



## Agenda

### Management Committee Meeting

### Combined Probis Club of Castle Hill Inc.

**Date:** 2 August 2022

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

## Open meeting: 9.30am

### Extra Ordinary General Statement John Perry

Prior to commencing the following general agenda items, John Perry stated that Aldo came through 10.5-hour keyhole surgery well & all messages to him are being fielded by his Personal Assistant. His anticipated return is late September.

Aldo decided that John Perry, although he holds no official position, will take the reins, due to Celia Kerr's resignation from the Vice President role effective 2/8/2022. This was due to Celia accepting a consultancy role before being aware of Aldo's illness. It is now urgent that the Club find a Vice President to take over the Presidency role next year.

The Committee members will have to take into account that John Perry is undergoing medical tests which may impact on his availability in future.

#### Agenda items:

- 1. Management Committee:** Celia Kerr, Bev Rooney, Chris Savage, Colin Yates, Anne Lockwood, John Michell, Glenys Pye, Elizabeth Lessells, Barry Haywood, John Perry, Glenys Pye
- 2. Invited Attendees:**
- 3. Apologies:** Aldo Cantori, Annette Watson

**4. Confirmation of minutes of management committee meeting held on 5 July 2022**

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| <b>Mover</b>    | John Michell |
| <b>Seconder</b> | Colin Yates  |
| <b>Vote</b>     | Carried      |

**5. Matters arising from minutes of management committee meeting of 5 July 2022**

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| <b>Action</b> | Nil |
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**6. President's Report (Aldo Cantori)**

There is now only one more general meeting before the end of winter – I hope you're looking forward to spring as much as I am.

We recently held our Christmas in July function which is always one of the highlights of our calendar. Whilst numbers were understandably down this year, it was a very enjoyable day and I thank all members who were able to attend.

The second half of 2022 is crammed full of interesting events, so please take the time to browse through the newsletter and participate in as many events as you can. We are always on the lookout for people to assist our convenors and co-ordinators, so if there's an activity group that is of special interest to you, please consider offering your services – the success and strength of the club is very much dependent on the willingness of members to take an active part in the planning and management of its events.

Due to unforeseen circumstances, I will unfortunately not be available to chair the next couple of general meetings. During my absence, the Vice President or another member of the management committee will stand in for me. I look forward to seeing you all again as soon as possible.

This month we SPOTLIGHT two more foundation members, Jenny Wilson and Kevin Woods. I thank Jenny and Kevin for their enthusiastic participation.

Aldo Cantori  
President

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| <b>Mover acceptance of report</b> | Anne Lockwood |
| <b>Secunder</b>                   | Bev Rooney    |
| <b>Vote</b>                       | Carried       |

#### 7. Secretary's Report (Bev Rooney)

- Leave of Absence: Simon King, Celia Kerr, Terry & Marion Bishop, Helen Strong, Oliver Orley.
- Correspondence In: Invitation from Crowthers Coach Tours to attend a Touring Information Session at Castle Hill RSL. I attended on behalf of our club & obtained an information folder for both Colin Yates & Elizabeth Lessells, both of which I will pass on today.
- Reminder email from South Pacific Probus re Probus Virtual Information session: Friday 12th August - 10:00am - 11:30am - Probus District 2. Please register on the circulated link. This reminder was recirculated to committee members.
- Letter from Probus South Pacific Limited containing membership cards for Judith Gray, Schelene Kennedy, Diana Larbalestier, Patricia Wharton & Helen Williams which will be handed to Glenys Pye for distribution to the members.
- Letter of Resignation from Celia Kerr regarding her resignation from the position of Vice President, as of 2/8/2022.

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| <b>Action</b>   | Nil          |
| <b>Mover</b>    | Bev Rooney   |
| <b>Secunder</b> | John Michell |
| <b>Vote</b>     | Carried      |

#### 8. Treasurer's Report (Anne Lockwood)

- Anne stated that her report had already been circulated.
- The Heritage interest received was \$12.23
- Anne considered that the current 'Treasurer's Report' as published in the Newsletter takes too much space & submitted other versions for consideration. The Committee agreed with Anne & a joint decision was made to adopt a boxed summary of the report, rather than carry on with the current version.

