



MINUTES

Management Committee Meeting Combined Probus Club of Castle Hill Inc.

Date: 2 May 2023

Venue: Castle Hill Tavern, 25 Victoria Rd Castle Hill, opposite Bunnings

Open meeting: 9.30am

Agenda items:

- 1. Management Committee:** Peter Wolnizer (President), Aldo Cantori, Barry Haywood, Anne Lockwood (Treasurer), John Michell, Frances Orr, John Perry, Bev Rooney (Secretary), Chris Savage, Helen Strong
- 2. Invited Attendees:**
- 3. Apologies:** Carol Evans (Vice-President), Elizabeth Lessells, Rodica Benton, Annette Watson
- 4. Confirmation of minutes of management committee meeting held on 4 April 2023**

Mover	John Michell
Seconder	Chris Savage
Motion Carried (yes/no)	Yes

5. Matters arising from minutes of management committee meeting of 4 April 2023

Action	<ul style="list-style-type: none">To note that Peter discussed the Tennis Group with Margaret Koller and the desirability of organising a social function for activity convenors with Chris Savage and several members of the Committee – outcomes reported back to the Committee by email on 14 April 2023. Decisions on both matters to be made at the forthcoming Committee meeting on 2 May.<ul style="list-style-type: none">-The committee decided that as the Tennis Group only has only 1 regular attendee- leave on Newsletter at the moment, without a club convenor.-The committee decided that Peter and Gaye will convene a social meeting to assist convenors, express appreciation for what they do and discuss the more serious aspects such as risk assessments and other forms required for outings.
---------------	---

6. President's Report (Peter Wolnizer)

It was a great pleasure to see 110 members attend our April General Meeting and ANZAC memorial celebration notwithstanding the disruptions caused by building works – with several members enjoying lunch together at the West Pennant Hills Sports Club following the meeting.

On behalf of all members, I wish to express our sincerest thanks to our Probus Club friends Chris Savage and Alan Jones for sharing some of their family experiences and the historical significance of the devastating impact of both World Wars on individual families, entire communities and nations. Their presentations were personal, insightful and moving – ‘thank you’ Chris and Alan. Our Club also expresses appreciation to Chris Bennett and Ken Walsh, return servicemen and members of Castle Hill

RSL, for conducting our ANZAC memorial service with dignified respect for those who paid the ultimate sacrifice in serving our country – including the reading of our Club’s Honour Roll. Our annual ANZAC celebration is a fitting reminder of those who selflessly served our country and of the horrors of war – ‘lest we forget’. ANZAC Day has had added significance for Gaye and me since we visited ANZAC Cove and the Gallipoli Peninsula in 2011 as has Remembrance Day following our visit to Normandy in France on D-Day 2014 and Flanders Fields in Belgium in 2019.

Many thanks to Annette Watson, Anne Lockwood and Lyn Wilkes for preparing the Floktu presentation to assist our members in registering for Club activities. We will have a Floktu Help Desk set up again during morning tea at our May General Meeting to provide individual assistance to members. If you would like a ‘hands-on’ demonstration, please bring your mobile phone, iPad or tablet with the Newsletter on it and Lyn or another helper will be pleased to lead you ‘step by step’ through the Floktu registration process.

Your committee and activity convenors would love to receive your feedback on Club life and would warmly welcome suggestions for new activities – including new destinations for tours, walks and \$2.50 days out that you and others might enjoy. We wish to make our Club ever more friendly and our activities and events increasingly appealing, accessible and enjoyable. After all, that is why we’re members of our Probus Club!

7. Secretary’s Report (Bev Rooney)

- Secretary to advise Committee of anything placed in the suggestion box- Nil at this meeting.
- Leave of Absence: Kate Turnham, Chris and Jules Savage, Barbara Miller, Margaret Koller, Tia and John Hensher, Ian and Robyn Palmer, Havelyn Bromhead, Judy Rochford, Stuart Smith
- Correspondence In: Trade Travel- email reminder of the Travel Expo at Venue: Wenty Leagues Club on Wednesday 10 May 2023; Address: 50 Smith Street, Wentworthville, NSW 2145 Time: Registration: 9.00am - Start: 9.30am, End: 3.00pm (approx.) for Bev, Rodica & Fran to attend.
- Please note that the review of stored documents has been on hold for 12 months. The situation at my village is becoming quite urgent and I can no longer store 8 years of minutes at my unit. I wish to commence reviewing small quantities of stored minutes more than 7 years old with a view to destroying them to enable me to move the minutes that I currently hold to the hall.

