



Minutes of the General Meeting

7th May 2014 at 7.30 pm

Oberon RSL Club

1 Call to Order

Present Tim Arnison (Chair), Elaine Boxer, Ian Davis, Marjorie Webb, Peter Culley, Kylie Moorhead, Jim Hawkes, Richard Webb, Doug Booker, Col & Glenda Bembrick
Minute Secretary: Lyndle Hawkes

2 Apologies Lynette Ireland

3 Minutes from Previous Minutes

Discussion: The minutes of the general meeting held on 7th May 2014 were distributed and read.

Resolution: *That the minutes from the previous general meeting as tabled be accepted as true and proper.*

Moved: Tim Arnison, Seconded: Elaine Boxer, Carried

3.1 Business Arising from Previous Minutes

Discussion: No business arising

4 Safety Management

Discussion:

- No incidences reported
- SMS documents RM-107 Track Maintenance – Clearing Line & Sleeper Removal and Replacement and RM-125 – Loading the Sleeper Trolley were presented by Kylie Moorhead for review. A comprehensive review of both documents elicited some changes which will be presented for ratification at a future date.

5 Correspondence

Discussion:	Received:	Sent:
	01/5/14 Mark's Signage request logo	02/5/14 Paul Toole congratulation letter on appointment to ministry
	02/5/14 Peter Evans quote for work on SMS documents	02/5/14 P McDonald thank you for Oberon Ticket donation
	04/5/14 Webpage visitations stats for April	02/5/14 T Cliff thank you offer of carriage trimming
	05/5/14 LCIS CoC for insurance LCIS re lease agreement	02/5/14 G Wallace (Oberon Council) Fire safety report
	02/5/14 Jose Alano – audit result due 8/5/14	02/5/14 G Wallace (Oberon Council) letter re memorabilia display at station

Resolution: *Motion: That the meeting receive the correspondence*

Moved: Elaine Boxer, Seconded: Doug Booker, Carried.

5.1 Business Arising from Correspondence

Discussion: No business arising

6 Committee Reports

6.1 President's Report

- Discussion:
- Successfully completed tasks set for April working bee. May working bee will commence on Saturday 10th and conclude on Wednesday 14th May.
 - OTHR purchased a new brushcutter for Barry Webb in acknowledgment of the extensive maintenance and beautification work he does in the Station precinct and surrounding grounds.
 - Approval received from JHR to lay tracks into the rolling stock shed. The next step is to satisfy ITSR requirements for same.
 - ONRSR audit – 11 findings to be dealt with by OTHR. ONRSR representatives have sought another meeting with relevant OTHR committee members with regard to SMS documentation.
 - OTHR committee have agreed to engage Peter Evans to help with SMS documents. Mr Evans has extensive NSW railway and QA experience.
 - OTHR publicity asking for specialist help on radio, as well as, OTHR's Facebook page and website.
 - A meeting is planned next week with Paul Toole, John Holland Rail and Oberon Council to apprise them of OTHR's future plans and how they may be able to assist.
 - OTHR Heritage Rail Display at Oberon Station opened for the first time on Saturday 3rd May. A sign advertising the open memorabilia display was purchased and erected on the back of a truck parked in the main street. Col & Glenda Bembrick manned the display, which will now occur on the first Saturday of each month. Volunteers are needed to help with this monthly task – hours of opening 10am-2pm. If you can help phone Elaine Boxer.
 - OTHR received cheque from Oberon Heritage & Collectors Club for share of the gate takings at Highlands Steam & Vintage Fair 2014.

Actions:	Item	Person	Deadline
	<i>Volunteers required to tend to the regular open days in the Station building heritage display</i>	<i>members</i>	<i>1st Saturday monthly</i>

6.2 Treasurer's Report

Discussion:	The following accounts were presented to be passed for payment:		
	Reimburse T. Arnison (brushcutter, tyre repair)		\$ 585.00
	Mawhoods IGA (groceries)		\$ 73.19
	Mitre 10 (pipes, tools)		\$ 278.41
	Total expenses for April 2014		\$ 936.60
	Total income for April 2014		\$ 498.74
	Gift account balance at 30 th April 2014		\$ 1,535.42
	Interest bearing deposit balance at 30 th April 2014		\$17,548.96

Resolution: *That the treasurer's report be accepted as a true and accurate record.
Moved : Marjorie Webb Seconded : Doug Booker Carried*

6.3 Assistant Track Manager's Report

Discussion: May working bee starts on Saturday 10th May and continues until Wednesday 14th May. If you can help please contact Ian Davis on 6335 6228.

6.4 Publicity Officer's Report

Discussion:

- VIM grant decision due end of May
- OTHR's Heritage Rail Display now needs to be featured on the website with mention made of regular opening times on the first Saturday of each month.
- Sign required for Heritage Rail Display
- Roster of volunteers required for Heritage Rail Display open times
- Frame A restoration progress
- An article is in preparation for Oberon Village Community Newsletter
- May Newsletter – appeal for all materials to Col at taranaob@activ8.net.au – no later than Saturday 10th May please
- Volunteer Newsletter Editor for July and August

7 General Business

7.1 Item 1 Sausage Sizzle at Masters

Discussion: Discussion took place about OTHR volunteers operating a sausage sizzle at Masters Home Improvement store in Bathurst. Traditionally these events occur for 4 or more hours on a Saturday and all funds raised go to the organisation operating the sausage sizzle. It was decided to reconsider this fundraising option later in the year.

7.2 Item 2 Miniature railway excursion

Discussion: Discussion took place about an offer from Clifton Park Miniature Railway to promote an open day visit through OTHR. All publicity and transport arrangements would be the responsibility of OTHR. Elaine and John Boxer will visit the miniature railway and report on the feasibility of organising a larger excursion, perhaps coinciding with the Highlands Steam & Vintage Fair.

7.3 Item 3 First Aid course

Discussion: Oberon Wellness Centre is running a First Aid course on 22/6/14. This course has a cost and requires participants to register at the Wellness Centre. Current first aid qualifications must be completely updated every three years.

7.4 Item 4 June working bee dates

Discussion: Working bee dates for June 7th-11th inclusive.

8 Other Business

8.1 Item 8.1 Oberon-Tarana staff

Discussion: Peter Culley presented a reproduction Oberon-Tarana staff to OTHR. A staff or key was required for every single track railway and will be a great addition to OTHR's rail heritage display.

Actions:

Item	Person	Deadline
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*Contact G Williams to ascertain who made the Elaine
staff and donated it to OTHR to enable our thanks
to be conveyed.*

9 **Meeting Closed** Next meeting: Wednesday 4th June 2014
