



MINUTES

Management Committee Meeting Combined Probuss Club of Castle Hill Inc.

Date: 5 July 2022

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

Open meeting: 9.30am

Agenda items:

- 1. Management Committee:** Aldo Cantori (chair), 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:** Annette Watson, Alan Watson
- 3. Apologies:** NIL
- 4. Confirmation of minutes of management committee meeting held on 7 June 2022**

Mover	John Michell
Seconder	Barry Haywood
Vote	Carried

- 5. Matters arising from minutes of management committee meeting of 7 June 2022**

Action	Correction to be made to minutes of 7/6/22. Add the following point to the minutes; <i>“Barry Haywood proposed that the value of our gift to guest speakers be increased from the current \$50 to \$100. Pros and cons of this proposal were discussed with a resolution that Bev Rooney is to investigate what other Probuss clubs are doing/paying. It was agreed that to finalise this matter at the next committee meeting.”</i>
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- 6. President’s Report (Aldo Cantori)**

The winter solstice is behind us and we can now look forward to gradually lengthening daylight hours as we progress towards spring.

This month our club celebrates its 18th anniversary since it was founded in 2004. It’s a time for members to reflect on the many wonderful experiences and great friendships that have developed over the years. We currently have 40 foundation members which is a true testament to the pleasure that people have enjoyed from their membership.

As we are now in our third winter with Covid, I’m sure you are amazed, as I am, at the high number of Covid cases that we’re still experiencing. This year we are also exposed to a very bad flu season. Please look after yourselves and stay warm and well.

After two and a half years of travel bans, Karon and I recently took the plunge and flew to Fiji for a 9-day holiday. We were relieved to see that the world is slowly returning to normal. Whilst we must continue to be vigilant with Covid as there are still many new infections every day, I feel that the light at the end of the long tunnel is now in sight. There is certainly no shortage of people starting to feel more comfortable about travelling.

Last month we launched our “buddy system” to assist new members to feel at home in our great club. Whilst we may have been doing this informally in the past, my objective is that we make this a slightly more formalised arrangement, so if you’d like to be a buddy to a new member, please put your name forward. Many thanks to Anne Lockwood for volunteering to be our first official buddy to the two new members we inducted last month.

I’d like to make a brief mention of our Genealogy Group, which will soon be renamed to better reflect the many interesting things they do including visiting historical sites, listening to interesting guest speakers and of course having group lunches. Please keep an eye on this group’s activities as I’m sure many of you would truly enjoy being part of this group.

This month we SPOTLIGHT two of our foundation members, Myra Stack and John Lucas. I hope you enjoy reading their stories.

Aldo Cantori
President

Action	Bev Rooney to contact Maryann & Richard Vella re ordering of celebratory birthday cake for the General Meeting of 19/7/22.
Mover acceptance of report	Aldo Cantori
Secunder	Anne Lockwood
Vote	Carried

7. Secretary’s Report (Bev Rooney)

- Leave of Absence: Bob & Myra Stack, Maureen & Leo Keegan, Tony Levis, Margaret Koller, Sally Birchill.
- Correspondence In: 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.
Email From Probus South Pacific updating & including the 2022-2023 Certificate of Currency for Personal Accident, Public & Products Liability, Association Liability and Club Money for approved Probus activities has been renewed.
- Correspondence Out: Letter of thanks to The General Manager Hills Shire Council for the provision of new blinds to all windows and doors for the three rooms at the Crestwood Community Centre.
Letter to Probus South Pacific containing 2 Incidence reports from previous Week Away Tours.

Action	Bev to send email re Virtual Information from PSP to committee.
Mover	Bev Rooney
Secunder	Aldo Cantori
Vote	Carried

8. Treasurer’s Report (Anne Lockwood)

Anne referred to her forwarded reports & stated that the current balance was \$27,945, with \$6,591 being held for upcoming events. Anne has created a flocktu for all outstanding events & handed relevant lists to all co-ordinators.

A question was raised as to the amount that was held in the bank, but John Perry was able to provide the historical support for our club having decided previously to maintain 2 years of expenses in reserve.

The committee praised Anne for her extreme efficiency in providing this service.

Action	Nil
Mover	Anne Lockwood
Seconded	Bev Rooney
Vote	Carried

9. Committee reports:

Defibrillator You Tube presentation to members.

It has been decided to find a You Tube video specific to our defibrillator model to show.

Action	Aldo Cantori to check for relevant You Tube Video for the General Meeting and send link to Alan Watson.
Action	John Perry to check with airlines whether the defibrillation can be carried on board.

- Way forward for the Genealogy Group (name, scope, communication with members etc.)