Actions	<p>Peter and Aldo discussed the need for keeping minutes longer than 7 years as they were only a minor issue. Aldo stated that under the stairs there were boxes of items such as the original correspondence, foundation documents, constitution, etc., that need to be trawled through by people able to discern whether it was required. Some of it is necessary legally and other documents are necessary historically. John Michell suggested that he could assist with the review as he had a long association with the club. Peter proposed a motion that Bev locate the records and retain seven years of minutes and all historical and legally required documents - with all older documents to be reviewed by John Michell and then have them digitized for upload to the website. The committee voted to support this motion.</p> <p>Barry suggested that we use a service to have the documents professionally shredded, after Helen Strong determines whether documents selected for destruction by Bev warrant destruction.</p>
----------------	--

8. Treasurer’s Report (Anne Lockwood)

Reports all sent to everyone. The bank account has been reduced by the amount of capitation fees Anne paid to Probus South Pacific. The square was use to collect \$902.00 into our CBA

account within 3 days. There is a further possibility to collect fees for square through Floktu but it increases the fees slightly. Aldo commented that we should let people get used to get used to the 'Square' option initially, before we introduce the option to book through Floktu using credit card.

Actions	The committee has decided to leave the combination booking through Floktu and Credit Card to the next meeting.
----------------	--

Sue Donnelly on behalf of Cabins and Caravans has submitted 2 dates being 21-25 August and 13-17 November for their tour of the Gerroa Region. The committee has approved both dates and awaits Sue to notify us of which dates best suit the group so that we can update the Probus Calendar.

9. Committee reports

Committee reports	Coordinator
Week away tours	Frances Orr- I have currently 12 registered for the <u>Gloucester</u> trip, 3 couples, 1 gentleman and 5 ladies. I am hoping for a further response at the May meeting as we had a lot away but it will be fine whatever. Most popular were, taking price into account: <u>Canberra</u> 3-day, 2-night tour including interesting private tours of the war memorial and other places as below AND a high tea at Parliament House. This tour can be run any time and I am suggesting perhaps early March. This will need to be set in concrete by November meeting. The cost will be \$800 for 25 passengers, \$735 for 30 passengers & \$690 for 35 passengers. Fran was given permission to look further into <u>On Course Berry Celtic Festival</u> , also a 3-day tour, a gathering of the clans with a spectacular parade and nonstop action. Accommodation at the Sebel at Kiama & includes Fitzroy Falls, Kangaroo Valley, Berrima, Gerringong & Gerroa. This was end of May last year and cost \$885. Fran's aim is for the 2 smaller tours in the first half of the year and a bigger one if accepted later in the year. There are several Qld tours which I would like to present later in the year when itineraries are out for 2024 and maybe Tasmania for expressions of interest.
Special events	John Michell-Christmas in July at the Fiddler-Thursday, July 20 at a cost of \$65. Entertainer is Vanessa Powell. Also coming up is Crazy Whist on Wednesday, September 13. John will commence costing for Christmas Party now.
International tours	Rodica Benton- The cruise to Hawaii will not be going ahead due to very low numbers of interested members. Rodica is awaiting information from other travel agents to enable her to put other tours forward such as a tour of Sri Lanka from Trade Travel.
Day Tours	Elizabeth Lessells- <u>April</u> : We have the Bathurst trip; <u>May</u> : Clarendon Races <u>June</u> : The International Airport. <u>July</u> - Elizabeth is exploring a visit to the Police Museum at Circular Quay.
Activity groups	Chris Savage-Robert Cochrane – Lawn Bowls - will be 26th May and 9th June at 9am at Castle Hill Bowling Club. Wine & Cheese-4 August at the Perry's, Walk on 19 May at Circular Quay, Heritage & History booked to go to the Female Factory, Fortuna Gardens-11 May, Movie Group is functioning.
Membership and welfare	Helen Strong-167 members now. One guest will attend, being Livia Wong. Helen is following up with Anne to correct any anomalies. Anne has paid Capitation fees for 121 members who have paid. Further adjustments to continue. Non active membership was bought up in relationship to Robyn

	Jenkin request. Peter requested that this matter be left on hold until the next meeting.
Guest Speakers	Barry Haywood-In <u>May</u> we have a Presentation from Dilini Manthilaka Health Promotion Officer Macular Disease Foundation. In <u>June</u> we have a Presentation from Mark Robinson MBA, BSc. Econ, authorised Representative of Finsura Limited specialising in Retirement Aged Care and estate Planning Advice. In <u>July</u> -negotiations taking place for a talk on Zimbabwe. Barry also personally thanked Chris Savage for his family contribution to the Anzac Ceremony
Property	John Perry
Actions	N/A

