

Glenreagh Mountain Railway Inc.

Minutes of monthly Board Meeting held on 8th January, 2009 at Glenreagh West

Ref	Item	Action
0.0	Meeting opened at 6.11pm, President Andrew Lee in the chair.	
1.0	<p>Attendance: Andrew Lee (President), Peter Dickson-Smith (Sec.), Kevin Anderson (Vice-President), David Page (Vice-President), Helen Bamford (Treasurer) Ron Wells, Ron Paul, Christopher Frost, Terry Boatswain, Trevor Kelly, Dennis Clack</p> <p>Apologies : John Kramer Visitors : Judith Boatswain, Clare Collins, Russell Phemister, Ian Phemister</p>	
2.0	<p>Chairman's Opening Remarks : in declaring the meeting open President Andrew gave a report on the meeting held with ITSRR represented by Director Kevin Kitchen & Mark Buckley, on Tuesday 6th Jan attended also by representatives of MAP Training, Dominic Hawke & Roger Cleary. It would appear that our Accreditation Application submission efforts to date are unsatisfactory with many gaps and incomplete documentation. The application has not progressed since 17.12.2007 Doubts previously expressed by the Board regarding communication with the former Accreditation Manager, were confirmed by the discussion with ITSRR. Minutes/notes of the meeting were being prepared by MAP staff and will be forwarded when available.</p> <p>After discussion on the meeting outcomes the following motions were proposed :</p> <p>2.1 Dec '07 Accreditation Application Motion : <i>The Accreditation Application lodged on December 17th 2007 to be withdrawn. The Secretary is instructed to write to ITSRR formally withdrawing the application.</i> Moved : David Page Seconded : Christopher Frost Carried.</p> <p>2.2 New Accreditation Targets Motion : <i>GMR to prepare and submit new applications for Accreditations as</i> <i>(a) Infrastructure Manager &</i> <i>(b) Rolling Stock Manager.</i> Moved : Ron Paul Seconded : Kevin Anderson Carried.</p>	<p>PDS</p> <p>RSC</p>
3.0	<p>Minutes of Monthly Meeting 09.12.08 : the minutes were tabled as read.</p> <p>Corrections noted :</p> <p>(a) Attendance – Helen Bamford (part time) add “left meeting at 7.50pm”</p> <p>(b) Item 6 – Appointment of Management & Committees add “Lowanna Sub-Committee”</p> <p>(c) Item 7.3 – job Descriptions delete last line “in SS 621”</p> <p>Motion : <i>it was moved that the minutes be approved as an accurate record subject to corrections</i></p> <p>Moved : Peter Dickson-Smith Seconded : Terry Boatswain Carried</p>	<p>PDS</p>
4.0	<p>Treasurer : the Treasurer's report was tabled.</p> <p>The composition of the Finance Committee was confirmed as Helen Bamford (Chair), Ron Wells, Christopher Frost, Maureen Martin, David Page & Russ Phemister.</p> <p>Motion : <i>The Finance Committee to develop a fundraising plan using our existing assets & resources.</i></p> <p>Moved : David Page Seconded : Kevin Anderson Carried.</p>	<p>Fin.Cm</p>

- Motion : *Treasurer's report accepted.***
Moved : Helen Bamford **Seconded :** ron Wells **Carried.** **HB**
- 5.0 Membership**
- 5.1 New Member Applications :** 2 new member applications were submitted for approval.
Moved Approval : Kevin Anderson **Seconded :** Ron Wells **Carried.** PDS
 Membership now stands at 267.
- 6.0 Management**
- 6.1 Public Relations Policy :** following some confusion regarding a film unit visit to Glenreagh West on 18th December it was agreed to develop a public relations Policy. It was resolved that Christopher Frost & Peter Dickson-Smith would jointly prepare a draft. CF/PDS
- 6.2 Email Protocol :** general discussion on the need to comply with our Email Policy code, avoid aggressive & personal attacks, avoid implicating others in a disagreement, try to restrict responses by using the "reply" button only.
 Try to resolve personal differences by telephone or face to face.
- 6.3 Greg Wilson :** following discussion regarding the email letter and it's spurious content received 3rd Jan. from the former Accreditation Manager in response to our email of 10th December '08 it was resolved not to dignify the document with a response.
- 6.4 Job Advertising :** in the light of the outcome of the meeting with ITSRR, Dennis Clack withdrew his proposals for Job Advertising as premature.
- 6.5 Buildings Insurance :** the Secretary tabled the Valuation Report and requested a decision on the actual valuations to be submitted to our insurance Broker for the premium quotation due for renewal on 31st Jan.
Motion : *After discussion it was moved that the full report valuations be submitted.*
Moved : David Page **Seconded :** Ron Paul **Carried.** **PDS**
- 6.6 Railway Rain Forest News :** the Secretary reported that efforts were being made to minimise costs of producing RRFN. The editorial team were researching the cost of printing the cover in B & W or one colour plus editing and printing the internal pages ourselves. The cost of cover printing, paper for inside pages plus postage to be covered by advertising. PDS
- 6.7 Safety First Aid Officer : further to 6.4 above it was noted**
 that a Senior First Aid Officer had not been appointed at the December Board meeting under Item 6.0, this position was considered to be essential.
Motion : *proposed that Safety Committee Officer, Director Ron Paul be appointed as Safety First Aid Officer assisted by Judy Boatswain as required.*
Moved : Dennis Clack **Seconded :** Kevin Anderson **Carried.** **RP**
- 6.8 Manager Rolling Stock :** It was recorded that Eric Shaw declined to accept the position of Rolling Stock Manager. After discussion the following appointment was made and accepted :
Motion : *Terry Boatswain Nominated as Rolling Stock Manager*
Moved : Dennis Clack **Seconded :** Kevin Anderson **Carried.****10.1 1919** :.no report
- 7.0 Accreditation Management :**
- 7.1 Accreditation Review & Status :** refer to 2.0 above
- 7.2 MAP Training :** letter sent agreeing to the draft MOU.
- 8.0 Correspondence :** The correspondence was tabled as per schedules.