Moved	Aldo Cantori moved that this group be renamed History & Heritage.
Vote	Carried

- Agree on the value of gifts for guest speakers
Reference to the fact that Bev Rooney & John Perry & others had researched other clubs led to further discussion re the Matters arising from management committee minutes of 7/6/22.

Moved	Barry proposed an increase to \$100. Aldo Cantori moved an amendment that there be a compromise of payment of \$75 per person after the July 19 General Meeting, & when 2 were presenting, payment would be restricted to \$50 each.
Vote	Carried

- Reinforce that all events require prior committee approval in order to avoid calendar clashes and congestion

Committee discussion reinforced this decision without the requirement of a vote.

- Outstanding incident reports

Bev Rooney confirmed that all outstanding incident reports have been sent to Probus South Pacific. Some discussion arose as to whether copies of reports should be retained by the Club, but John Perry was able to assure the Committee that the Club simply needed to retain a list of the incidents, & that the reporting letters were to be sent to Alan Watson to be archived. It was agreed that the President is to be responsible for maintaining the incident log up to date.

Committee reports	Coordinator
Week away tours	Colin Yates-Silo Art Tour 20-27 October 2022 We have 16 travellers on the Silo Art Tour. Final payment is due by September General Meeting. Cost of Trip(balance): Single \$2245, Twin: \$1750, Double: \$3500 We are hopeful of securing Hans as our driver. Discussion arose about tours beyond this tour, possibly venturing as far as Western Australia. Colin advised that he was looking out for

	possible tours, but that lower priced tours continued to attract greater numbers.
Special events & SAPPS	<p>John Michell- SAPPS to recommence now that Covid disruptions are behind us.</p> <p>Christmas in July will be held at the Fiddler in the Events Room on 28/7. Cost \$60 per head. The function starts at 11.45 am. Champagne on arrival, Turkey dinner & plum pudding- 10 people to a table with red & white wine; entertainment will be Nikki Bennett.</p> <p>Crazy Whist will be held 28/9 in the Red Gum Room. Cost- \$10 per head, commencing 7pm.</p> <p>The Christmas Party will be held on 29/11 at the Epping Club capped Subsidised Cost \$70 per head. Courses will be Roast Turkey followed by Plum Pudding or Salmon followed by Pana Cotta served with red & white wine. Any badge inquiries should be made with John, with new badges available for \$12.00. It is possible to get a badge with a safety pin style if required & magnetic sections are available.</p>
International tours	<p>VACANT (update by Aldo)-This position may be filled by Rodica on her return to Australia. In the meantime, Alan Jones is assisting with a possible NZ trip. The New Zealand Tour has been put on hold awaiting further information from travel providers.</p>
Day Tours	<p>Elizabeth Lessells-8/7/2022: Rocks Tour with Judith Dunn (now closed); 19/8/2022: North Head Quarantine Station [booking required by 10/8/22] & Northern Beaches Ramble-\$86;13/9/2022 [booking required by 2/9/22]: 12/9/2022: Bare Island, La Perouse, Botany Bay & Southern Suburbs Tour \$82; 1/10/2022: Seven Islands Tour-Lower Hawkesbury; 1/11/2022: Melbourne Cup Luncheon at the Fiddler-\$69.</p> <p>4 & 5/12/2022 Hunter Valley Gardens-\$495 + single supplement \$75.</p> <p>See Newsletter for further details.</p> <p>Elizabeth will take details of suggestions for 2023 Day Tours.</p>
Activity groups	<p>Chris Savage-Anne Gover has confirmed the <u>Ladies High Tea</u> on Tuesday 30 August 2022 at 12pm. The cost is \$39.50.</p> <p><u>The Men's Group</u> hosted by John Lucas will meet on 6/7/22 at The Tavern, with snooker, lunch & other activities available.</p> <p>John Perry stated that <u>August walk</u> had been cancelled.</p> <p><u>The \$2.50 Club</u> run by Glenys Pye is very successful & planning a Day at Cronulla as their next destination.</p>