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| <b>Action</b>   | Anne to ensure that the boxed summary Treasurer's Report appears in the Club Magazine. |
| <b>Mover</b>    | Anne Lockwood  |
| <b>Secunder</b> | Elizabeth Lessells   |
| <b>Vote</b>     | Carried.   |

## 9. Committee reports

- Viv Wilson to be approached by John Perry regarding taking over as Walking Group convenor.

| Committee reports                                  | Coordinator   |
|--|---|
| Week away tours                                    | Colin Yates-Silo Art 20-27 October 2022<br>We have 16 travellers. Final payment by September General Meeting. Cost (balance)<br>Single \$2245, Twin \$1750, Double \$3500<br>Trips 2023-Expressions of interest-few expressions to date.<br>Sunshine Coast. 3. Feb,<br>Endless Summer. Mar<br>Toowoomba 1 Sep<br>Adelaide Yorke and Eyre Pen. 9. Sep-Oct  |
| Special events & SAPPS                             | John Michell-Crazy Whist on Wed 28/9/22 at 7pm for 7.30pm in Red Gum Room. Cost \$10 & BYO drinks & nibbles. This function will be run by Jenny Wilson;<br>Christmas Party on 29/11/22 at the Epping Club at 12 pm. Cost \$70<br>Breakfast in the Park on 10/1/23. John Perry & Anne Perry to assist John Michell with this activity.   |
| International tours                                | <b>VACANT</b>   |
| Day Tours  | Elizabeth Lessells- <u>North Head Quarantine Station &amp; Northern Beaches Ramble</u> on 19/8/22. Cost \$86 due 10/8/22; <u>Bare Island, La Perouse, Botany Bay &amp; Southern Beaches Tour</u> on 13/9/22. Cost \$82 due 2/9/22; <u>Seven Islands Cruise</u> on 11/10/22. Cost \$90 due 7/10/22; <u>Melbourne Cup Lunch</u> at the Fiddler on 1/11/22. Cost \$69; <u>Hunter Valley Lights</u> on 4-5/12/22. Cost \$495 + Single supplement \$75. Deposit \$100 due July Meeting.  |
| Activity groups (From reports circulated to Chris) | Chris Savage- <u>Men's Chat Group</u> – John Lucas. August & September meetings at the Castle Hill Tavern, Victoria Ave, Castle Hill-a member will make a brief presentation highlighting their career, followed by pool, then lunch (\$15 at own expense). The October meeting will be at the Australian Brewery Annangrove Road, Rouse Hill followed by lunch there.<br><u>Tai Chi for Seniors</u> -John Lucas. Classes are held on Monday mornings from 9:30 am to 10:45 am at the Dural Memorial Hall, Old Northern Road Dural. A new 8-week session commences on Monday 1/8 and runs through until Monday 19/9. Cost for 8 weeks is \$115 and should be paid in advance. Currently 5 vacancies.<br><u>Fishing Group</u> -Brian Simpson-In Recess till November 22.<br><u>Cabins &amp; Caravan Club</u> -Sue Donnelly-Port Stephens trip on 10-14 October. Refer to motion as it is critical to seek permission re these events, due to possible clashes on the CPCCH Calendar. The committee also discussed the payments generally, & said that it was not necessary to have a Floktu for all events, & that payments do not also have to go through the CPCCH Bank Account. |

