

## MINUTES

*Committee Meeting of the LGSA, 11/6/2010, 11.04am,  
at the LGMA Boardroom, 17 Wickham St., East Perth*

### 1.0 Attendance List

**Peter Murray** (Deputy President)    **Bob Edwards** (Committee)  
**Ric Normington** (Treasurer)       **Darren West** (Committee)  
**Ken Markham** (Committee)         **Graham Rutter** (Committee)  
**Arthur Cousins** (Committee)       **Allen Hicks** (Committee)  
**Keith Worsley** (Committee)       **Royce Sallur** (Westrac – guest observer)  
**Shirley Barnes** (Admin. Officer/Conference Co-ordinator)

### 2.0 Apologies

Kevin Paust, Graham Rutter

### 3.0 Minutes of 17/5/2010

- Kevin Paust has officially resigned from the Committee due to health reasons as of the 8<sup>th</sup> June 2010, and it was agreed that Peter Murray, as Deputy Chair, would Chair the meeting at this and the next meeting, before the AGM in August.  
Peter therefore officially opened the meeting and welcomed Royce.
- The previous Minutes had been circulated and were also tabled.  
Moved that they be accepted: **Ken**, seconded: **Darren**. **Passed**

### 4.0 Matters arising from previous Minutes:

- Field Day Report: *nil to report*
- In view of Kevin's resignation, it was agreed that now Peter should be the second signatory on the Bank Form, replacing the motion at last Meeting
- Ian Street is not a signatory to the bank account at this stage but Mark Burgess is.  
Moved: Ric. Seconded: Arthur. **Motion was passed**

### 5.0 Conference 2010

#### 5.1 Golf Day Co-ordinator's Report:

- ✓ Approximately 28 people booked for golf so far.
- ✓ There was a discussion re the Major Sponsor for the event, as no fee has yet been paid. It was agreed that that sponsor should be advised that if the fee was not paid by next week, they would not be considered as such. Also should be advised that providing major sponsorship for the Golf does not entitle them to a free bay at the Trade Exhibition.
- ✓ After some discussion, it was agreed that Committee Members and partners should take Golf Dinner places, if not sufficient golfers remained for that event so that the meals were not wasted and that an endeavour should be made previously as to whether they did intend to stay on.
- ✓ If was agreed that if sponsors donate a quantity of prizes e.g. jackets/caps etc up the value of \$400.00, they should not be required to pay the regular golfing fee.
- ✓ Some golfers still not paid up from last year but they had been invoiced again and advised they would not be eligible to play unless all fees were covered.
- ✓ Request that sponsorships already taken up be shown on the website, as well as in messages

#### 5.2 Conference Coordinator's Report:

- ✓ All presentations now confirmed but with some alteration as to presenter/some presentation titles still to come for finalisation of program
- ✓ *Current Sponsors:*
- ✓ **Gold Sponsor:** *Westrac*
- ✓ **Joint Platinum Sponsors:** *LGSP and ME, plus Kennard Hire*
- ✓ **Lunch Day 1** – *Skippers Trucks*
- ✓ **Morning Tea Day 1** – *Jason Signmakers*
- ✓ Exhibitors: *25 booths now confirmed (total currently, 26)*  
*10 bays confirmed, another requested so far*
- ✓ Discussions held/emails exchanged *with various potential exhibitors, including some new/many returning/some complex issues (mainly people not reading forms correctly!!)*
- ✓ Updating messages sent: to Exhibitors and to LGAs
- ✓ Confirmations received and sponsors/exhibitors *advised ok*
- ✓ Emails to and from Stylus Design: *re continual updating of website for Conference, inc.*  
*Sponsors'/Exhibitors' sheet*
- ✓ Further discussions held *with Swan River Trust staff member re the Tech. Tour*
- ✓ City of Swan staff member contacted by phone/email: *re Conference Launcher as WALGA Board member isn't available. It was agreed that if he was unavailable*
- ✓ Further discussions undertaken with Tour Bus operators *re Technical Tour and Pre Conference Tour*
- ✓ Meeting with Keith and the Vines/AV staff *re 2010 Conference*

- ✓ Emails/phone calls with Committee Members as required
- ✓ Calls/emails from potential delegates
- ✓ Fineline Print: *contacted re brochure printing/quote received and accepted*
- ✓ Dingo Promotions: *contacted re bag and compendiums/quote received and accepted*
- ✓ Discussions held with sole Scholarship Applicant and his immediate superior: Recommended that he be approved
- ✓ Letter sent to Garry Mason re Life Membership Award

**6.0 Administration Officer's Report:**

- *All Conference issues undertaken, as shown above*
- Attendance at last General Meeting
- Collation of Minutes of previous meeting and Agenda for June Meeting
- Databases continually updated and other general administrative duties undertaken
- Sanctuary Resort, Bunbury: *initial information received re 2011 Conference, with temporary booking made*
- Phone discussion/emails with Co-ordinator of Tradesman Exhibition re Free Admission tickets and LGSA logo on the tickets

Moved Coordinators' Reports be received: **Bob**, Seconded: **Allen** **Passed**

**7.0 Correspondence:**

*Nil correspondence by postal mail*

**8.0 Treasurer's Report:**

8.1 Bank balance 31<sup>st</sup> May 2010: \$64,307.02

8.2 Conference update 2009: \$4,469.00 still owing from exhibitors/golf day

8.3 Conference update 2010: *Present turnover: \$41,875.00*

*Income = \$10,069.00*

*Expenditure = \$10,991.50*

8.4 Membership: *Full Members = 86 on the books, Financial members = 63*

*Corporate Members = 25 on books, Financial = 23*

8.5 Admin. Officer's Invoice to 10<sup>th</sup> June: 36.5 hours = \$1,825.00

Moved for payment: **Bob**, Seconded: **Darren** **Passed**

Moved that the Treasurer's Report be received: **Ken**, seconded: **Bob** **Passed**

**9.0 General Business:**

9.1 Discussions held with Royce re future sponsorship issues/team building exercises etc. for reference

9.2 Some concern expressed re Fleet Day to be held as part of the WALGA Conference the week before the LGSA event

9.3 Agreed that perhaps some up front marketing processes be used in future, so that more people are aware of LGSA Conference, instead of relying on 'word of mouth'

**10.0 Next Committee Meeting: Friday, 9<sup>th</sup> July, 2010 at LGMA venue**

**11.0 Meeting closed at: 12.15pm**