

MINUTES OF CLUB MEETING
PROBUS CLUB OF TEMPLESTOWE VALLEY Inc.
Held at Ajani Centre, 284 Thompsons Road Lower Templestowe, 3107
On Monday 08/04/2019

1 The **President, Pat Marsh** declared the meeting open at 9.45 am and welcomed the members and visitors.

Visitors: Two visitors from South Africa, John and Susan Johnstone.

2 **Confirmation of Minutes**

That the minutes of the Club Meeting held on the 11/03/2019 as circulated be confirmed.

Moved: Pat Marsh **Seconded:** Prue Jefferies **Carried**

The confirmed minutes were signed by the President, Pat Marsh.

3 **President's Report for Club Meeting April 2019**

Pat Marsh

Greetings everyone,

I hope you have been taking advantage of the lovely weather we have been having since we last met? The support which has been shown me as I start my journey as your President, has been very heart-warming. I extend a special thank you to our Outgoing committee members Lyn Hudgson and Doug Hayne for their diligence and untiring efforts. The same thanks is extended to Anne Lukeman, with difference being, Anne will remain on the Committee in her new role as Secretary.

Assistant & Co-opted positions for 2019

Minute/Assistant Secretary	Libby Jones
Assistant Treasurer	Lorraine Cooper
Assistant Activities Co-ordinator	Jenny Morcom
Financial Reviewer of PCTV & Investment Group	Kerry McInerney
PSPL Liaison Officer	Ellen Boyd
Council Liaison Officer	George Thomas
Archivist & Webmaster	Doug Hayne
Newsletter Editor	Phil Mithen
Emergency Officers	Ray Cooper, Bob Anderson & Alan Baker

Other roles of responsibility for 2019

Welcome Officer	Kerry McInerney
Media Technician	Arthur Staron
First Aid	Jeni Moodie
Club Photographer	Rhys Jones
Morning Tea	Prue Jefferies & Jill Vander Sluys
Fellowship Lunch	Val Sigg
Light entertainment	Lyn Hudgson

My sincere thanks to the above people for accepting these roles of responsibility. The contribution you all make to our club is invaluable.

A huge pat on the back for all those who assisted with setting up and putting away of tables & chairs last month. "many hands make light work"

Finally, it is with sadness that I wish to inform you of the Memorial Service to be held for June Chambers at 11am on Thursday, 11th April at the Yarra Valley Country Club, Bulleen.

Motion: That the President's report be received

Moved: Pat Marsh **Seconded:** Margaret McGregor **Carried**

3.1 **Amendment to the Special Resolutions for April Meeting 2019** **Pat Marsh**

The amendment you are being asked to vote on today is required to ensure the structure of the Management Committee is reflected in the Special Resolutions.

Management 1 b)

Motion

That Membership and Speakers Officers to be added to Management Committee and Immediate Past President to be given voting rights.

The (9) nine Management Committee Member positions are President, Vice President, Immediate Past President, Secretary, Treasurer, Welfare, Membership, Activities Coordinator, Speakers and will all have voting rights.

Moved: Pat Marsh

Seconded: Carole English

Carried

4 **New Inductee.**

Pat Marsh

Pat Marsh invited **Nola White** and her sponsor, Laurel Bishop to the front. Laurel introduced Nola as a friend she had known for 30 years. Nola had spent long, active years in the area. She was a teacher and active in sports, Tennis and golf at YVCC. Nola's association with the babysitting group, Bulleen primary school and Balwyn North friends continued. Nola is retired and her interests are Golf, MTC, Bridge, dining and white wine with friends, many who already attend TVPC.

Nola replied that she had lived and worked for 20 years in the area, she was looking forward to activity groups and becoming involved and meeting new friends.

Pat Marsh read the Induction and welcomed Nola as a member. The Vice President, Peter Vander Sluys presented Nola with her Induction Kit.

5 **Secretary's Report: for March and April 2019**

Anne Lukeman

* The AGM minutes are on the website.

* I have registered with consumer affairs as your new secretary

* **The Annual report** has been lodged with Consumer Affairs

* **The Annual Return forms** which calculate our capitation fees, upgrades our positions of authority and updates our membership are in hand and will be lodged before the 30th April.

* At the February 2019 Club Meeting, Carole and I gave out the Activity Leaders Manual.

These were a collaboration between Carole, Doug and myself and present everything a leader needs to run their activity.

All the current forms, procedures, emergency contacts including a job description written by the current activity leader are present.

It is anticipated that they will be living manuals which will evolve over time.

Most importantly they will be available to pass on to future leaders in the hope that they will reduce any anxiety associated with a new role.

It is now my aim to encourage all members of the management committee to produce similar manuals to pass on to new committee members.

6 **Correspondence Report:**

Anne Lukeman

Anne advised that the mail had been distributed to the relevant group leaders and personnel, and the mail will be presented to the Management Committee.

