

Douglas Park Reserve and Facility Management 355 Committee Minutes

DATE: Tuesday 5th November 2019

TIME: 7:06 pm

LOCATION: Douglas Park Community Centre

CHAired BY: Max Strassmeir

PRESENT: Mary-Anne M, Leah H, Robert S, Max S, Melissa W, Keith D & Sue D.

APOLOGIES: Christine T.

ABSENT: Allison P.

VISITORS: Nil.

Minutes from the previous 355 general meeting (01/10/2019) were accepted by Melissa W and Max S - Carried.

Business arising from previous meeting:

- Code box for Community Centre: Code to be changed weekly and communicated to 355 committee. Leah will change the code for us.

All in favour – carried.

Correspondence:

- Saturday 8 February 2020 – Football registration 8am to 3pm.
- Internet banking (entities tab). Melissa to follow up with IMB.
- Resignation of booking officer – discussed and ongoing.
- Painting of new storage doors was discussed. Mary-Anne proposed that we accept the quote for \$3000 to paint the doors. Seconded Melissa. All in favour carried.
- Next meeting venue was discussed. Robert to find and book a venue for Christmas meeting.
- Keys are ongoing.

TREASURERS REPORT:

As presented.

GENERAL BUSINESS:

- Room divider for large meeting room is damaged again. Max will get a quote to replace the divider.

- Facilities maintenance/ cleaner for Douglas Park Community centre and facilities. Would require an ABN and appropriate insurance cover. Includes facility cleaning and general maintenance on a weekly basis. Three month trial period. \$250 per week was agreed to be paid. Phone to be provided on a basic pre-paid plan. Would be good to volunteer to do bookings as well so they know when they can clean/ maintain the facility. Proposed by Robert, seconded Max. All in favour, carried.
- Old Fridge discussion.
- Trophy cabinet – Physical Culture will put Perpetual trophies in soon.
- Proposed canteen shelf - The 355 Committee have reviewed the sketches provided and approve the shelf installation in the canteen with the following conditions. We will not have funds available to contribute towards this project. We look forward to receiving detailed plans for this project for us to review and give final approval to install. Please make sure that a qualified person is employed to install the shelf with the appropriate insurance documents provided to the 355 committee before the installation goes ahead. – Ongoing.
- Playground equipment and soft fall was discussed at the September meeting. A child sank into the mulch being used as soft fall and got wet from sinking into a hole in the ground. Council officers to inspect. Christine has already done a CRM for this. - Ongoing.
- The defibrillator pads need to be replaced and training is needed again. – Leah to follow up. Ongoing. \$265 in total proposed by Leah, seconded Max. All in favour, carried. Proposed re-training date to be arranged by Leah.
- Netball will take the storage in the proposed new toilet block building. Ongoing.
- Door repair – Christine to write a letter of thanks to Camden Security Doors and Screens for fixing the doors. Ongoing.
- Future Project – Shade cover over terracing area. – Max has received a quote from the Shed Shop (NSW) Pty Ltd. Quoted price is \$62,480. The quote was reviewed by the 355 committee. The 355 committee accept the quote as proposed in principle. More quotes are required if possible. This is our number one priority project. The 355 committee will apply for grants. We still intend to proceed with this project. Max will get another quote. Second quote has been received. Ongoing.
- Future projects include solar panels.
- Maintenance – Nil

NEXT MEETING: Tuesday, 03 December 2019, To be confirmed 6:30pm.

Closed by Max S – Chairperson

There being no further business the meeting concluded at 8:30pm.