

# **LAND ROVER CLUB OF THE A.C.T. INC**

## **MINUTES**

### **Executive Meeting**

**Monday 19 October 2020**

**Location:** Eastlakes Football Club

**Meeting opened by the President:** 7:30 pm

**Apologies:** Tom & Anne de Jongh

**Those present:** Andrew Lockley, David Wade, Garry Blagdon, Eric Rigger, Matt Bolton, Gemma Zeitlhofer, Carolyn Jamieson, Russell Speldewinde, Michael Thomson, Kevin Phillips & Garry Collins

**Previous Meeting Minutes:** Yet to be posted on the website.

**Presidents Report:** (Andrew Lockley)

- Andrew welcomed the new Committee members and those existing members taking on new roles.
- Eric Rigger took on the role of Vice President and Russell Speldewinde took on the role of Ordinary member after the AGM meeting held on 12 October.

**Proposed:** David Wade

**Seconded:** Kevin Phillips

**Secretary's Report:** Garry Blagdon

- Nothing to report.

**Treasurer's Report:** (David Wade)

#### **Bank Signatories**

Sent email to Eric & Garry Blagdon regarding signatories to the LRC account(s) to provide bank account details if already a Westpac Bank account holder, or obtain signatories form from Westpac Bank if not a Westpac Bank account holder.

#### **Use of EWAY for receiving fund including membership fees.**

- David advised transaction cost for EWAY were 1.5% of transaction plus \$0.25 per transaction.
- David undertook to investigate further regarding feasibility & integration of EWAY with the web based payments module.

#### **LRC listing of equipment**

- David advised he had located some of the "missing" equipment but some items were still to be located. He advised all assets had been written off in an accounting sense a few years previously.
- There was discussion regarding consolidation of the storage of the equipment in one or 2 locations and having a list of the equipment on the website so members could see what was available.

**Membership Secretary:** (Michael Thomson)

- No updates since last week's AGM but still chasing a small number of members yet to pay.

**Social Secretary:** (Emma Zeitlhofer)

**Xmas Party**

- Gemma thanked Matt for the wonderful work he had undertaken on the Xmas Party on the Website. Matt to investigate some remaining minor administrative issues.
- Gemma advised NSW Government COVID 19 restrictions apply and COVID19 plans may apply. There was general discussion regarding who was responsible i.e. the Council regarding the showground, the caterers regarding the dinner and possibly the LRC. Gemma undertook to investigate further.

**Trip Co-Ordinator:** (Tom & Ann de Jongh) - not in attendance.

**4WD NSW & ACT rep:** Kevin Phillips

- Kevin advised a newsletter from the association had been sent out and that the next meeting would be the AGM to be held on 21 November in Liverpool NSW.

**Website Manager:** (Matt Bolton)

- No updates since last week's AGM.

**Membership module.**

- Matt advised enhancements were required for the membership module and that Sarah ???? had provided a costing of \$102.00 per hour (including GST) for 10 hours work. There will be additional costs for the purchase of the software or monthly/annual subscription fees – yet to be determined or costed.
- Matt also advised he may need the expert assistance of Michael Thomson.
- Kevin Phillips advised that he may have a copy of the requirements document.
- Following general discussion, it was determined the scope of work was to investigate options and costs, design, install & implement the required enhancements.

**Proposed:** Matt Bolton

**Seconded:** David Wade

**Council ACT Motor Clubs rep.** (Garry Collins)

- Garry advised following the ACT Election on the weekend that he did not foresee any major issues and hopefully may speed up the process.

**Other Business:-**

**Post Office Box**

Garry to contact Australia Post regarding status of move of Post Office Box from Ainslie Avenue Civic to Townsville Street Fyshwick.

**Meeting closed:** 9:45 pm.