Anne read out a letter regarding the Minister for Health volunteer awards, addressed to Yvonne Boyall and the craft group, advising them that their team nomination had been unsuccessful, thanking them for their dedication and commitment. The awards will be announced in late April. Congratulations to Yvonne and the Craft Group, we praise, acknowledge and thank them for the huge effort and success.

Motion: That the Secretary's and Correspondence reports be received.

Moved: Anne Lukeman

Seconded: Wendy Fishley

Discussion: nil

Carried

5 Craft Yvonne Boyall and June Duncan

Meet monthly 10am. Next meeting Tuesday 16th April at Elaine Hayne's home.

6 Entertainers and Singing Group Wilma Pontefract and Ray Walker

Meet Monthly 1pm. Next practice at the Scout Hall Tuesday 23rd April.

7 Events, Trips & Outings Elaine Hayne and Jenny Kerseboom .

- Club Social. Friday 3rd May 7pm. Pizzas for supper otherwise BYO everything. Scout Hall Finns Reserve. \$20.
- Morning Melodies. Monday 22nd July, Hamer Hall Southbank, 1.30pm \$19.
- Christmas in July. Swipers Gully Eltham College. Thursday 25th July 6.30pm. \$25 three course meal, drinks at bar prices.

8 Fine Dining Laurine Eames

Group 1 Leaders: Lyn and Ron McBain

Group 2 Leaders: Prue and Tony Jefferies

9 Fishing Neil English and Ray Cooper.

10 Games (Bridge) Marion Cummins

Meet weekly 9.30am every Thursday at her home.

- **Crazy Whist** Wednesday 24th April 7.30pm. 40 places only.
- Maple Rise, 314 Reynolds Rd Donvale.

11 Genealogy Pam Brown and Pat Marsh

Meet monthly 10am. Meet tomorrow Tuesday April 9th.

12 Getaway Group Trudy Neal

- Warrnambool to Robe Wednesday 23rd October – Thursday 31st October. EOI available.

13 Golf Andrea Thomas and Colin Neal *Freeway Camberwell every alternate Friday. Start time 8.30am.* Next rounds April 12th, 26th and May 10th.

Annual Golf Cup. Colin Neal and Andrea Thomas

October Sunday October 20th - 22nd. Warrnambool. EOI form available.

14 Garden Group Jeni Moodie and Anne Doull.

Monday 15th April. 10am William Ricketts Sanctuary Olinda. 1.30pm National Rhododendron Gardens Olinda. FOC. Lunch at own expense. Transport will be car pooling.

15 Investment Group George Thomas

Meet monthly 7.30pm. Next meeting on Tuesday April 22nd at Living and Learning Centre Thompsons Rd. A vacancy exists.

Carole English spoke to George Thomas about the Investment Group which has been restructured.

It was founded by Phil Mithen and Bob Anderson.

The accumulating profits have been dispersed. There are Portfolios and each of the 16 Members has a share of portfolios. The group has lowered the barrier to entry.

Collaterally they make some money, but the aim of the group is to have fun. Amongst the group, there is a wide diversity of backgrounds. They meet monthly on 4th Tuesday of the month, at The Batch, at 7.30pm.

Margaret McGregor (who is proficient in shorthand) is the secretary, and Bob Anderson is the Treasurer.

Neil English is the Trader.

New members entrance fee for a share of portfolios is approximately \$1000 and there is about \$16,000 at present with diverse portfolios.

16 Movie Group Merrill Smead

Meet Monthly. No Movie this month. Resumes in May.

17 New Skills Dawn Anderson and Margaret McGregor

Morning Group *1st and 4th Tuesday of each month 9.30am.* Next play day April 23rd and May 6th at Applewood. If you are unable to attend please advise Dawn.

Afternoon Group 1st and 3rd Tuesday of each month 1.30pm. Next play day April 16th and May 6th at Anne Lukeman's home. If you are unable to attend please advise Anne.

18 Needle and Stitches Dawn Anderson and Margaret McGregor

Meet Monthly 1.30pm. April 10th Cardmaking demonstration by Liz Smith at Dawn Anderson's home.

19 Photography Doug Hayne

Meet monthly 7.30pm. Meet tomorrow April 9th at Doug Hayne's home.

20 Scrapbooking and Photo Books Maurelle Thompson

Meet monthly 10am. Next meeting Monday April 22nd at Margaret McGregor's home.

21 Theatre Rhonda Sinclair and Colin Neal

Next production.

- Beauty and the Beast. Sunday May 5th at Whitehorse Theatre. \$39.00
- Quiet Please there are Ladies on Stage, Saturday 22nd May, 8pm,
- Whitehorse Theatre \$52
- Wisdom of Eve. Sunday June 2nd. Lilydale Theatre. 2pm. \$22.

22 Walking Group Judy and Colin Gaskell

Walks every 2nd & 4th Wednesdays 9.30am.

