

MINUTES

***Committee Meeting of the LGSA, 10/ 7/ 2009, 11am,
at the LGMA Boardroom, 17 Wickham St., East Perth***

1.0 Attendance List

Peter Murray (President.)
Ric Normington (Treasurer)
Darren West (Committee)
Graham Rutter (Committee)
Bob Edwards (Committee)
Kevin Paust (Committee)
Ken Markham (Committee)
Maurice Lowe (Committee)
Shirley Barnes (Admin. Officer/Conference Coordinator)

2.0 Apologies

Graham McClare, Dave Holland

3.0 Minutes of 12/6/2009

The Minutes were circulated and also tabled.

Moved: Graham R, seconded: Bob, they be accepted. ***Passed***

4.0 Matters arising from previous Minutes

4.1 Regional Field Day: *nothing further at present*

4.2.2009 Conference: *see Admin. Officer's Report*

: Golf Day update from Maurice

: Plan for bays from Ric

5.0 Administration Officer's Report

- Attendance at General Meeting
- Collation of Minutes of previous meeting and Agenda for July Meeting
- Emails/phone calls to and from Committee members as required
- Information disseminated to committee members and members as received/appropriate inc. details of Conference
- Conference brochures: *now printed and mailed out to all members, LGAs and presenters*
- Emails/phone calls to/from Graphic Designer: *logos still being sent to Stylus Graphics*
- Meeting of Ric, Maurice and myself with Craig (Conference Liaison), Lisa (Vines Sales Manager) and Rod (Vines AV Manager): *re updating Conference details etc. including area plan for Conference bays*
- Updates on sponsorship/general conference information: *provided to existing exhibitors and sponsors – now 40 booths and bays confirmed, plus new possibilities. Still waiting for advice from some of these potential exhibitors re participation*
- Scholarships: *Scholarship applicants advised of their success by mail – discussion with them re rooms etc.*
- Compendiums and bags: *now delivered and stored for delivery to the Conference*

Moved Admin. Officer's Report be received by Kevin, seconded: Darren. ***Passed***

6.0 Correspondence - No posted correspondence received

7.0 Treasurer's Report

7.1 Finances: June balance - \$65,244.72 Debits - \$7,140.26, Credits - \$5,609.00

7.2 Conference 2009 update: \$59,971 on books, Exp. \$19,069.69,

Invoices currently outstanding - \$40, 901.35

- 7.3 Membership: 77 – 46 paid
 - 7.4 Corporate membership: 29 – 20 paid
 - 7.5 New member applications: *Robbie Minter, Gnowangerup/ Peter Kent, Gnowangerup/ Craig Andrew, Narrogin/Nigel Love, Mindarie/Jim Sweetman, Swan/Ashley Martin, Swan. All Members were accepted.*
 - 7.5 Admin. Officer's Invoice for payment: 26.5 hours = \$1,192.50
 - 7.6 Printer/fax machine: *Agreed that Admin. Officer be reimbursed for new print/fax office machine, and she will pay for extra telephone line required. Passed*
 - 7.7 Melbourne Meeting – *No-one from WA attending, but in answer to Agenda question circulated, notice should be sent that WA agrees that 10% of profits, up to a cap of \$2,000.00, should be forwarded from each State Conference to the National Committee, with other States forwarding 10% of annual profit from Sponsors. Passed*
- Moved that the Treasurer's Report be passed: Ric, seconded: Bob. **Passed**

8.0 Conference Update

- 8.1 Golf Day: *Maurice reported that he has \$5,000.00 in sponsorship currently and potentially 40 golfers, leaving about 30 vacancies. Saferoads is a major sponsor. Wine and glasses for Conference presenters are ready.*
- 8.1 Site Plan for Bays: *Ric has measured out the bay positions and provided a plan*

8.0 General Business

- 8.1 Assignment of Session Chairs at Conference: *Welcome, Peter/Session 1, Shirley/Session 2, Maurice/Session 3, Bus 1 – Kevin, Bus 2 - Graham R, Bus 3 – Darren/AGM, Peter/Session 4, Bob/Session 5, Peter/Session 6, Ken/Conference Close, Peter*
- 8.2 Assignment of other essential roles: *- Ric, Bob, Darren and Kevin will be on site to mark out and direct traffic for Bays*
- 8.3 Annual General Meeting: *Admin. Officer will table Minutes of last AGM, Agenda for 2009 and Nomination forms. Positions vacant: Peter, Graham M, Ric and Darren – all will stand for re-election/2 positions will become vacant as Dave Holland will resign owing to pressure of work (one year term remaining) and Maurice Lowe is retiring (he has nominated Keith Worsley - Jason Signmakers - for Committee and as Golf Day Organiser). All positions will be finalised at the AGM.*
- 8.4 State Conference Invitations: *Invites to be sent to MWOA Officer and all State Presidents*
- 8.5 Plaque: *Maurice will finalise names for plaque as provided by Ric and take it to the Conference. The information will be forwarded to Stylus Graphics for adding to the website plaque and there will be no 'physical' plaque in future.*
- 8.6 Access magazine: *Peter expressed disappointment that WA was not mentioned as potential attendees for the International Conference and that the last report had not been shown to advantage in the magazine*

9.0 Meeting closed at: 12.15pm

10.0 Next Committee Meeting: 11am, Friday, 9th October, 2009 at LGMA venue
AGM to be held on Friday, 14th August, 2009 at Conference