

LAND ROVER CLUB OF THE ACT INC

Committee Meeting – Agenda Items

Monday, 19th July 2021

Location: Eastlakes Football Club

Start: 7:00pm

Attendees: Andrew Lockley, Eric Rigter, Garry Blagdon, Russell Speldewinde, David Wade, Kevin Phillips, Garry Collins, Matt Bolton, Carolyn Jamieson, Michael Thompson

Apologies: Germma Zeitlhofer

Previous Minutes: Moved: Eric Rigter **Seconded:** David Wade

President's report: (Andrew Lockley)

- Finalise 2021/22 budget prior to August ordinary meeting

David provided updated budget figures for consideration by the Committee. The Committee agreed to the proposed updated budget figures and thanked David for his hard work and diligence in keeping the budget and finances of the club in great shape.

David advised the Committee that the requirements for a qualified auditor to audit our books was no longer required and that our books could be “reviewed” by a suitably experienced/qualified bookkeeper. Carolyn advised she knew of such a person who had reviewed the books for an organisation like ours. The Committee agreed that Carolyn should contact the “bookkeeper” to see if they would be interested in “reviewing” our financial position, Profit and Loss and Balance sheet etc. if Carolyn's contact is willing to do the audit/review, David would like to appoint them as reviewer at our August ordinary meeting, then she has a chance to review the books before the AGM in October.

- Agree format for September picnic meeting

Following general discussion, it was agreed that the format would be bring your own meals and drinks. Andrew advised he would talk to Ian Voerman regarding availability of BBQ's at the Bungendore Showground. We would encourage members to bring their vehicles including Heritage Vehicles for a “Show & Tell session. Current COVID-19 restrictions for outdoor events are 1 person per 4 m2 so we will have plenty of room available for the members. Andrew and Garry B agreed to prepare suitable wording for an email to go to all members in the lead up to the September Meeting advising of the latest situation regarding COVID-19 and the subsequent arrangements that may be in force at that time.

- Publicising the approaching AGM and call for new committee members.

Andrew advised the Committee that he would not be standing for President following his 2 years as Vice President then 4 years as President. He is planning taking a break from the Committee for 1-2 years and intends planning some trips during that period.

Standing Agenda Items

Meetings

- Guest speakers 2 per annum.
 1. Possible subjects could include:-
 2. How to load photo/avatar on LRC website.

Matt to provide a demonstration of how to load an avatar onto the website in the August Ordinary Meeting

3. Identification and safe handling of snakes.
 4. Navigation/Communications e.g. UHF radio protocols and sat phones.
 5. How to plug a punctured tyre.
- Visit commercial site for club meeting.

Andrew visited both TJM and Kings and they were willing to hold meetings at their premises. Given the September Ordinary Meeting is scheduled for Bungendore Showground, we have a guest speaker organised for the November Ordinary Meeting and the current COVID-19 situation, it was agreed that the visit to TJM and Kings would be scheduled in 2022.

Other suggested changes to meetings.

1. Encourage the wearing of name tags to assist newer members to put a name to the face.
 2. Provide a roll of white stickers and a felt pen for those that forgot their name tag.
 3. Possibly have a “secret raffle” and reward someone a token gift for wearing their name tag.
- Question and Answer Session:

Possibly ask members if any had bought or sold a vehicle lately.

Treasurer's Report: (David Wade)

Bank balances as at Friday, 16 July:

LRC cheque account	\$ 4,931.17
LRC reserve account	\$31,577.75
Heritage Drive account	\$ 7,113.44.

The June bills are:

Jax Tyres - trailer	\$ 178.00
Council ACT Motor Clubs	\$ 95.00

The income was:

Membership	\$ 3,585.00
------------	-------------

The Club's books for the 2021 financial year reconcile with the bank.

Expenditure from 1 July is:

MYOB July	\$ 33.60
4WD Assn membership	\$ 1,823.10
4WD Assn insurance	\$ 412.00

The income is:

membership	\$ 675.00
------------	-----------

Secretary's Report: (Garry Blagdon)

Standing Agenda Items

First Aid course

- Garry B checked various websites for course content and costs. Unfortunately there have been changes to First Aid Units in 2021 as a result of the national regulator for Australia's training organisations making a few changes to several first aid units and course codes including those that we are investigating. Some websites have updated their affected courses and some are yet to do so. It was agreed that Garry would continue to review the website and come back to the Committee once the new course content changes are reflected in all the respective websites.

Trip Coordinator: (Tom & Ann de Jongh)

2022 Heritage Drive - when, where, how, who etc.

There was general discussion regarding COVID-19 situation and LRC members subsequent unwillingness to commit to the Heritage Drive at this stage. The possibility of scheduling the trip to include ANZAC Day commemorations in a suitable remote location was also discussed.

The minutes of the Committee Meeting of 21 June are as follows:

- "Review future of Heritage Drive.

Following discussion regarding "when, where how and who" it was agreed as follows:-

- Plan to proceed with the Heritage Drive in late April/Early May 2022.
- Modify the existing plan keeping the trip within NSW due to the ongoing Covid-19 situation."

Kevin undertook to firm up the venues and dates (allowing for school holiday periods etc) and, if we could reasonably schedule the trip to include the ANZAC commemoration, all the better.