Wednesday April 10th Plenty River Walk Trail, Lower Plenty Hotel morning tea.

Wednesday April 24 Elgar Park Mont Albert North, BYO morning tea.

23 Winter Picnic / BBQ Jeni and David Moodie

(leader changeover, Lyn and Ron McBain to Jeni and David Moodie.)

Meet 4th Sunday of each month 12md. Next BBQ Sunday 28th April Ruffey Lake Park. Off Church Rd. Entry via King St.

ALL THIS INFORMATION AND MORE IS IN THE NEWSLETTER, COURTESY OF OUR WONDERFUL EDITOR Phil Mithen PLEASE READ IT.

Today I'd like to remind you that we have a number of procedures in place to strengthen our Insurance profile.

In the event of any injury or accident requiring a claim to be made on Probus Insurance we need to be as prepared as possible.

We have 24 activities.

Today all our Activity leaders have been asked to re-sign our Leader Activity Renewal form. This is done annually.

These signed forms will go to the MM this afternoon for approval. When approved they'll be minuted in our MM minutes and they will then all be held by our Secretary.

17 of these activities run on a regular weekly, fortnightly or monthly basis.

They are always listed in this Approved Activity report and where there is a change of location (bike, walk, bookreading, scrapbooking, new skills) that too is listed.

The remaining 7 groups are a different kettle of fish .

Club Getaway, Events Trips and Outings, Garden Group, Bridge Games Beach Getaway, Golf Getaway, Fishing and Theatre.

These groups run ad hoc events at varying times and dates throughout the year.

For the leaders of these groups the requirements are different. Importantly they must have:

1) An Event Approval form dated and approved by two members of our Management Committee prior to departure.

2) For groups away overnight each member's Registration Form for Outings and Tours is required to be completed.

In addition to filling out the required forms, all of our 24 leaders are required to record in the Probus Activity Register the members attending for each and every outing.

This Activity Report that I give at this our Club meeting is minuted in our Club Meeting Minutes.

So in summary

All our leaders are approved by our Management executive team.

All events require approval and registration by MM team.

At all events members are required to be listed as attending.

The Activity Report is to be minuted in Club minutes.

We are not trying to make our leader's lives difficult at all. If these procedures are followed we just hope they will be adequate and we will comply with Probus Insurance requirements.

We all enjoy the outings our leaders organise for us, and we also all need to be mindful that the correct processes that need to be completed have been completed and are in place prior to each outing.

It's everyone's responsibility. The only reason that this Club has 24 activities is because we have 24 wonderful leaders. We are in their debt.

Motion

That the activities report for 8th April 2019 be received.

Moved: Carole English **Seconded:** Maurelle Thompson **Discussion:** nil **Carried**

14 General Business:

14.1 Probus Insurance

Doug Hayne

About Probus Insurance

1. Private Travel Insurance

For private travel not on Probus events

There is a charge which is close or better than other private travel Insurance.

Cover can be for age up to 100 years old but limitations of over aged 80. Consult the PSPL web site from our web site.

Over 80 cover may not be available on other plans.

Cover is for transport delays, cancellation due to specifically covered reasons and loss of assets such as jewellery, luggage etc.

As with all insurance the exact coverage may not be known until a claim is made.

2. Insurance from PSPL for liability of our club.

Mandatory for registered business as we are, and insurance as we have.

Insures the club funds against liability of being sued for compensation etc by outside business or persons. Third parties.

3. Probus Insurance for members and visitors on Probus events including general meetings. This is automatically provided by PSPL for Club events. Coverage is for injury, loss of assets, trip cancellations etc.

To be covered, Events MUST be noted in the Club Minutes as being approved by the Management Committee through the Activities Co-Ordinator.

This also applies to regular activities by Probus groups which have been approved and minuted as some time in the Club history. Any extra outings aside from the regular meetings must be separately approved by the committee and minuted.

An example of this is the Photography group which meets regularly (ie Monthly) at a specified venue. If they were to plan an excursion to the Zoo to photograph animals, then this event MUST be approved and minuted through the Activities Co-Ordinator.

It is better to have a claim rejected although the event is registered – than because it isn't registered.

10.40 am Fellowship Break

- 15 **11.00am** **Introduction of Speaker:-** Noel Freeman introduced the speaker, **Dr John Carson from the Stroke Foundation**, who gave an excellent talk on Stroke prevention, signs and symptoms, and answered questions at the end of his talk.
Remember: FAST (Face, Arms, Speech, Time) If you suspect someone is having or had a stroke, dial **000**, ask for Ambulance FAST.
Thank you given by Jenny Moodie, who had requested a speaker from the Stroke Foundation.

Meeting closed at 1205pm

Next Meeting is on Monday 13th May 2019 in the Ajani Centre starting at 9.45am

Signed: _____ **Date:** _____