	<p><u>Caravans & Camping</u> taken over by Sue Donnelly is holding a outing from 10/9/22 to 14/9/22 & is awaiting confirmation of bookings.</p> <p><u>Tai Chi</u>-John Lucas- The TAICHI instructor specialises in training seniors, ensuring that exercises are well suited to the ability of each individual. Classes on Monday mornings from 9:30 am to 10:45 am at the Dural Memorial Hall, Old Northern Rd Dural. The current 8-week session finishes on 11 July. THERE WILL BE A TWO-WEEK BREAK. Next session starts on 1 August and run for 8 weeks until 19 September, costing \$115.00, paid in advance by 25 July. Currently 15 members have indicated that they wish to continue. There are 6 vacancies which if filled will reduce the cost.</p>
Membership and welfare	<p>Glenys Pye- There have been enquiries with the possibility of visitors attending on 19/7/22. Glenys will work with Anne Gover to try to ensure that the visitors are cared for similarly to a buddy.</p>
Guest Speakers	<p>Barry Haywood- Our July 2022 Guest Speakers James Teo & William Zalloua, employees of Castle Hill Podiatry for over 20years. James and William are enthusiastic about the health and care of your feet, an important part of your wellbeing. James Graduated in Podiatry from Curtin University beginning his career at National University Hospital (Singapore) as consulting Podiatrist to Orthopedics & Paediatrics Departments. He went on to Sir Charles Gairdner Hospital in Perth where he also acted as Clinical Supervisor for University Clinical Program. James has completed a Master's Degree and has advanced qualifications in Paediatrics, biomechanics and podiatric medicine.</p> <p>William graduated from Western Sydney University with a Bachelor of Podiatric Medicine. He is passionate about all aspects of Podiatry including sports surgery and lower limb biomechanics.</p> <p>Barry is hoping for a visit from the Police for August.</p>
Property	<p>John Perry-John Perry stated that he has the code for the Hall and has also provided it to Aldo in the event of illness, but that we must work to ensure every aspect of Council's requirements were adhered to, avoiding hefty additional charges.</p> <p>John further acknowledged that he had rung Council to book the park for 10/1/23 Breakfast in the Park. A BBQ would be supplied by Alan & Annette Watson from their Lion's Club.</p>

	Anne Lockwood & John Perry will work to estimate a costing for the Newsletter, & John Perry volunteered himself & Anne to assist John Michell in running the Event.
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10.Inductions

- Scheduled for June (Glenys)

Action	NIL
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11.Newsletter

- Review of Contents (all)
Anne Lockwood requested that the name of the Book Reading Group be changed to Book Group – this was agreed. Other changes had been made during the section containing Committee Reports.
- Inclusion of useful links in the newsletter

Action	Done
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12. 2022 Yearly Planner (John Perry)

Action	John Perry mentioned that the Yearly Planner was updated after every final Newsletter was distributed.
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13.Web Site – outline of current status and arrangements by Alan Watson

- Who currently has access to the admin section of the website and who needs it?
Currently all Committee Members past & current, as well as the Website Editor & Newsletter Editor, should have access to the Administration section of the website. Website Administrator, Ed Sawkins, currently paid \$165 per annum to perform this role.
- How often do we need to change the access password?
After discussion it was agreed the Password is to be changed after the election of each new committee.
- Alan notified us that the current site allows simple documents & photos to be linked.
General discussion agreed that more photos were required & the removal of the 2020 Calendar should be immediate, & no Calendars included as they are continually changing.
- Further discussion revealed that both the Newsletter Editor & the Website Editor will require further support in coming years as they resume their travel.

Action	To ensure essential privacy, the Password must be changed after the election of the Incoming Committee at the Annual General Meeting. Alan Watson to issue a new password now to all current committee members – this is to ensure that people who are no longer committee members no longer have access to the admin section. Aldo to initiate a review of the website pages and consult with others as appropriate.
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14.General Business

- Update on vacant positions

No one has come forward to take on any roles at this stage, however it is hoped that Rodica Benton could be persuaded to take on International Tours, assisted by Sandra Halvey. Discussions are yet to be held with Aldo Cantori.

Action	Aldo is to talk to the meeting re the vacant positions, encouraging people to join together to fill a role.
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- Process for electronic storage of documents. What documents need to be stored e.g., agendas, minutes, correspondence in and out, attendance sheets, accident reports etc.) All required communications In & Out are being forwarded to the Website Editor for storage.

- Destruction of paper copies (agendas, minutes, letters etc.) older than 7 years

Documents are located in several locations, such as those held by John Michell & those stored in the Community Centre, under the stage. These will be assessed for destruction, except for the original Foundation Documents. Other documents held by Anne Lockwood & by Bev Rooney will be retained for 7 years.

- Discuss how the committee is running – what improvements can we make?

To expedite reporting & increase efficiency, Aldo Cantori has requested that all activity reports committee are to be circulated to committee members & the news editor no later than 3 days prior to the next committee meeting

- Confirmation of responsibility for responding to enquiry emails

It was confirmed that Glenys Pye would undertake this role, passing on any enquiries to other relevant committee members if required.

- Review and update of committee member Roles and Responsibilities

Celia distributed copies of Committee members Roles & Responsibilities for their review and editing.

Action	Marked up copies are to be returned to Celia for updating on the Club Website.
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15. Close of Meeting: 11.35 am

15.Next meeting:

Tuesday, 2 August 2022, at Castle Hill Tavern at 9.30am

The Combined Probus Club of Castle Hill supported by

Castle Hill Tavern.

Aldo Cantori
President

Bev Rooney
Secretary