

Minutes of a meeting of the Executive of the Stillwater Ratepayers and Residents Association  
Incorporated held at the Stillwater Community Hall on Wednesday the 19<sup>th</sup> October 2016

Present – Steve Kaye (President), Colin Smith (Treasurer) , Sue French, Michael Guy, Aileen Lusty, Stacy Busek, Debbie Thearle.

Apologies: Irene Sanders, Ann Andrews, John Davies (Secretary), Mary Gallagher, Tui Skelton, Penny Mansell.

	Item	Due Date
1.	Opening and Welcome The President welcomed all and opened the meeting at 7pm.	
2.	The only topic on the Agenda for this meeting was to discuss the future management of the Hall, following on from Debbie Thearle's email date 16/10/2016 ( See below)	
	The main discussion topics were:	
	1) Did SRRA wish to continue as the Leaseholder of the Hall or to pass it back to Auckland Council	
	The Chair proposed a motion that SRRA continue to Lease ( and therefore manage) the Hall. This was unanimously passed	
	2) Was there a need to continue with a separate Hall Committee or not.	
	The Chair proposed a motion that the separate Hall Committee be dis-continued. This was unanimously passed	
	Discussion occurred regarding the go forward management of Hall viewings, bookings, opening & closing for ad hoc events, marketing, and managing the cleaner. ( Regular users do not require any significant degree of Management)	
	It was agreed that rather than attempt to job share the role around SRRA Committee Members it would be preferable to have one person primarily responsible for managing Hall viewings, bookings, opening & closing, ie undertaking the duties that have been carried out by Debbie and Stacy ( note 1 . that management of the Hall Accounts will be undertaken by SRRA Treasurer Colin Smith) ( note 2. if we are unable to secure one person to undertake these duties then plan B is that they will need to be shared amongst SRRA Committee Members.	
3	Main action points	
	Debbie to provide Steve with a list of the main duties	29/10/16
	Steve to draft ( and circulate for final approval by SRRA Committee Members) a document outlining our needs for a local individual to undertake the duties	31/10/16

D e t a i l s t o b e p o s t e d o n F a c e b o o k	Details to be posted on Facebook, SRRA Website, email to all SRRA contacts in the community, the next Newsletter, and noticeboards	03/11/16
3.	The Chair closed the meeting at 7.50pm	

To Steve and SRRA committee members,

It would seem that the time to have a separate Hall Operations Committee may have runs its course. Many of the projects we were beginning to consider, such as shelving, kitchen notice board etc can be undertaken within the SRRA meetings.

The possibility of merging the two bank accounts will add weight to the shift of Hall Operations to within SRRA.

We, as Hall Committee members, sought to set up the running of the hall and establish an on going framework, We have achieved this in some ways but perhaps more input is needed from the larger committee as to new ways forward.

We meet again on 2nd November, which I propose to be our penultimate Hall Operations Committee meeting before we disband after Christmas in the Park.

I myself will stand down from Hall Bookings once the Hall ops committee disbands in December. I am happy to oversee the existing bookings including the wedding in February. I would like the hall bookings emails to be diverted elsewhere from December 1st.

Stacy has indicated that she will stand down as hall treasurer, from December 31st.

We are all happy to stay on the SRRA committee for the duration of the term.

I am happy to help with any transition and handover as needed.

thanks and regards,