Standing Agenda Items

Trips

- Set up trip sub committee.
- Set up 2 year calendar of events/meetings/regularly run trips etc.
- Conduct Trip Leader familiarisation sessions.
- Review future of Heritage Drive.
- Comprehensive trip reports with photos and videos

Membership Secretary: (Michael Thomson)

Standing Agenda Items

- Establish mentor/buddy roles.
- Update the LRC Membership Form asking if they were interested in having a mentor/buddy arrangement.
- Membership/recruitment events e.g. local 4wd shows. Ag Shows, “Wheels”, “All British” and “LRC Show and Tell”

Social Secretary: (Gemma Zeitlhofer)

Merchandising & 4WD Association: (Kevin Phillips)

Kevin advised the 4WD Adventure Show is scheduled for 3 days (Friday, Saturday and Sunday) in September 2021 at the Eastern Creek Dragway Sydney. The site would be free. The LRC would need volunteers for the initial setup, the 3 days for the actual show and one day for packing up etc. We would be charged admission fees but these would be waived if each attendee volunteered 2 hours of the time to assist in running the show.

It was agreed that we would seek a show of hands from the members at the August Ordinary Meeting to ascertain the level of support for the show.

KHA: (Margaret Anderson)

Council of ACT Motor Clubs: (Garry Collins)

Website Manager: (Matt Bolton)

Standing Agenda Items

- Harness Social Media

Investigate possible opportunity for the LRC to harness social media and attract new members by setting up a YouTube channel?

Following general discussion, it was agreed that if the LRC wishes to proceed with this Agenda Item, it would need considerable time/drive and commitment from a “champion” as the task cannot be done half-heartedly. Previously a new member (Lochie ????) expressed the possibility of being interested in such an activity. It was agreed that we should approach Lochie to ascertain if he is willing to take on the task.

Series Vehicles: (TBA)

Standing Agenda Items

- Better focus on heritage vehicles and a member to champion them.

Include “Show and tell” of heritage vehicles.

Other business/New business:

2022 4WDSpectacular 12-13 February 2022

Garry B provided the following information in regards to the 2022 4WDSpectacular as provided on their website.

“Insurance

The Exhibitor must have insurance in place at all times, from before the Move-In Date until after the Move Out Date:

- (a) Public and product liability insurance covering all claims arising out of or in connection with the Exhibit or the site under which the 4WD Spectacular and Outdoor Recreation Show is noted as an insured and with a sum insured of not less than \$10,000,000.
- (b) Adequate employer's liability and workers compensation insurance.
- (c) Adequate third-party property damage for all motor vehicles.

Copies of POLICIES MUST be provided to the Exhibitor Manager prior to taking up a site.

17. Site Fee Payments and Cancellations

A 30% deposit is required to reserve a site and is payable within 14 days of the date of the invoice. The site deposit is non-refundable. The balance of the site fee (the remaining 70%) must be paid by midnight Friday 3rd December 2021. Should the balance of site fee not be paid by Friday 3rd of December 2021, the deposit is forfeited, and the site becomes available for rebooking by others. Monies paid for the site fees, (less the amount of the 30% deposit) will be refunded for cancellations submitted by the exhibitor to the Exhibitor Manager before Friday 3rd December 2021. Requests for refunds after Friday 3rd December will be considered at the discretion of the Management Committee for exceptional circumstances only.

The financial risk of the show not proceeding due to circumstances beyond the control of the Management Committee is to be shared between the Management Committee and Exhibitors. If the 2022 4WDSpectacular and Outdoor Recreation Show is cancelled by the Management committee due to circumstances beyond it's control, (eg, COVID-19 travel, social gathering restrictions, fire, flood or other disaster) the deposit (30%) is forfeited and a refund of all available funds held by the committee, (after meeting all other commitments), pro-rata to each of the exhibitors, will be undertaken before the Management committee makes any donations or retains any profits.

Any request for cancellation of a site should be forwarded by email to em@4wdspectacular.org.au.

Site charges and allocation

The site fee per site has been set and is based on a fee of \$12.00 per square metre for most sites over 49 square metres. Prices are inclusive of GST. Most sites in the centre of the Queanbeyan Showground are nominally 80 sq. metres, 100 square metres and 150 square metres with a number of 25 square metre sites. Larger sites can be allocated in increments of smaller sites.

Sites on the perimeter of the Queanbeyan Showground vary in size, with dimensions as shown on the Site Plan. The Management Committee may adjust perimeter site areas where possible to meet Exhibitor needs. The Area of the sites with non-rectangular shapes such as on curved roads are not always a multiplication of 'frontage *depth' due to the shape of the site. However, the areas in the schedule are accurate, rounded to the nearest square metre.

The site fee per site has been set and is based on a fee of \$12.00 per square metre for most sites over 49 square metres. Prices are inclusive of GST.

Most sites in the centre of the Queanbeyan Showground are nominally 80 sq. metres, 100 square metres and 150 square metres with a number of 25 square metre sites. Larger sites can be allocated in increments of smaller sites."

Given the COVID situation and the potential cash flow issues that may eventualise due to the late start of planning and advertising of the show, it was agreed that Garry B would continue to monitor the 4WDSpectacular website and provide updates as required to the Committee on how many sites have been booked etc. The Committee agreed to hold off on booking a site at this stage.

Next meeting:

Monday 16th August 2021 at Eastlakes Football Club

Meeting Closed: 9:05pm