**Minutes for Committee Meeting Thursday 12 December 2024**

The meeting commenced at 10:05 AM

**Attendees:** Simon Walker (SW), Lee Wittenoom (LW), Lorie Marshall (LM), Barbara Maher (BM), Richard Allen (RA), Mary Elgar (ME)

**Apologies:** Christine Chilvers, Peter Hall

**Matters arising from General meeting of Thursday 10 October**

1. The Xmas stall on 30th November grossed $382. The takings were down on previous years. It was suggested by BM that perhaps concentrating on a raffle in future and locating the stall outside IGA would get a better response. The BHS banner is torn and broken. Everyone agreed that getting a flag like outside the museum would be a better alternative, anchored in a heavy stand to prevent blowing over. ME will arrange.
2. ME advised that Steve Woods has almost finished the renovation for the Orcharding museum. The electrician can then do the final touches, and the walls and floor painted. Once that is done the outside courtyard can be bituminised. The asbestos in the museum toilet roof will be removed and then the toilet can be recommissioned.

**Treasurer’s Report: Income & Expenditure October-November 2024**

See attached Treasurer’s P&L report

Balance of Accounts as per statement end November 2024

|  |  |  |
| --- | --- | --- |
| Date  | **Account**  | **Balance**  |
|   | Business Act | $3,228.96  |
| 1/10/2024  | Interest  | $0.66  |
| 1/11/2024  | Interest  | $0.69  |
|   | Total  | **$3,230.31**  |
|   |   |   |
|   | **Term Deposit**   | $5,250.68  |
| 29/11/24  | Interest  | $45.00  |
|   | Total  | **$5295.68**  |
|   |  **Cheque Account**   | **$46,074.87** |

**Balance of Service Grant** $601.05

As you can see, we have already spent the grant money for this financial year & we are now using BHS funds to pay the bills. Fundraising will be important to keep funds up until August when the 2nd Shire grant funds will be credited.

Moved by SW that the Treasurer’s report be accepted. 2nd BM. Carried.

**Correspondence Report: November 2024**

Hand) Hand Delivered (Em) Emails (Chair) Chairperson, (Com) Committee, (Sec) Secretary, Filed: FIL, (Trea)Treasurer, (TbA) To be Accessioned, MO Membership Officer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mail In Date** | **From** | **Action** | **Mail Out Date** | **To**  | **Content** |
| 7/11 | Mailbag | Tabled | 28/11 | National Trust | Loan Agreement |
|  | Telstra – Letter re Payment Assistance  | Filed |  |  |  |
| 11/11 | Probus Club Albany – Thank you letter | Filed |  |  |  |
|  | RWAHS - Newsletter | Tabled |  |  |  |
| 21/11 | National Trust – Loan agreement  | Chair |  |  |  |
|  | Telstra – Letter re account | Trea |  |  |  |
|  | Bridgetown Shire – Community Score card research  | Tabled |  |  |  |
|  | Bridgetown Shire – Kerbside pick up | Tabled |  |  |  |
| 28/11 | Commonwealth Bank -Term deposit Info | Trea |  |  |  |
|  | WWC – Tim Butler Approval  | Filed |  |  |  |
|  | June Brooks Donar forms | AO |  |  |  |

**General Business:**

1. A Federal Volunteers Grant is available for tech hardware up to $5000. ME suggests BHS apply for a replacement office computer $1500, iPad for the museum $600, new Samsung phone $400, amongst others. We can’t apply for insurance or internet/phone because the Shire grant covers that.
2. Shire community grants are also available that could be used for upgrading the kitchen and installing ceiling fans. This will go on to February’s agenda and if anyone would like to learn how to do the Shire grant, please let ME know and she will provide help.
3. Donations to be solicited for specific goals, e.g. new kitchen cupboards, fans etc. RA to investigate setting up QR codes.
4. Villa has booked BHS to provide a tour of the museum and short talk in the CWA hall on 25th March 2025. Up to 40 participants. Cost will be $10 per head. Villa will provide morning tea in the hall. Group to be split into two groups, one in museum, the other having morning tea and talk. The group will also visit the Jigsaw gallery and then go to the Visitors Centre.
5. Additional storage space was discussed. The area in front of the blackboards adjacent to the kitchen could be fitted with cupboards and shelving to accommodate the library and objects, documents etc. BM to investigate and report back at next meeting.
6. ME proposed that committee meeting dates revert to monthly and that the talks in the BHS office work around these dates. SW will organise a revised schedule. LW asked that some of the talks be about Bridgetown.

**Close of meeting:** 11:38 AM

**Date of next meeting**: 13 February 10:00 AM

Important dates to remember:

1. Penny Walker to talk on HMS Guardian 29 March 2025 – date TBC by SW
2. LC to conduct cemetery walks 26th April and 3rd May 2025
3. Museum will open additionally on 23rd (SW), 25th (LW), 26th (SW) April from 10-12.