



AGENDA

Management Committee Meeting Combined Probis Club of Castle Hill Inc.

Date: Tuesday 2nd July 2019

Venue: Castle Pines Retirement Village Castle Hill

Open meeting: 9.30am

Agenda items:

1. Attendance
2. Apologies
3. Open meeting
4. Confirmation of minutes from previous management committee meeting

Mover	
Secunder	
Vote	

5. Matters arising from minutes of previous management committee meeting

- Risk Management Forms –feedback from working group – Secretary Pat Catanach
- Risk Management forms -Record keeping - to be decided
- Implementation of Risk Management forms –Activity coordinator David Lewis to oversee
- Constitution -Secretary Pat Catanach
- Concerns/Feedback – inclusion of statement re *reputation* in attendance sheet - President Lyn Wilkes and Secretary Pat Catanach
- Website update – paper work to be followed up on registration of domain and setting up of website and emails– Past President Tony Folland
- First Aid Kits – President Lyn Wilkes purchased 3 small kits (walking group, fishing group and day tours) costing \$19.99 each and 1 large kit (for general meeting) costing \$64.99
- Wine and Cheese night – David Lewis

Mover	
Secunder	
Vote	

- **Camping and Caravans** – position still open.

6. Draft President's report

Mover	
Secunder	
Vote	

7. Secretary

- Correspondence In/Out
- Leave of absence

Mover	
Secunder	
Vote	

8. Treasurer

- Financial report
- Accounts for payment

Mover	
Secunder	
Vote	

9. Committee reports

Committee report	Coordinator
Activity groups	David Lewis
Membership and welfare	Glenys Pye
Week away tours	Colin Yates
Day Tours	Elizabeth Lessells
International tours	Tony Folland
Special events	John Michell
Property	Ralph Gosling
Guest speakers	Anne Perry
Refreshments	Helen Rose

Mover	
Secunder	
Vote	

10. Newsletter approval

Mover	
Secunder	
Vote	

11. General Business

- **Certificates of appreciation** – Helen Stafford Osborne, Les and Jill Dyball, Michelle Bruce.
Recommendation that these people be presented with a certificate in recognition of their work within the club. Print and laminate.
- **Year planner** - Vice President John Perry
- **Accident form** – Bruce Jenkin
- **Guest speaker** – contact backup

12. Next meeting: Tuesday 6th August 2019

13. Close meeting