10. Acceptance of Reports

Mover acceptance of all reports	Bev Rooney
Secunder	John Michell
Motion carried (yes/no)	Yes

11. Inductions

Actions	Nil
----------------	-----

12. Newsletter

- Approval of draft newsletter

Actions	Changes to the draft were discussed & approved by the committee.
----------------	--

13. 2022 Yearly Planner (John Perry)

Actions	Note the updated calendar as of 23 March 2023 circulated by John Perry.
----------------	---

14. Web Site

Actions	Peter has suggested that we engage a Web Designer to make suggestions about the redesign & update of the web page. It is our responsibility to keep the content up to date. We are currently only paying for web hosting. This will be left as an action to be reviewed for the next meeting by Aldo.
----------------	--

15. General Business

The following items of general business are carried forward from the Committee meeting held on 4 April 2023:

- Member feedback on each of the vacant positions including plans for moving forward in the absence of any nominations. Aldo moved that we disband the Craft group & the Heritage & History group. John Michell seconded the motion. The committee passed this motion. This will be announced at the nest meeting.
- Member feedback concerning time allocations in General Meetings and the presentation of activity convenor and coordinator reports. The committee discussed this topic & decided that the time allocation of the meetings should change to 10-10.45 am to allow for more time to showcase their activities, 30 minutes for morning tea, 45 minutes for our guest speaker. The AGM next year will have a guest speaker from June.
- Protocols for inducting, welcoming and nurturing new members - **On hold till June meeting.**

- Digitisation of historical agendas and minutes of Committee and General Meetings – this item was dealt with under the secretarial report.
- Uploading of Role and Responsibilities outlines and protocols for future revisions. Aldo has previously reviewed & sent these documents to Allan to upload; Aldo also forwarded these to all of the appropriate officers. Aldo will chat to Allan to ascertain whether the upload occurred.
- Ensuring that our Risk Assessment process is undertaken for all activities and process for storing the assessments. Aldo stated that although the Risk Assessment forms looked overwhelming, there is a standard Pro-forma & sample, for Insurance purposes. Aldo & Peter are willing to send an email containing the specific risk assessment information to each coordinator prior to the social meeting hosted by Peter & Gaye.
- Chris referred to Meeting Reports – Anne will send reminders to coordinators for the June Newsletter.

New items of general business:

- Robin Jenkin’s request to be placed on the ‘Non-active Membership List’ pursuant to Clause 3(c)(iii) of our Constitution – as advised by email on 18 April 2023. Peter would us to discontinue this Non-active Membership list and Bev to convey to Robyn; that while our Constitution has such a provision, Probus South Pacific changed the rules & does not recognise this category & requires the member to pay to be a full member.
- Inclusion of Annette Watson as Newsletter Editor on the Club’s Committee. Hitherto, Annette has preferred to just attend Committee meetings, but I am pleased that she has now indicated that she would like to join the Managing Committee. The *Probus Club Handbook* suggests that the ‘Newsletter Officer’ should be a member of the Managing Committee, but our Club’s Constitution does not. Standing Order No. 2 of our Constitution provides for a maximum of eight members on the Managing Committee in addition to specified officer holders, including the Immediate Past President. Because we have the maximum number of members on our Managing Committee, the Committee must recommend an amendment to the Standing Order to a General Meeting for approval. John Michell stated that we should put a motion before the General Meeting. Aldo moved to amend the standing order to increase the size of the Committee to include the Newsletter Editor. Barry seconded the motion. Aldo will prepare and move the motion for Peter to present at the next General Meeting.
- Anne & Peter discussed a Pro-forma document for Activity convenors to send to Chris prior to meetings. This will prevent the Ad-Hoc nature of reports for activities. The committee agreed with this suggestion.
- Name Tags - There has been a complaint re the size of the print. This will not be amended.
- Aldo will be away in June & July and will be passing the defibrillator to John Perry for those attending the International Airport Tour to take on the bus.

Actions	Review of stored documents for destruction of old. Action assigned to Aldo and Anne Lockwood – action outstanding.
----------------	--

16. Meeting Close: 11.40

17. Next meeting:

Tuesday, 6 June 2023, at Castle Hill Tavern at 9.30am

Castle Hill Tavern.