

MINUTES
of
GENERAL COMMITTEE MEETING OF THE LGSA
22/9/ 2008

held at The Vines Resort, Verdelho Drive
at 12.10pm for Lunch and Meeting

1.0 Attendance:

Peter Murray (President.)
Kevin Paust (Snr Vice President)
Graham McClare (Jnr Vice President)
Ric Normington (Treasurer) Maurice Lowe (Committee)
Dave Holland (Committee)
Darren West (Committee)
Bob Edwards (Committee)
Graham Rutter (Committee)
Shirley Barnes (Reg. Secretary/Admin. Officer)

2.0 Apologies:

3.0 Minutes:

Minutes of 11/7/2008 were tabled.

Moved: Graham Mc, seconded: Darren, that the Minutes be accepted. ***Passed.***

4.0 Matters arising from previous Minutes

4.1 Website: *Conference photos, papers and presentations are now on website – click on 2008 Conference (left side) and a menu will appear*

4.2 Regional Seminars: *Committee agreed that the aim should be to schedule at Seminar/Display on 20th March 2009 at Wongan Hills. Kevin and Darren to begin organising with assistance as required by Sec.*

4.3 Conference debrief:

- *Seemed to be deemed highly successful in all aspects!*
- *Conference Tour highly successful*
- *Golf Day again highly successful*
- *Messages of thanks sent to all Presenters, Sponsors, Exhibitors, service providers*
- *Various replies – some advocating Bunbury for 2009, offers of future assistance if required, reinforcement that more delegates would be good (even though 2008 very successful), contacts from several potential new exhibitors, phone call from member last week re reason for non attendance at Bunbury plus various suggested future topics*
- *Advice from Sanctuary Resort that a temporary booking has been made for Conference 2009*
- *Emails to Functions Coordinator at the Vines Resort re 2009 Conference and to Joondalup Resort*
- *Emails/discussion with Functions Coordinator/Grounds Manager at Ascot Racecourse re 2009 Conference*

5.0 *Administration Officer's Report:*

- Emails/phone calls to and from Committee
- Emails/phone calls - Sanctuary re Conference
- Information disseminated to committee members and members as received/appropriate re conference and membership
- To/from Graphic Designer re website/conference issues
- Updates provided on a regular basis to exhibitors and sponsors
- Written confirmation received from sponsors/exhibitors and phone discussions held re sponsorship, booth and bay allocation
- Responses to phone calls from members re membership/conference
- Attendance at General Meeting and collation of Agenda for next meeting
- Writing Agenda/Collation of Minutes re Annual General Meeting
- Messages of thanks sent to all Conference Presenters, Sponsors, Exhibitors, service providers after the Conference
- Advice from Sanctuary Resort/Email to Functions Coordinator at the Vines Resort re 2009 Conference at Joondalup Resort
- Emails/discussion with Functions Coordinator/Grounds Manager at Ascot Racecourse re 2009 Conference
- Consideration of current scholarships/possible strategies for attracting delegates

Moved: Admin. Officer's Report be received: Moved: Kevin, seconded: Bob.
Passed.

6.0 Correspondence

Moved that correspondence via email re Conference results etc be accepted:
Kevin, seconded: Graham R. ***Passed.***

7.0 Treasurer's Report

7.1 Finances: Bank Statement 29th August 2008 - \$46,564.34

7.2 Conference update:

Conference expenses - \$82,000.00

Still owing - \$41,215.00

Conference profit should be approx. - \$15,000.00

7.3 Membership: 78 full memberships, 30 Corporate Members

Membership discount offered with conference registration had proved Useful

Moved Treasurer's Report be received: Kevin, seconded Bob. ***Passed.***

8.0 General Business

8.1 Venue for 2009 Conference/potential topics:

- *Treasurer and Conf. Coordinator had met again with Vines Resort Staff and a further reduction in costs had been made. Recommendation made to meeting to accept the quote, but fees for delegates and exhibitors should be raised next year, as there had been no real upwards movement over last year or so, and the metropolitan costs were still higher than in 2008.*

- *After discussion re advantages/disadvantages of venues in Bunbury and the Vines, it was agreed that there appeared to be a need to return to the metropolitan area for at least a year or two to encourage more delegate attendance from those who found it difficult to stay overnight and also for exhibitors who did not wish to travel.*
- ***It was agreed unanimously that the 2009 Conference should be held at the Vines Resort.***
- ***It was also unanimously requested that the Treasurer provide some higher figures of Conference fees for delegates and exhibitors at next meeting.***
- *Possible topics suggested were:*
 - *Two local government CEOs to make a joint presentation re local government/leadership etc*
 - *Cement stabilisation (Dave to provide Sec. with contact details of suitable presenter)*
 - *New safety regulations for local government*
 - *WA road project tenders for traffic management (Maurice to provide Sec. with contact details for possible presenter, who would also like a short time to present some information at a Committee Meeting)*

8.2 Corporate Membership for LGAs:

- *Discussions were held concerning various levels of discounted Corporate Memberships for Local Authorities, on a different basis to that for industry members, to encourage Councils to send more staff to events. **The Treasurer was requested to provide figures based on a similar organisation's levels at the next meeting for discussion.***

8.3 Scholarship revamp

- *Discussion centred on the fact that 2 scholarships should/would be provided for attendance at the annual WA conference and the applicable criteria, in order to encourage younger LGA staff members to become delegates.*
- *It was agreed that CEO/Executive Managers Infrastructure should be sent a covering letter advising of such scholarships with a flyer containing requisite criteria. Criteria should be: younger staff members with a genuine interest in local government and in progressing towards a leadership role.*
Moved: Ric, seconded: Graham R., that flyer and letter should be provided. Passed.
- *The Secretary to draw up potential letter and flyer for circulation to Committee, prior to distribution.*
- *This information to be circulated preferably before Christmas for maximum advantage.*

8.4 Access Report: Report due to be sent for October issue of Access. It was agreed that Sec. should write draft report re Conference and other issues for consideration by President with photos included.

8.5 Letters to be written to the Sanctuary Resort advising re new venue for 2009 with thanks for past cooperation, and to Bunbury Mayor and City of Bunbury for past support. Moved: Kevin, seconded: Dave. ***Passed.***

9.0 Meeting closed at 1.50pm

10.0 Next General (Christmas) Meeting:

Friday, 5th December, 2008 at a venue to be advised