

**Cambooya Community Hall Association
Minutes for General Meeting
03 Sep 25**

General Meeting

1. General meeting declared open at 06:36 pm on 03 Sep 25 at Cambooya Public Hall.

Apologies

2. Members passing on their apologies:
a. Brian, Rachael, Brad, Carrol, Lisette, Roberto

Confirmation of Previous Minutes (06 Aug 25)

3. Minutes from previous meeting sent out via email with agenda for all to read.
a. MOTION: for previous minutes to be accepted as true and correct.
b. Moved by: Joseph
c. Seconded: Leah ***Carried: Yes***

Secretary

4. The secretary's report is as follows:
a. Insurance support documents have been received from TRC for Hall insurance. A report requires filling out and sending back.
b. Insurance is up for renewal and due in October.
c. Annual return from office of fair trading for who the electives are. This comes with a fee to be paid.
d. Community directory phone number to be changed.
e. Inwards & Outwards Correspondence

Date (*email)	5. From	6. About
01 Sep 25	Cambooya Hall	Attending Xmas event
Aug 27	Rachael	Closing out the grant
Aug 19 - 28	8 different contacts	Interest in stalls for Xmas

- e. MOTION: Secretaries reports be accepted as true and correct
f. Moved by: Joseph
g. Seconded: Sue ***Carried: Yes***

Treasurer

7. Treasurers report for the previous month is:
a. Main Account:
i. Opening Balance: \$30,929.68
ii. Plus Income: \$327.00

- iii. less expenses: \$11,990.60
- iv. Closing Balance: \$19,266.08

b. Visa Debit Card:

- i. Opening Balance: \$0
- ii. Transferred in: \$4800.00
- iii. Less Expenses: \$3800.00
- iv. Closing Balance: \$1000.00

c. Bills:

One Music	Music Licence	\$ 110.76		
Choice Bookkeeping	Sign off for Grant Acquittal	\$ 99.00		
Sue Williams Cleaning	July invoices	\$ 533.00	15/08/25	Chq no 396
Sue Williams - Cleaning		\$287		
	Total Bills	\$1,029.76		

- d. MOTION: That the Treasurer's Report be accepted as read and bills approved to be paid.
- e. Moved by: Joseph
- f. Seconded: Kelly **Carried: Yes**

Bookings

- 8. Bookings report (outside of standard bookings) for the previous month as follows:
 - a. Monday exercise class has cancelled.
 - b. Lazlo is maintaining his booking currently though has limited / Nil clients for now.
 - c. After consulting with Lazlo New booking starting 10 Sep @ 07:30 pm for 6 weeks (15 Oct)
 - d. Valicha is booked fortnightly on a Thursday (11 Sep onwards)
 - e. Due to the planned asbestos remediation there will be a need to advise the hall users of Asbestos closure
 - f. Moved by: Leah
 - g. Seconded: Alyce **Carried: Yes**

Grants

- 9. Grants Report:
 - a. As of 2nd September 2025, I have received an email from the Gambling Community Benefit Fund to say that my acquittal documents have been submitted & that they have been accepted & application is now complete. All acquittal documentation was forwarded to the Cambooya Hall email account to have on record for all to view.
 - b. I have applied for 2 x Event Support Grants up to \$1500 each with the Toowoomba Regional Council which closed on the 12th August 2025. This is the ONLY round of Council Grant funding being offered this Financial Year.

- c. Originally in last hall meeting on 6th August, I said we could only apply for 1 Event Support Grant from TRC – which we were going to apply for the Halloween Disco. But after last hall meeting, I was emailing back and forth an Emma Iseppi from TRC & asked if I could also apply for a grant for Xmas party as well (\$1500). I had less than 1 week to apply for the Xmas grant & with only 1 quote from Scott the Bucking Bull owner (he was at last year's Xmas party). I put down that we would use the \$1500 to cover his costs. He quoted \$1500 for 4 hours hire.
- d. Further updates provided as required
- e. MOTION: That the Grants coordinator's report be accepted as read.
- f. Moved by: Joseph
- g. Seconded: Clare ***Carried: Yes***