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|                        | <p><u>Movie Group</u>-Ellen Frear-last saw Elvis. Meets on second Tuesday at 10am outside Castle Hill Events.</p> <p><u>Garden Group</u>-Harry Koller-meet last Wednesday of month</p> <p><u>Tennis Group</u>-Last Wednesday evening of the month-Harry Koller</p> <p><u>Bowls Group</u>-Robert Cochrane-2nd &amp; 4th Friday monthly, weather permitting. \$15 match fee.</p> <p><u>\$2.50 Club</u>-Glenys Pye-we are going to Davistown on the Central Coast, meeting at Epping Station Platform 3 to catch 9.10am train last carriage to Woy Woy; we will catch the 10.45am ferry to Davistown for lunch at the R S L Club. Cost for ferry is \$4.30 each way.</p> <p><u>TLC Lunch</u>-Anne Perry-on 8/9/22 at Enigma, The Piazza, Castle Towers, at 12pm for 12.30pm-Reservations for 15 people.</p> <p><u>Golf Group</u>-Nigel Nield-August game to be held Tuesday 9/9/22 at Dunheved. Time to be confirmed later as I can only book 1 week prior.</p> <p><u>Book Reading Group</u>-Barbara Primrose- last Monday of the month at 2.00 to 4.00 pm</p> <p><u>Wine &amp; Cheese</u>- on 2/9/22 at 7pm-9pm at Karin Regel's home-6 Facer Court Castle Hill.</p> <p><u>Heritage &amp; History Group</u>-John Wilkes-10/8/222-Crestwood Community Centre-Hoofbeats in History.</p> |
| Refunds                | <p>John Michel- <u>Protocol</u>-</p> <ol style="list-style-type: none"> <li>1.If you notify the convenor before the Treasurer has paid the bill, there will be a refund from the Treasurer</li> <li>2.If you notify the convenor after the Treasurer, there will be no refund.</li> <li>3.There is an option to on sell tickets to another member.</li> </ol>   |
| <b>Moved</b>           | John Michell that Sue Donnelly could hold a trip to Fingal Bay between 10 & 14 October.   |
| <b>Seconded</b>        | Celia Kerr  |
| <b>Vote</b>            | Carried   |
| Membership and welfare | Glenys Pye – Paul & Joyce March & Jerry Wajzer have applied for Membership of CHCPC. Jerry will be unable to attend the August meeting. Paul & Joyce are to be inducted at the August meeting & Jerry Wajzer when available. Ian McArthur will be a visitor at the August meeting. Discussion was held & it was decided that visitors be appointed a buddy by Glenys from the outset, so there is no confusion when they move from visitor status to early member.  |
| <b>Moved</b>           | John Michell moved that Paul, Joyce & Jerry be inducted to the Club.  |
| <b>Seconded</b>        | Bev Rooney  |
| <b>Vote</b>            | Carried   |
| Guest Speakers         | Barry Haywood – Castle Hill Police are attending the August Meeting-The Police should be held in higher regard in the community -Mick Barnes<br>For September Adam will attend as an Exercise & Health Care   |
| Property               | John Perry-N/A  |

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| <b>Action</b> | Bev to resend the List of Names & Email addresses to reiterate Aldo's request for all report |
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## 10. Inductions

- Scheduled for July (Glenys)

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| <b>Action</b> | Paul & Joyce March to be inducted at the August Meeting. |
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## 11. Newsletter

- Approval of draft newsletter

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| <b>Action</b> | Review the size of the Newsletter recommended on Aldo's return. |
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## 12. 2022 Yearly Planner (John Perry)

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| <b>Action</b> | John Perry corrected errors; please let John know of errors detected. The planner will be updated after the next newsletter. |
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## 13. Web Site

- How often do we need to change the access password?

