

RMGA management | ACTION ITEMS

A rolling list of action items from RMGA management committee meetings

as at 14 January 2021

Action items	Who	When	News
Christmas gathering/movie night			
Pay invoices and reconcile cash with receipts	Pam/Sorelle	17 January	Need to scan Sorelle's purchase and stock records.
Invoice WOW for food and drinks	Sue/Sorelle	17 January	No need. Sorelle explained WOW paid for food items.
Evaluation including profit/loss (one pager)	Pam/Sue	17 January	
Family Movie Night – approved out of session	Mal/Sorelle	23 January	Promoted to community.
Meetings			
Publish minutes	Sue	24 Dec	Done
Publish action items	Sue	24 Dec	Done on blog..
Write a conflict resolution policy	Sue	Jan GM	
Constitution			
Circulate revised draft (Version 3) to members.	Sue	ASAP	Circulated v4 on 29/12
Table at January general meeting, with report on member feedback.	Sue	January 2021	
Campdraft			
Publish approved TOR including budget	Sue	20 December	Done
Recruit members and start organising	Andrew/Tony	14 January	Done
Report in accordance with TOR	Tony	Monthly	Not yet received.
Monitor orders and invoices	Pam	At least monthly	Not yet received.
Markets			
Develop TOR for markets	Tony/Sue	14 January	Not done. Prioritised getting the constitution updated
Organise repairs to coffee machine	Pam/Tony	17 January	Repair c.\$400

Circulate DRAFT TOR to MC members	Sue	14 January	Not done. See above.
Caravan Park			
Continue to take bookings and encourage online payments. Enforce 14 day limit for casuals.	Doug/Dave/Sue	On-going	<ul style="list-style-type: none"> One new long-term camper, offered rental agreement and bond. Trial of online bookings underway
Organise meet/greet for casuals – payment, receipt, COVID details and ‘rules’ brochure..	Doug/Dave	On-going	All now getting ‘rules’ with welcome. Visitor feedback very positive.
Prepare a report for the April MC meeting, analysing the trial results	Sue	April meeting	
Draft policies and rules for long-term casuals, for approval by the management committee	Sue	14 January	Circulated out of session.
Permanent residents			
Summary report on legal action	Sue & Pam	Jan GM	In progress
Brand and marketing			
Maintain and moderate the official RMGA Facebook page.	Anita	On-going	
Maintain public blog with calendar and meeting records: www.rathdowneymemorialgrounds.blogspot.com	Sue	On-going	Transferring now to www.rathdowneymemorialgrounds.org
Electrical upgrade			
Get site plan map of alterations from SRRC	Sue	ASAP	Not provided.
Organise on-site inspection if contractors are prepared to visit	Sue/Andrew	31/12/20	Didn’t happen. No input from SRRC.
Helicopter landings			
Respond explaining MC decision that hosting the visit not possible on market days or other days when the field (and surround grounds) are in use.	Sue	20 December	Visit/Landings now planned for 19 January
Cleaning			
Re-write specifications	Sue	24 December	Not yet done. Not prioritised.
Other matters arising			
Get lawnmower serviced and operational	Andrew	14 January	Operational. New blades and fuel purchased. Not yet serviced.
Print and post copy of calender at grounds	Sue	20/12/20	Need to purchase pinboard.

Publish calendar on blog.	Sue	ASAP	Done, with Pony Club and Barrel Racing dates.
Notify and welcome Rachelle	Andrew	ASAP	Done.
Prepare notes for Rachelle about recent decisions	Sue	14 January	Zoom meeting provided update.
Remove old fryer from Canteen.	Pam/Doug	20/12/20	Done.
Get quote to change locks	Sue	31 January	Not done.
Canteen drainage – Get plumber to investigate and quote to fix.	Pam/Sue	14 January	Quote to fix c.\$4000. Getting 2 more quotes
Operation of cash floats – Two people to count in and out, and sign for receipt. Floats to be returned to the Treasurer and stored securely, when not in use.	Pam	14 January	New policy is being used. The markets cashfloat was also \$50 short when counted, and this shortfall was met by Tony Ward, who was responsible for the float at the time.
Lock the soccer field gate	Doug	ASAP	Done
Lock the RMGA garbage skip – Phone and organise	Sue	ASAP	Council is organising this for us. JJ Richards could not help, other than through SRRC
Since last meeting			
Cool room motor broke down			
Dump point – Waiting on electrician			