Business Arising from the Minutes

<i>BUSINESS</i>	<i>PERSON</i>	<i>ACTION</i>
Halloween Disco: Please provide update Josf, Lisa, Kelly, Leah, Brad, Benny, Emma, Eugenie, Sue, Rachael, Tammy	Josf Rachael	Event created on FB page. Group meeting to be arranged via chat to discuss plans for the event specifically the dinner room. Conversations around food provision were had to discuss options with hotdogs being the likely food item. Further minor details sorted during meeting. Les (Kelly's partner) to do risk assessment
Facebook Page: Please provide update	Josf Leah	Page established, vendors tracking and sharing. Good feedback so far. Item closed
Upgrade Grant: Please provide update	Rachael	As per Grants report. All complete and finalized. Grants applied for to TRC for Halloween and Xmas. Business item closed
Lodge: Bradley to follow up \$500 owing towards Air-cons in Masonic room & soft-drinks payment. Brad to also do up a new Constitution Please provide update.	Joseph	Constitution being looked at by Brad and Joseph. Specific document to be created for the "Standard Business Practice" allowing the Constitution to be voted in and then the document to be amended without the

		constitution needing to be changed. Lodge to pay \$250 now and another \$250 in the future. Lodge to open on Halloween pending approval from higher HQ. Payment for A/C and drinks ongoing
Pidgeon Problem: Bird problems are still ongoing. Spoke to CDI pest control, awaiting details of inspection.	Joseph	Ongoing issues requiring follow up. Yasmina from CDI identified as the POC for the hall.
History Wall: Please provide update.	Rachael Josf	Ongoing maintenance of history wall. Continue to add and improve. Business item closed
PO Box for the Hall: Please provide update	Madonna Joseph	PO box for hall \$61 + 25 establish \$40 to open in September Discuss and vote on PO box in Gen business
Signage: Madonna looking into signage around the community for activities at the hall. Please provide update Signarama (<i>Price guide</i>) \$486.02 For new sign (1800 x 800 inc materials) \$243.98 for sign (1200 x 740 us providing Materials)	Madonna Lisa	Follow up sign prices and various ideas for signage Sign being built by Lisa and Les ref "What's On" at the hall and in the community. Draft design proposed to group for review and open to options and ideas. Options to have organizations to add to the signs and ask on FB who want their details added (cost?). Discussion and voting to occur in Gen business.
Fundraising: Possibilities / ideas for fundraising opportunities for the hall.		To be discussed during fundraising in agenda Business item closed
Change of Account ownership: Change the details for who is listed as owners / managers of current hall accounts and current account access / management situation	Alyce	Change of account ownership complete for CommBank. Heritage documents complete, to be submitted. New working account raised
Agenda for meetings: Source Minute / Agenda Template for meetings	Joseph	Agenda sourced and used. To be modified as / when required. Business item closed

Soldier Photo: Please provide update	Joseph	Spoken to Brian ref the current situation and cause for delays. Task Ongoing
TRC and Kitchen upgrades: Please provide update including if TRC will certify kitchen at no cost	Rachael	Updated the group on current situation for the kitchen. A Suggestion was made to move the chairs to allow ongoing use and access once renovations start. Likely loc being stage
Hall Hire Agreement: Madonna to source Hodgeson-vale Hall agreement Please provide update	Madonna	Website for Hodgson vale hall provided
Freeze on Hall Fees: Please provide update	Leah	Follow up on the users to provide Cert of currency for themselves Hire agreement to be created and includes the payment of a deposit / bond. Document will be made to include all costs and other items
Christmas Event: Please provide update Lisa, Ashley, Kelly, Leah, Alyce, Benny, Carole, Emma, Eugenie, Sue, Josf, Les, Penny, Rachael	Lisa Rachael (Grant)	Update provided. Does insurance cover the stall holders? One day market insurance available online. Ongoing organisation discussion occurring within the group. Conversation about tickets and comment made about being able to return excess tickets for a price (half cost?) Look into other options for entertaining young kids (jumping castle, games etc). Ask B&B about the jumping castle they had on Australia day

10. **New members.** Any new members in the room? Those who wish to become members please provide email address for mailing list and \$2 fee for member ship.
- a. New member signed up to be on the hall and paid the fee. Members were:
- i. Kim Allitt
 - ii. Shirl Allitt
 - iii. Ashley Hurst

11. **Fundraising – Events / Opportunities**

a.	BBQ at Halloween – Kelly / Lisa / Leah Options were discussed on what food to sell at event with the final decision being loaded hotdogs
b.	Bingo – Alyce Expression of interest for Bingo event to be run by the hall, those present agreed it worth trying. Motion - \$500 be allocated to funding the bingo night to be run 21 Sep. Moved by: Alyce Seconded: Kelly Carried – Yes

