

Minutes of Meeting ERCOM

Date and time of Meeting:	19/10/2015, The Hub ERCC 6.05pm
Venue:	Eastern Reserve Community Centre Members room
Present:	Stephen Leigh, Greg Leeson, Joe Donohue, Barry Stevens, Andrew Wright, Caroline Shelbourne Shaan Briggs (SCS), Janet Fletcher (WFNC), Michelle Stocks (WFNC – left the meeting at 6.20pm)
Apologies:	Georgie Thompson, Stu Fountain (Growing Winchelsea), Campbell Brumby

Agenda Item	Discussion	Decision/Actions
1. Conflict of Interest Declaration	None declared	
2. Previous Minutes From 27/07/15	None	Moved B Stevens Seconded J Donohue, Carried
3. Business Arising from Previous Minutes	Covered in other agenda items	
4. Correspondence	<p>Out:</p> <p>SCS application for funding of turf wicket. Noted co-operation b/w WCC and ERCOM in submitting an application for \$100K to upgrade wickets and practice nets. (note no submission for Netball Rooms upgrade from WFNC was made).</p> <p>The \$20k allocated to WCC may have some flexibility in use.</p> <p>In:</p> <p>L Clifton WCC re staffing bar for small functions (this will be forwarded)</p> <p>M Stocks re meeting with D Greskie</p>	<p>Action: S Briggs to liaise and follow up with WFNC.</p> <p>Actions: A Wright contact WCC re meeting to explore options. S Briggs forward information relating to grant conditions.</p> <p>Need to explore and recommend options – immediate and long term. Action: J Donohue and B Stevens</p> <p>Concern about notice of meeting given by ERCOM.</p>

		<p>Actions: A Wright email user groups asking correspondence to come from Club/Group Secretary at all times.</p> <p>ERCOM give appropriate notice for meetings</p>
5. Reports		
Chair	<ul style="list-style-type: none"> • Oversow project – all users very happy with results. Clubs would like this done annually. S Briggs noted this is not routine practice for Council. • Video cameras – concern that security is problematic, e.g. bar staff cannot see who is coming and going at the front entrance. Shaan suggested looking at the Community Safety Fund and Community infrastructure safety fund. • Changeover of clubs went smoothly • Carpets steamcleaned • Concern expressed re increasing requirements of the Hub’s cleaner by the contractor meaning she is struggling to complete all additional tasks • WCC Liquor License – VCGLR has given notice to change the license and this has been extended to November 6. • Smoking – on notice for next meeting • Signage in the bar 	<p>Action: A Wright email S Briggs re this with, if possible a business case for this request. ERCOM will need to liaise with both Clubs to draft this.</p> <p>Action: A Wright will seek guidelines of these funds</p> <p>Action: S Briggs review cleaning contract specs and feedback to ERCOM</p> <p>Action: S Briggs to review request from WCC to extend booth license</p> <p>Action: next agenda</p> <p>Action: A Wright email WCC re what they want on the bar signage</p>
Treasurer	<p>Statements were tabled and noted. Outstanding debtors of \$28K including Festival Committee \$10k for the scoreboard, Optus \$11k, WFNC \$7K+</p> <p>Net assets have improved and the bank balance is in line with expectations.</p>	<p>Moved report accepted J Donohue seconded A Wright Carried</p>
Council	Lift key – need to work out where to leave it or not	?
	Optus contract reviewed	Action: S Briggs to forward contract to ERCOM
	Janice Lane secondment to G21. S Briggs now in the position. S Leigh congratulated Shaan on his	

	appointment.	
	J Chatterton verbally advised of shower upgrade to happen in October	Action: S Briggs to follow up and advise ERCOM
	<i>Note J Fletcher left the meeting at this point</i>	
Marketing	Launch of website with logo on track for mid January. Recommended subscription to Winch Star. Discussed and agreed to a pre launch launch with user groups a week prior to the official launch.	Action: C Shelbourne and S Briggs to liaise on specs of rooms and relevant fittings for marketing information. Action: S Briggs to check SCS signage protocols and approvals and feedback to B Stevens (who has signage prepared)
6. General Business		
<ul style="list-style-type: none"> Schedule of fees – especially booking Ts and Cs. Including free bookings made by Council. Carried forward (as above) 	Carry over	
<ul style="list-style-type: none"> Meeting schedule ERCOM 	Only 8 meetings required so general discussion about needs and times etc.	
<ul style="list-style-type: none"> Strategic Plan ERCOM update - approved by SCS, now we need to implement. 	Members nominated for roles need to drive issues.	Action: A Wright to circulate worksheet so all members can update progress on the sheet live, and report at each meeting.
7. Next Meeting (amended): 16/11/15		
6pm venue TBC		
8. Meeting closed 8.25 pm		