

SADDLEWORTH INSTITUTE COMMITTEE

Minutes:	meeting held 27 February 2023 at 8pm. Saddleworth Institute
Chairperson:	David Williams (also Caretaker)
Present:	Dora Newhouse, Sue Selth, Barb Grey, Lalika Strange, Kenton Klem, Jeannine Naughton, Portia Stanton-Noble (Secretary)
Apologies:	John and Sue Martin, Greg Gremain, Peter and Rosie Richardson, Mark Kerrigan

Minutes

1. The minutes from last meeting
Accepted by Sue Seith and Dora Newhouse
2. Next meeting: 1 May 2023, 7.30pm
3. It was noted that Judy Giles from Council is not aware that the Saddleworth Institute is a member of the Saddleworth Peak Body.
Action: Secretary to draft an email to Judy Giles

Correspondence In

4. Recent email received from Judy re: gravel for the Institute grounds
 - Haven't heard back since requested 3 years ago.
 - Committee discussed how dust and dirt affects the Saddleworth Market if windy.
 - Benefits of adding gravel for Saddleworth:
 - We have local stall holders.
 - Charity groups are stall holders.
 - Local shops are open.
 - It's a meeting place for locals.
 - Benefits the Museum which is open same day.
 - Also, the gravel is needed as neighbours are complaining of the dust from the Market.
5. David W suggested sending an email to Judy Giles – we do not have an engineer here
 - a. Need to get their surveyors here to work out amount of gravel needed
 - b. Still have a salt damp issue. It was noted that Council has not asked the tradesperson to return to fix his poor workmanship.
 - c. Also ask her for electrical report for building

Action: David W and Portia

Finance Report

6. David W presented past financial reports: 2020, 2021 and 2022.
7. In 2021, the Institute made \$1569.
8. After discussion, David W advised need to keep minimum of \$5,000 in bank account
9. Current bank balance is \$30,000.
10. David W advised Committee that toilet paper is now being supplied by Council since he raised it – Council was already supplying toilet paper to the public toilets next to the Saddleworth Library and Information Centre

Setting up New Fees for Hall Hire

11. After some research, David W advised current hire fees for other local town halls:
 - a. Manoorra - \$150
 - b. Riverton Hall - \$110 for the Hall. Hall and Supper room - \$170
12. Current fee structure as follows:
 - a. Supper room - \$30
 - b. Main hall - \$100
 - c. If use both - \$180
 - d. If use air conditioner - \$20 extra
13. For Gideons, leave fee at \$30
14. Heather's market – will be \$200
15. For table tennis, \$30 per hour
16. New Fees structure will be:
 - a. Supper room - \$10 an hour (casual use)
 - b. Main hall - \$15 an hour (casual use)
 - c. Whole building use - \$200 per day and must clean
 - d. Whole building use - \$100 for half day and must clean
 - e. Plus \$20 extra for air conditioner use

General Business

17. David W read through Rosie Richardson's list of ideas:
 - a. Grant funding is needed
 - b. Seek debentures - approach locals
 - c. Pay them back with Grants
 - d. Music shows, exercise classes, lectures and movie nights
18. Jeannine said she will forward on the suggestions gathered from the recent Institute questionnaire/survey
19. Raise funds through raffles

20. Donations
21. Hold community lectures – eg: St John, speakers from Headspace, book clubs, chainsaw maintenance, basic car maintenance
22. Auctions
23. Talent nights
24. Set up an Ideas Box in the Saddleworth Library for hall uses ideas
25. Approach Tamara in the Library for a talk on basic internet skills for seniors

Action: Portia

26. St John – approach for a basic first aid talk
 - a. A basic certificate can be provided
 - b. 1st week in June 2023
 - c. Charge \$10 per person - \$5 to Institute and \$5 to St John

Action: Barb and Kenton

27. Cross fitness – approach Rec ground ladies about holding a fitness session for seniors

Action: David W

28. Mechanics – a basic instruction course, approach Rod at Saddleworth Motors

Action: David W

29. Committee discussed setting up a list of activities/talks for 6 months, starting in June:

- a. Approach local businesses
- b. Photographers or art groups

30. Mid North Authors Event – ‘Reading Between the Vines’ will be held on September 2 at the Institute, to be organised by Portia and Linda Humphries

31. Discussion ensued about setting up a website, as recommended by Judy Giles.

32. Institute can simply use the existing Saddleworth Peak Body website

33. We will use Grassroots for Grants - Jeannine will forward on the latest round of Community Grants available when she receives them.

Meeting finished at 9.10pm

NEXT MEETING: Monday 1st May, 2023 at 7.30pm

Next meeting will mainly focus on list of jobs which are needed to be done around the Institute. Eg: painting

And to follow up ‘Actions’