12. **General Business**

a.	<i>Utensils and cooking items to be purchased for use in hall by users:</i> Discussion around what, if anything is in the hall for those hiring to cook / use. It was agreed that the hall should provide at least basic facilities to those hiring for events. Kelly to look into what is required to be purchased to meet this need
b.	<i>Location for new Hall sign(s) and purchase of a new Hall sign to go signs being made:</i> Lisa and Les are building a new hall sign out material that has been donated. Plans are in place with two locations identified both at the post office and the hall itself. The Hall management committee needs to engage with TRC ref both of these signs to confirm they are allow to be placed in the planned locations at the hall and post office. Discussion was had ref a new sign mentioned in previous business and motion was put forward. Motion – Up to \$350 be allocated to having a new sign made for the hall utilising the material that is being donated by Les and Lisa. Full quote to be sourced by Joseph Moved by: Joseph Seconded: Lisa Carried – Yes
c.	<i>Access to bathrooms for hall vendors via key lock box:</i> Food vendors who pay to park and sell in the carpark do not have access to bathrooms in the evening. Since a lock box has been installed on the rear door (outside bathrooms) with as code which can be changed monthly. A motion was put forward to allow access as the food vendors pay the same as other hall users and have none of the facilities Motion – To provide the rear door lock box to food vendors (if required) to allow them access to bathrooms after hours when selling food strictly for staff use only. Moved by: Joseph Seconded: Leah Carried – Yes
d.	<i>Dollar amount for general upgrades and maintenance around hall:</i> Motion – a general improvements and maintenance fund be established allowing the hall management committee to conduct general maintenance and improvements as required without the need to seek approval at each general meeting until the funds have been expended Moved by: Joseph Seconded: Ron Carried – Yes

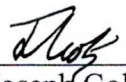
e.	<i>Creation of S.O.Ps for hall to work in concert with constitution:</i> A document be created in concert with the drafting of the new constitution that contains all processes and procedures detailing how the Cambooya Public Hall Association does business. Thus, allowing changes to occur as required without the need of a change of constitution vote each time. All present were in favour of this occurring
f.	<i>Online accounting program:</i> Motion – An online accounting program subscription be paid to allow the hall to track all financial actions with ease and provided invoices and receipts digitally via email as desired by the hall and vendors. Xero and Quick books are the two options with the preference being Xero. Moved by: Alyce Seconded: Roger Carried for Xero – Yes
g.	<i>TWD application form:</i> Application for account to be raised at TWD allowing for ready access and ordering of food and cleaning supplies appropriate for the kitchen equipment purchased. All present agreed it was worth applying
h.	<i>Secretaries Laptop established with Gmail – Microsoft office required (word) Libre office:</i> Was not discussed as Roger provided an open-source option that was free of charge
i.	<i>Create Hall phone:</i> Was not raised or discussed due to time constraints
j.	<i>PO Box to be obtained for the hall:</i> Motion – Open a PO Box to provide a fixed postal address for the hall and those on the committee. Moved by: Joseph Seconded: Shell Carried – Yes
k.	<i>Lighting for the hall:</i> It was raised that the sensor lights don't always turn off when they are supposed to. This and the poor lighting around the stairs for the hall were mentioned as likely inadequate. The committee will investigate.
l.	<i>Cleaner:</i> Discussions were had about the cleaner and the time frames needed for her to clean the hall. An idea was raised for what the hall wants cleaned on a regular basis and to discuss this with the current cleaner and see if she is willing and able to achieve.
m.	<i>Any new business</i>

Future Meetings

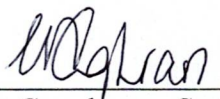
13. The next round of meetings scheduled as follows:
- a. **General Meeting** – Monday 6th October (King's Birthday holiday) @ 3:30pm (2nd week of each month to allow reports to be completed and loaded into agenda)
 - b. **Halloween Disco Meeting** – TBA in Chat
 - c. **Christmas event** – TBA in chat

Meeting Closed

14. Meeting Closed at 9:09 pm.



Joseph Goltz – President



Clare Coughran – Secretary

08 Sep 25
Dated

Action items from meeting

Item	Task	Who
1.	Ongoing Planning of Halloween event	Rachael / Josf
2.	Draft Constitution and SOPs	Joseph / Brad
3.	Follow up with CDI pest control and TRC	Joseph
4.	Establish P.O. Box for hall postal address	Madonna / Joseph
5.	Follow up with Hall signage	Lisa & Les / Joseph
6.	Change of heritage account ownership	Alyce
7.	Ongoing Liaison with TRC Re: Kitchen renovation	Rachael
8.	Christmas event planning	Lisa / Ashley
9.	Food for Halloween	Kelly / Leah
10.	Establish and organize a Bingo event	Alyce
11.	Requirements for cooking utensils	Kelly
12.	Coordinate general maintenance and improvements around hall	Joseph
13.	Establish online accounting program	Alyce
14.	Submit application for TWD account	Alyce
15.	Finish setting up Secretaries (Hall) Laptop	Joseph
16.	Review hall lighting situation	Joseph
17.	Establish cleaning requirements for hall. Have conversation with current cleaner re: sustainability	Lisa
18.		