

**MEETING OF THE YASS RIVER-NAMINA RURAL FIRE BRIGADE EXECUTIVE
AT 2:00 PM ON SUNDAY 11 AUGUST 2024 AT THE YRNRFB FIRESHED**

MINUTES

1. Item 1 – Welcome and Apologies. The President welcomed those present and opened the meeting at 2.03 pm. In attendance were President - Judy H, Captain – Neville M, Treasurer – Joanne R (via TEAMS), Minute Taker - David B. An apology was received from the Secretary – Sally K.
2. Item 2 – Acceptance of Previous Minutes. Moved the President, seconded the Treasurer that the minutes of the two previous meetings of 23 March 24 and 24 May 2024 as amended by the Captain's comments be accepted. Agreed.
3. Item 3 – Actions Arising from the Previous Meetings. Updates on the following matters from the previous meetings were provided.
 - 10-Year Service Recognition List. Work continuing.
 - Acquisition of name tags, caps, t-shirts for members. To be considered further once full ramifications of other proposed expenditure have been identified.
 - Wall finish in training area. Complete.
 - Fire history booklet - reprint. No change.
 - Changes following name change at AGM. No change.
 - Driveway turnoff drainage pipe. No change.
4. Item 4 – Correspondence. The following correspondence was noted:
 - Incoming. An invoice received from Schmidt Quarries was received but the amount shown on the invoice is being queried by the President.
 - Outgoing. Nil.
 - Letters of appreciation. Letters of appreciation to Agnew's Hire and Schmidt Quarries are to be drafted by the Secretary. The Captain advised that Agnew' logo will be placed on the website. The Committee agreed that the same could be done for Schmidt Quarries if appropriate. The President will raise the issue with their representative.
5. Item 5 – Reports. The reports from the Captain and Treasurer were accepted. No report was received from the Catering Officer.
6. Item 6 – Membership Matters. The Secretary is working with Kane F and David B to have the membership list added to the website with restricted access. David outlined the options being considered and noted that Kane will ready M365 for any inclusions.
7. Item 7 - Captain's Items – The Captain advised of the following:
 - Quick-fill trailer. A proposal to add a 100-litre fuel pod will require some modifications to the quick-fill trailer including the replacement of current storage case(s) with a steel locker. A locker has been procured for the purpose for \$50 – the purchase was ratified by the Executive at this meeting. A price for the fuel pod is being established and a price estimate has been included in the planned expenditure.
 - Use of WhatsApp. A WhatsApp Group will be established for the Brigade members as an unofficial comms medium to allow the Captain/Senior Deputy to provide immediate input to all personnel. The requirement arose owing to inadequacies of RFS Activ as a suitable platform for unofficial communications. An email will be sent out informing members of the details.

- Meredith T has volunteered to assist the Committee – probably with management of the website.
- Two applications to join the Brigade will not be progressed.

8. Item 8 – Brigade Strategy. The President advised on the status of the Brigade Strategy and proposed that the document be published without the 12-month target KPIs for the time being, but they may form the basis of consideration of progress at Executive meetings. The meeting agreed that the document without the KPIs will form the basis of the brigade's strategy for the next five years and will be subject to annual review. The Executive will consider placing the strategy on the website subject to further determination by the President/Captain.

9. Item 9 – Public Comms. Recent public communications have been limited to Facebook postings referencing the Get Ready Day and Car Boot Sale. A newsletter is likely to be promulgated in the near future.

10. Item 10 – Fundraising. Two matters were discussed:

- Planned Expenditure. The President and Treasurer identified the items of immediate expenditure including the requirement for laptops for the Captain and Secretary. The meeting agreed to the expenditure of approximately \$4,000 to \$4,500 to cover this immediate expenditure. The President and Treasurer will synchronise the remaining items on their respective expenditure lists.
- Get Ready/Paddock Car Boot Sale. Work surrounding publicising the Get Ready day are well in hand and is centring on Facebook posts and the Newsletter. Still awaiting input from the Equipment Officer in regard to the car boot sale but the RFS risk assessment is progressing.
- Annual request for donation. The letter has been drafted with some modifications included and should go out in September.

11. Item 11 – Other Business.

- Drive Around - update. To be progressed.
- Thank you letters - under review.
- Brigade calendar. Being progressed.

12. Item 12 – Next Meeting. The next meeting is proposed to be held at the fire shed at 2 pm, 14 September 2024.

13. Item 7 – Closure. The meeting closed at 3.01 pm.

Judy Hancock
President

David Beattie
Minute Taker

11 August 2024

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These minutes were accepted at the Executive Committee meeting held on 14 September 2024