** MINUTES**

**Management Committee Meeting**

**Combined Probus Club of Castle Hill Inc.**

**Date:** 2 November 2021

**Venue:** Baulkham Hills Sports Club 11 Renown Rd Baulkham Hills.

**Open meeting: 9.30**

**Agenda items:**

1. **Attendance:** Chair, John Perry, Lyn Wilkes, Elizabeth Lessells, Colin Yates, Judy Pitcher, Judy Rochford, Anne Lockwood, Robert Tubman, John Lucas, John Michell, John Wilkes, Glenys Pye, Aldo Cantori
2. **Apologies**:- Nil.
3. John Perry welcomed Annette Watson to the meeting.
4. **Confirmation of minutes from previous management committee meeting**

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| **Mover** | John Michell |
| **Seconder** | Anne Lockwood |

1. **Matters arising from minutes of previous management committee meeting**

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| **Action** |  |

 Future of Breakfast in the Park.

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| **Action** | Shelter booked and paid for |

 Renewal of Hornsby Council hirers agreement for the Cherrybrook Hall – application form complete- submit once approved by committee

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| **Action** | WIP | Completed |

Letter toThe Hills Shire Council re: Crestwood Hall blinds – John L

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| **Action** | Completed. Copy of both letters given to John Wilkes. Placed on Council’s Capital Works program for 2021-2022. |

 Attendance at November and December General meetings

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| **Action** | WIPAttendees at November and December general meeting to be double vaccinated with presentation of proof. Council has advised that currently they are looking at 1 person /4 sq m., that will mean registration to attend. Place invitation in newsletter together with the Floktu registration. At present membership permitted to attend will be limited to 100. |

1. **Presidents Report**

We seem to have been in another world since 2020 with the dreaded COVID virus interrupting our lives.

It reminds me a bit of the movie ‘War of The Worlds’. However, November 1 2021 has seen a relaxation of restrictions that has made in roads in getting our lives back to ‘normal’. Hopefully by 2022 all restrictions will be lifted and we should be able to look forward to a bright and happy future even though we have been told by the medical experts that ‘we will have to live with COVID’.

In the mean time it will be great to see at least a few members at the November general meeting and hopefully have a ‘full house’ in December followed by our Christmas Party.

If you intend to come to the November general meeting please read the attached information carefully as there will be no exceptions.

Our Melbourne Cup luncheon was a great success, attended by 14 members who enjoyed the day immensely. Thanks Elizabeth for organizing this event, it was like being there.

Don’t forget to register for the Christmas Party in December and Breakfast in the Park in January.

I also look forward to a bit of banter about the Melbourne Cup.

John Perry

President

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| **Mover** | Lyn Wilkes |
| **Seconder** | Colin Yates |

1. **Secretary Report**

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| **Action** |  Post Office details to be updated when new secretary appointed |
|  | Travel Insurance reintroduced by PSP |
|  | Staying safe in lockdown. Message from PSP regarding cyber security to be included in Newsletter.John Perry noted that Jan Quinn had passed away and extended the Club’s condolences to Dennis and family. John Purkis will be contacted to speak briefly about Jan at the next General Meeting. |
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| **Mover** | John Perry |
| **Seconder** | Anne Lockwood |

1. **Treasurer Report.**

Anne Lockwood reported on funds held for Activities ($ 9 257.62).

Combined CBA and Heritage Bank A/Cs $35 024.88.

Club funds available after allowing for funds held for tours and functions $25 767.26.

Christmas function to proceed- 74 attending. Final date for payment 16 December 2021.

Fees for 2022-2023 to be discussed at December meeting.

Detailed report provided to Committee members.

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| **Mover** | Anne Lockwood. |
| **Seconder** | John Perry. |

