirements – Child Care documentation from new committee FP  
The requirements discussed and understood.  
**ACTION :All committee will make an appointment to see Stuart this week to make an time to complete online documentation.**
- 4.2 Trailer relocation /hire for community FP  
Previous discussed and agreed
- 4.3 GP Clinic / informing public, interest, working party  
Discussed options regarding renting another option for GP premises. Should we consider renting another property in town. It was agreed that a clinic in town would be good.  
**ACTION: FP to initiate conversation with Summit Health to find out clear commitment from them and what MADCA can do to encourage the health clinic into town**
- 4.4 Foreshore Plan – Council update FP  
Fiona advised that the foreshore actin plan will begin in the new year.  
**ACTION: FP to speak with Kathy Hayter regarding consultation with the school with regards to the foreshore planning.**
- 4.5 Nursery Lease at MEC (forwarded from previous meeting) FP  
Agreed to renew Nursery lease for another year – 2018 – 2019.  
**ACTION: FP to renew and present for signature**
- 4.6 Honorarium payment (for Board approval) FP  
Agreed for honoraria to be paid to Treasurer and Secretary only. The MCN Committee honoraria was discussed and agreed to be used as claimable expenses like mileage etc.  
Glen McKenzie MOVED that the honorarium for the Treasurer and Secretary **ONLY** be paid. No decision as to when this will be paid. **To be further discussed.**  
SECONDED Don McInnes  
CARRIED  
**ACTION: FP and DF to review and recommend to Milang Community News.**
- 4.6 CEO Annual Performance and Job Spec Review - due FP  
Meeting scheduled with Pamela and Glen on Wednesday 3 October at 10 am.
- 4.7 MADCA Board Calendar for planning and community involvement FP  
*Deferred to next meeting – conversation CEO and Secretary*
- 4.8 Lakes Hub – continuation or formal closure FP  
Glen McKenzie spoke to this. Website still active. Newsletters continuing. Glen and Faith to report back at the next MADCA meeting. Agreed to cancel phone account.  
**ACTION: Shannon to cancel phone number for Lakes Hub and other associated internet costs.**
- 4.9 Application for charitable status – seeking Board approval to research options FP  
David to research this and present to the next meeting. Discussed benefit of bequests to support Butter Factory  
**ACTION: David to research and inform at next meeting**

## 5. Correspondence

### 5.1 Proposed dates and times of MADCA meetings

Agreed to the following:

#### Committee Meetings

**Monday 8<sup>th</sup> October 2018, 3 pm ACE Space.** Publish in Community News. PF agreed for her mobile number to be provided in Milang Community News. PF to compose a public statement about what has occurred and what the Committee will be doing

**Monday 12<sup>th</sup> November 2018, 3 pm ACE Space**

**Monday 10<sup>th</sup> December 2018, 3 pm, ACE Space**

#### General Meeting

Monday 26<sup>th</sup> November, 2018. Milang Institute, 6.30 pm. Nomination forms to be available at Reception for new committee and other vacant positions.

**ACTION: FP to arrange nomination forms at Reception**

Discussion about acronym – MOSHCC. Proposal that this is not relevant now and we should be advertising Milang Community Centre. Discussion regarding branding etc to be tabled for the October meeting.

**ACTION: To be on next Agenda for conversation**

### 5.2 Butter Factory Matters from Carole Linscott

**ACTION: to be reviewed by Pamela and she will draft a letter to Carole Linscott for the committee to be reviewed by the committee.**

### 5.3 Resignation of Mike Linscott, Chair of Butter Factory

**ACTION: Fiona to arrange thank you.**

### 5.4 Email to Andrew Kleinke (Architect Butter Factory) from Fiona Pitcairn

**ACTION: Fiona to advise council there will be NO change to any plan. Fiona to check why they still require further stormwater, septic and car parking etc. Karyn Bradford may have further information regarding this if necessary.**

### 5.5 Governance Training from Carol Gaston

Discussion regarding value, time of training, content of training. Agreed we could apply for a community grant to assist with funding. Could be opened up to other community groups in town. Quoted \$400 from C Gaston. Suggestion to be proactive to providing this training.

