

Minutes of Committee Meeting of Elands Community Health and First Aid Centre Inc held on 14/08/2014 at the Centre, 4:00pm.

PRESENT:

- Corby Gardner
- Matt Fox
- Peter Matthison
- Steve Ryan
- Bree Worrall
- Darren Harrison

Summary:

The primary purpose of this initial meeting of the newly elected committee was to assess the current state of the center, identify any works / tasks that will need to be undertaken and identify a plan for completing these tasks. The members walked around the center and identified maintenance issues as follows and the group discussed solutions, where appropriate an action has been created to address these tasks. Resolutions to change the signatories of the bank account were also passed.

Maintenance:

We decided to try and utilise volunteer help '*as much as possible*' whenever trying to undertake general maintenance tasks to minimise costs, all paid work shall be discussed and approved by the committee PRIOR to the work commencing, and a payment rate agreed BEFORE commencement. It was agreed that a "Working-Bee" be scheduled to undertake completing as many of these jobs as possible, and that materials required be identified and acquired in preparation for this day. Dates suggested to be approximately 4 -6 weeks away, and will be finalised by committee later.

Tasks identified were:

1. Finishing the outdoor bathroom/laundry facilities - Peter agreed to contact MARK - 0447457436 and discuss him completing 1 more day of work, to be undertaken during a working-bee, during which time a handover will occur where MARK will advise on tasks required to complete the facility and a strategy to do so, and the committee will oversee the completion after that, utilising as much volunteer work as possible.
2. Agreed to move corrugated Iron roof away from tree near the outdoors kitchen structure - Corby to action.
3. We discussed the repair of gutters and existing underground downpipes, and decision was made to price the fitting of NEW overhead downpipes to alleviate the blockages

that have occurred in the underground pipes - Materials to be sourced for working bee, Peter to action. Pete and Corby to identify gutter profile and find suitable replacement sections for degraded sections, especially the badly damaged corners.

4. Possums are to be evicted at night from roof, and the following day the entrance holes are to be blocked using cyprus boards matching the existing cladding. Corby to evict possums.
5. We agreed to leave the outdoor kitchen, which we all agree needs work, until after the outdoor bathroom / laundry facilities are completed.
6. Agree to clean octagon dome on roof at working bee, Peter to action.
7. Agreed to install a water filter, at least for drinking water if not whole building, Corby to action.
8. Agree to upgrade signs for identifying the Health Center at start of Wallis St and other at Ford st lane intersection, Peter to action.
9. Agreed to paint the entire health center and the outdoors bathroom / laundry in same colors and style at the completion of the building of the outdoor bathroom / laundry, Bradley and others to action.
10. Agreed to fix some damaged floorboards on the verandahs, Steve to action.
11. Report on suitability of existing fire extinguishers, alarms, fire escape plan- Bradley to action.
12. Replacement of broken / missing light bulbs - use low-energy replacements, Pete to action.
13. All old I.T. equipment to be sorted through and donated / thrown out as fit. Peter to action.

General Business matters discussed:

Darren suggested we go through the existing First Aid Kit and assess it's contents, with the goal of making sure it contains adequate and necessary First Aid components and that they are all still in useable condition. We will also try and assemble a list of qualified First Aid personnel and create a contact list for them. This list shall be displayed in prominent location, such as on Health Center door, as well as health center Website. We will also look into the viability of having people trained so that more First Aid personnel are available, and investigate whether the Health Center could subsidise or pay for this, and if we would need to fundraise to achieve this.

Corby suggested we review all the current Fees and Charges the center charges for its services, with the goal of making the center less reliant on volunteer help and fundraising over time by raising more revenue in its own right. We have decided to discuss this at next meeting scheduled to occur at working bee. Many feel that the charge for accommodation is too low.

Pete has suggested the possibility of operating the Health Center as a backpackers style accommodation to help raise more money, and which could then allow the provision of

Insurance for the Health Center (Liability and contents/structure/property). Pete will investigate the legal issues involved in this and the process of registering this with council if required. Pete to report back at next meeting, including the costs associated with Insurance options.

We agreed to update the KEY REGISTER and MEMBER REGISTER, Peter to action. Peter has discussed contacting all known existing and past members and finding out if they are still interested in being members and creating a document outlining exactly what this means, and what their expectations of the center are and vice-versa.

Peter has suggested to create an Online space for storage of all Health Center related documents, as well as an email address, a mailing list for members and another for the committee. Peter to action this. All Old docs should be added where electronic copies are easily available. Website shall be updated. Peter to action this.

Resolution 1 - to Change Authority to operate bank account - add signatories:

As an immediate order of business for the continuing operation of the Elands Community Health Center Holiday Coast Credit Union bank account it is necessary to update the register of signatories for this bank account.

A motion was passed to add the following existing committee position bearers as signatories, their details are below:

Peter Matthison
Corby Gardener
Darren Harrison

Resolution 2 - to Change Authority to operate bank account- remove signatories:

A motion was passed to remove ALL existing signatories, their names are below:

Rhonda Sun
Cherree Watt
Matilda Bertels
Aspen Charlesworth

Resolution 3 - to update Authority terms - method of operation:

A motion was passed to confirm signing authority is to be 'two to sign of the existing three' of the authorised signatories, with access to the account by cheque book and existing internet banking facilities. their names are below:

Peter Matthison
Corby Gardener
Darren Harrison

Meeting concluded at 5pm.

Signed - 14/08/2014

Darren Harrison
(President)

Corby Gardener
(Treasurer, P.O.)

Peter Matthison
(Secretary)

Trayn Grech
(Previous President)

Note: Secretary to print and file signed copy.