1. **Committee reports**

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| **Committee reports** | **Coordinators** |
| Week away tours – Broken Hill Tour. $500 deposit due on 16 December.* Silos Tour proposed. 20 -27 October 2022. Western Victoria and NSW, cost $2350. Second quote required.
 | Colin Yates |
| Special events. Christmas Party to proceed.Changeover Luncheon for 2022 to be organized. | John Michell |
| International tours. New Zealand Tour. Final deposit required at November/December General Meetings $600. 18 members travelling.  | Bob Tubman  |
| Day Tours. Seafood BBQ for February to be organized.Buddhist Temple MarchNorman Lindsay April.Vivid. In May. To be organized.Other proposed activities/trips as follows:-Christmas Lights Hunter Valley.Bare Island Botany Bay.Brooklyn/ Dangar Island River Cruise.Palm Beach- Patonga Bus and cruise trip.Melbourne Cup Luncheon.Afternoon Tea at the Carrington Hotel, Katoomba. | Elizabeth Lessells |
| Activity groups.Book Reading at Anne Lockwoods Nov 29.Bowls Group- Nov 26 Castle Hill.Caravans & Camping Blue Mountains in March 2022.Craft- resuming at members’ homes.Fishing Group- members advised in Newsletter.Genealogy- Christmas lunch in November; calendar for 2022 almost complete, events coordinator required.Golf- Fox Hills on 15 November.Ladies coffee and chat- new venue. Flower Power, Glenhaven.Movie Group- restarting.Tai Chi- resuming on 7 February at Dural Hall.Tennis Group- Has resumed.Walking Group- 19 November- Scheyville National Park.Wine & Cheese. 3 December at Cantori’s . Limited to 25 guests. | John Wilkes  |
| Membership and welfare.Anne Gover has been active. Contact with the Quinns and Jenkins families.  | Glenys Pye |
| Guest Speakers | Anne Perry will continue in the role if no-one steps up. |
| Property | John Perry – no report |
| Refreshments. For November meeting very “basic “ morning tea. | Judy Pitcher  |
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| **Action** | Vacant positions to be advertised in November/ December Newsletter and at General Meetings.International Tours, Activity Co-odinator, Guest Speakers, Refreshments as well as Vice President and Secretary. Nomination forms to be placed in the November and December Newsletters. |

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1. **Inductions**

Schedule inductions for November

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| **Action** | InducteesFran Orr, Gina Athens, John Athens, Liz Lee. Committee agreed to refund $30 to each.  |

1. **Newsletter**

Distribution

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| **Action** | Send as usual. Last mailed copies to go out. Size to be reduced (booklet size). Annette Watson to organize. Corrections to draft Newsletter were made by Lyn Wilkes and recorded.  |

General Meeting Requirements

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| **Action** | John Perry included Annette Watson’s draft of requirements for the newsletter together with his comments. Instructions need to be short. Members endorsed this decision.  |

Meeting Registration

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| **Action** | Anne Lockwood to send out Floktu invitation and John Perry suggested that the list of requirements go out with the invitation and keep the newsletter clear. Decision endorsed. |

Postage

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| **Action** | Newsletter needs to be reduced in size. Last month it was $3.30 to mail newsletters. Text can be smaller, spacing can be reduced and content can be reviewed. Items such as the Christmas Party and the TLC can perhaps be afforded a full page. Decision endorsed.  |

1. **General Business**

Iron Bark Hall Maintenance

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| **Action** | Scheduled for Tuesday 4 January to Friday 22 January 2022. No meeting in January. |

Renewal of Regular Hirer Agreement

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| **Action** | Application submitted to Council 03/10/2021 by PresidentWaiting for Council advice |

2022 Yearly Planner

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| **Action** | Sent to coordinators, Convene.rs and Committee. Waiting for response confirming dates are correct. If there are no further responses calendar will be issued in December  |

General Meeting for 16 November 2021.

Attendees must book to attend, must provide proof of vaccination, must “sign in” with QR code prior to hall entry. NO EXCEPTIONS.

AED Device

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| **Action** | Device to be collected by Chris Bennett, stored in the hall cupboard and a register to be maintained by Chris if used by co-ordinators or conveners. Aldo Cantori restated his research on the use of AED and this procedure will be followed ie no recording of non use advice.Decision endorsed by committee |

 CPR Courses

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| **Action** | Free courses to be run by The Hills Shire Council. Notice in newsletter. |

Keeping of Vaccination Records

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| **Action** | John Perry stated that he doesn’t believe the keeping of the vaccination certificate is necessary nor appropriate. It’s a privacy issue and when he went through both processes the time to check in each case was about the same. Are we to assume that the checking of vaccination certificates will be an ongoing requirement? The committee decided to endorse the President’s decision.John Perry then stated that it doesn’t matter how much members are reminded about social distancing it isn’t going to happen. They are there to chat and chat they will. We can only remind them of the requirements as evidenced at previous COVID meetings.The meet and greet team are there to welcome new members and recent members who are feeling a bit left out but they and all committee members could act as the COVID Police in the foyer. |

A brief discussion was held on a report supplied by Leo Keegan regarding a guest speaker. Leo has since alerted Probus South Pacific about him. Leo was thanked for his action. John Perry reminded the Committee to be vigilant when engaging speakers.

 Thanks to Anne for organizing BHSC for our meeting

1. **Next meeting:**

 Tuesday, 7 December 2021, at BHSC unless advised otherwise

 Close meeting: 11:00 am

 John Perry (President) John Lucas (Secretary)