**ACTION: FP to investigate training plan, possible dates and a second quote. Speak to Community Services SA for further quote.**

### 5.6 Resignation from Treasurer Position John Whyte

Discussion regarding outstanding finance information and research that John had undertaken (see comment at 3.4).

**ACTION: FP to send a letter of thanks to John once he has returned the outstanding finance documents**

### 5.7 Business Development Officer appointment – David Furniss

Noted and David welcomed by all staff and Committee.

### 5.8 Butter Factory – removal of temporary builders fence

OK to remove. No replacement necessary as the unsafe rainwater tank has been removed.

### 5.9 Peter Lucas regarding Road Signs

Agreed to address this with Foreshore Planning and find out more about Council's tourism plan regarding signage. MADCA could provide a letter of support for future tourism events.

**ACTION: FP to send email back to Peter Lucas recommending he speak with council re foreshore. Other signage could be discussed at this foreshore planning meeting.**

### 5.10 Peter Cookson re AGM

**ACTION: Pamela to read and review and draft a response for review with the committee.**

### 5.11 Reply to Katherine re Peter Cookson letter

**ACTION: Pamela to read and review and draft a response for review with the committee. This will be sent out.**

### 5.12 RSL re Milang memorial

Quality of stonemasonry is poor.

**ACTION: FP to respond to RSL to apologise and investigate alternative options to apply for future funding to correct.**

### 5.13 Colleen White regarding grant

**ACTION: Fiona to inform Colleen and Kelly about approval for car to be kept for their program in the event of success grant application for replacement vehicle.**

## 6. Reports

- 6.1 CEO's report FP  
Report tabled
- 6.2 Meals on Wheels PF  
Recommendation that Fiona include MOW report in her report in future.  
**ACTION: FP to ensure that MOW report is included.**
- 6.3 Institute Report FP  
Keys discussed – 5 new keys cut for additional security due to the uncertain amount of keys in the community. 1 with John Toshach, 2 with Table Tennis, 1 for loan and 1 backup.
- 6.4 Butter Factory  
Meeting reported as being quite jumbled. No Minutes received at this stage.
- 6.5 Remembrance Day  
Alex advised that he is unable to provide his services as he has commitments to Mt Barker and Blakiston.  
**ACTION: Pamela to speak with Steven Bell with regard to his arrangement for this. As per previous minutes.**

## 7. New Business

- 7.1 Changes to Constitution re: removing postcode of 5256 and to include all areas around Milang  
**To be kept on the Agenda** and discussed at a later date. And discussed by a larger group.
- 7.2 Dates for MADCA "general meetings" – discussed above at 5.1
- 7.3 Project Manager for Butter Factory Lal Verran  
**ACTION: Fiona to follow up with Peter MacGregor regarding where he got to regarding speaking with Lal Verran**
- 7.4 Investigation of financial affairs suggested by Alex Stone  
**ACTION: Updated from previous Minutes dated 10<sup>th</sup> September 2018**  
**David and Sonia to sort this out.**
- 7.5 Robyn Shearer to speak with Anne-Maree Lowe and ask her to call Pamela with regard to being co-opted to the committee. John Williams will be co-opted also. No formal AGM will occur until 2019. All committee members will be co-opted by the committee.

Pamela and Fiona to arrange a Public Statement for the Milang Community News.

The following Committee changes will occur immediately

Public Officer	Pamela Francis
Acting President	Pamela Francis
Acting Secretary	Fiona Pitcairn and delegate
Acting Vice President	vacant
Acting Treasurer	John Williams – recorded and accepted

## 8. AOB

8.1

MEETING CLOSED 9.02PM

Signed as a true and correct record



Pamela Francis  
Acting-President

11/10/18  
Date