- 9.0 Infrastructure** : Infrastructure meeting 3rd Jan
- 9.1 Meeting Notes tabled** : the following decisions were recorded :
- 3.0 Planning** : a priority list of 14 items had be compiled.
- 4.0 Glenreagh Station**
- 4.1 ARTC** : it is recommended that we request a meeting with ARTC to ascertain their future intentions re Glenreagh Station Buildings.
Moved Approval : David Page **Seconded** : Ron Wells **Carried.** **PDS**
- 4.2 Weed Control** it is recommended that ARTC be requested to donate herbicide to control weed growth in yard.
Moved Approval : David Page **Seconded** : Kevin Anderson
Carried. **PDS**
- 5.0 Glenreagh West Station**
- 5.6 Heritage Listing** : proposed listing of Glenreagh West (Moorland) Station to be referred to the Heritage Committee.
Note : Deborah Wray is CVC Heritage Officer. **JWK**
- 9.0 Chook Shed**
- 9.1 "S: Trucks** : transfer of "S" Trucks to Glenreagh.
Funding to be clarified. **DKS**
- 10.0 Workshop** :
- 10.5 & 6 Pesticide & Chemical Stores** : to be fitted with "whirly gig" ventilators to comply with ventilation requirements. **RP/DP**
- Moved Infrastructure Report Accepted** : Ron Paul
Seconded : Kevin Anderson **Carried.**
- 9.2 Next Infrastructure Meeting** : it was resolved that the next Infrastructure Meeting will be Thursday 5th February then on a regular basis 1 week before the scheduled Board Meeting. **All**
- 10.0 Rolling Stock** :
- 10.1919** : following the verbal advice given by the Boiler Inspector Greg Shipton today 8th Jan. that the annual boiler inspection could be delayed, it was resolved that the Secretary would confirm the advice by letter. **PDS**
- 10.2 Trikes** : Dick Corner is working on Fairmont project.
- 11.0 Rolling Stock – Restoration** :
- 11.1 Carriages** : no report..
- 11.2 DSRM Rolling Stock at Lowanna** : no response received from DSRM yet.
- 11.3 CPH 11 Assistance** : no response as yet to letter .
- 11.4 'U' Boats** : no response received from DSRM as yet.
- 12.0 Buildings & Site Works** :
- 12.1 Buildings Valuation** : refer to 6.5 above. **PDS**
- 12.2 Tools Store** : no action
- 12.3 Red Rattler Fitout** : proceeding well almost complete. **RW**
- 12.4 Moorland Station** : platform concrete pour will be carried out beginning February. Rex Goodenough arranging labour. **RW**
- 12.6 Annexe Completion** : Dispersion drain will be installed this weekend, additional pipe to be delivered and Dennis will arrange pipe trench backfill. **DC**
- 13.0 Funding Report** :
- 13.1 Regional Development Australia** : as a result of the Infrastructure Meeting (9.0 above) as alternatives to Tallawudjah Creek Bridge reconstruction quotations are also being sought for track construction G/W to the Orara Way,

- G/W station loop and Orara River Bridge transom replacement. DP/PDS
- 14.0 Perway Report**
14.1 ACI Loop : no report.
14.2 Perway inspection : not yet completed by MAP Training.
14.4 Grafton Siding : David Page has arranged meeting with ARTC staff to discuss RISI requirements and removal strategy.
14.5 ARTC : other redundant rail track materials, awaiting response from ARTC.
- 15.0 Tram Report :**
15.1 Tram Shed Stage 2 : Andrew discussed movement of W792 with ITSRR Director Kevin Kitchen on Tuesday. Kevin advised Andrew to write to him with proposal detail together with Risk Assessment & procedural plan for consideration. AL
- 16.0 Top End Report :**
16.2 Envirofund Grant : mulching contractor cannot carry out work, new contract being sought by David Page. DP
16.3 Station Roof Storm damage : Coffs Harbour City Council arranging repairs. DP
- 17.0 Chook Shed** : no report.
- 18.0 Articles of Association** : no action at this point.
- 19.0 General Business Items :**
19.1 LHG Van Roof : Terry Boatswain raised issue of loose roofing sheets, which could be dangerous in a strong wind. It was resolved that all items stored in the van especially the heritage items be removed. Terry & Andrew will remove all loose roof sheeting on Thursday 15th TB/AL
- 20.0 Next Meeting** : there being no more business the Chairman closed the meeting at 9.30pm. The next meeting will be held on **Thursday 12th February at 6.00pm in the Crib Room at Glenreagh West.**

Signed Chairman : Date :