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| <b>Actions</b> | <ul style="list-style-type: none"> <li>Work in progress. Action on hold pending Aldo Cantori's return.</li> <li>Follow up on last month's agreed action that Alan Watson to issue a new password to all committee members. Apparently, the password has changed but committee not notified.</li> </ul> |
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## 13. General Business containing aspects of suggested succession planning

- Contingency plan if Aldo's absence is prolonged-John Perry. Aldo will return hopefully by the end of September. Urgent nominations will be called for Vice President, to take over the role of President next year. John Michell that a Nomination for Vice President should be called for at the next General Meeting. This should be advertised in the Newsletter prior to the meeting.
- Update on vacant positions - Vice President is a position to be added to the other vacant convenors, International Tours & Theatre Parties.
- Discuss how the committee is running – do we need to make any improvements?  
Bev is to email all Committee Members distributing all email addresses as per action above reinforcing Aldo's previous request that all reports should be sent to all committee members 3 days prior to the Committee Meeting.
- Responsibility for custody of defibrillator during Aldo's absence.  
Bev Rooney is to be the custodian of the defibrillator, bringing it to meetings & providing as requested.
- Update on air travel with defibrillator-John Perry. John has investigated the situation with defibrillators & ascertained that Deep Cell Battery Defibrillators cannot travel on a plane. Ordinary defibrillators are allowed with the permission of the airline, but in his attempt to contact Virgin, he was advised that it would take the format of a legal form, the initial cost of which was \$66.00 to apply. As a result of John's enquiries, the Committee took the decision of not attempting to take the defibrillator on future air tours.
- Update on the review of committee member Roles and Responsibilities.  
Celia is continuing to assist the committee by updating the Roles & Responsibilities to give to Anne Lockwood & Aldo Cantori for proof reading so that they can be uploaded to the internet by the weekend. Celia is happy to finalise this.
- Discuss succession planning – how we engage future convenors / coordinators e.g., assistants to current convenors?  
**This item will be held over until Aldo's return.**
- We require a temporary Vice President to run the September meeting.

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| <b>Moved</b>    | Colin Yates that John Michell fulfils this role for both the Committee & General Meeting. |
| <b>Seconded</b> | Barry Haywood   |
| <b>Vote</b>     | Carried   |

- Discuss the idea of having one convenor doing 5 minutes “sell” of their activity group at each general meeting. The committee discussed this item & considered it a worthwhile exercise. Chris Savage to organize a roster for the convenors to speak.
- Insurance was discussed. The insurance company Allianz is an option for Travel Insurance. Celia mentioned that travel insurance is required for all trips.
- Refund for Laurie Davis who contacted Aldo Cantori, John Michell & wrote to Glenys Pye. This was discussed at length & Bev Rooney was requested to write a reply (done). Refunds will be dealt with in the newsletter & John will speak to this at the next meeting.
- Newsletters & minutes will be proofread by Anne Lockwood only.
- Committee Meeting of 2/8/2022 to be chaired by John Perry-current meeting.
- John Perry to run meetings until Aldo returns, except September – See motion above.
- Aldo’s President’s report to be included in the August Newsletter & the agenda for the Committee Meeting.
- Agenda for September meeting to be prepared by John Perry. John Perry will be away for all September & committee needs to provide a meeting chair – see motion above.
- General Meeting of 16/8/2022 to be chaired by John Perry.
- Committee members to actively seek successors for committee member roles – may be shared role.
- John Perry to be the point of contact in Aldo’s absence.
- After discussion with the committee members, the passcode to the main hall can be given by John Perry to all members of the committee. The code 58982# will allow entry to the standard booking for the main hall after 9am. If the incorrect number is entered, you must wait 5 minutes after the last. There is only one set of keys available, so that John Perry will give these to Alan Watson.  
There is another code issued for the Red Gum Room, which must be used for the Main Hall & the Red Gum Room as required.

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| <b>Actions</b> | <ul style="list-style-type: none"> <li>• Review of stored documents for destruction of old. Action assigned to Aldo and Anne L. <b>Deferred until Aldo returns?</b></li> </ul> |
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15. Meeting Closed at 11.50 pm.

16. Next meeting:

Tuesday, 6 September 2022, at Castle Hill Tavern at 9.30am

The Combined Probus Club of Castle Hill supported by

Castle Hill Tavern.

Chair- John Perry

Secretary- Beverley Rooney

