

Glenreagh Mountain Railway Inc.

Minutes of monthly Board Meeting held on 9th December, 2008 at Coffs Harbour Catholic Club

Ref	Item	Action
0.0	Meeting opened at 6.07pm, President Andrew Lee in the chair.	
1.0	Attendance: Andrew Lee (President), Peter Dickson-Smith (Sec.), Kevin Anderson (Vice-President), David Page (Vice-President), Ron Wells, Ron Paul, John Kramer, Christopher Frost, Terry Boatswain, Helen Bamford (Treasurer) part-time (left meeting at 7.50pm) Apologies : Visitors : Judith Boatswain	
2.0	Chairman's Opening Remarks : in declaring the meeting open President Andrew Lee welcomed the new Board and especially the new members of the board. In his opening remarks the President addressed several concerns he had regarding the responsibilities of the Board, the morale & communication with our members notably :- <ul style="list-style-type: none">• The legislative requirement of Board responsibilities is to represent the best interests of all members and not individual agendas.• Volunteer morale to be improved with better communication.• Members to kept informed of short/medium/long term plans.• Re-introduce the information forum every Thursday morning "smoko"• Post Board meeting minutes on the GMR Website.	
3.0	Minutes of Monthly Meeting 11.11.08 : the minutes were tabled as read. Motion : it was moved that the minutes be approved as an accurate record Moved : Kevin Anderson Seconded : Ron Wells Carried	
4.0	Treasurer : the Treasurer's report was tabled. Moved Acceptance : Helen Bamford Seconded : David Page Carried. Matters Arising : 4.1 BOC Gas Bottles : there is still confusion regarding bottles held by GMR at G/W. Exact number and type to be confirmed on Thursday 11 th . 4.2 Account Signatories : List proposed by the Treasurer approved and letter signed by the President & Secretary. Moved Approval : Helen Bamford Seconded : David Page Carried. 4.3 Finance Sub-Committee : after discussion it was resolved that the Treasurer would co-opt members of the Board to form a Committee and report to the next meeting. Moved : David Page Seconded : Terry Boatswain Carried. It was also proposed that the new Finance Sub-Committee to research all cost and liabilities as well as expected income for the next 12 months and develop a mini budget. Moved: David Page Seconded : Terry Boatswain Carried. 4.4 Buildings Insurance : the Secretary raised the concern that as a result of the storm damage to Lowanna Station it appears that some of our buildings were underinsured. Our Business and Buildings Insurance is due for renewal on 31.01.09 and our Broker recommends that we obtain professional valuations of our buildings to ensure we are not underinsured. The Secretary has obtained a quotation from a professional valuer of \$750 to provide a valuation report. After discussion it was moved for approval. Moved : Helen Bamford Seconded : Ron Wells Carried	TB HB HB HB PDS

5.0 Membership

5.1 New Member Applications : schedule tabled 6 new members approved.
Moved Approval : Kevin Anderson **Seconded** : Ron Wells **Carried.**

PDS

6.0 Appointment of Management & Committees as per RD209

General discussion was held on the progress of the accreditation application and it was agreed that GMR should adopt the recommended ITSRR pattern of Management Structure, in consequence the following appointments of management personnel and Committees were made :

Rail Safety Manager	Andrew Lee
Rail Safety Committee	Andrew Lee (Chair) Dennis Clack Christopher Frost David Page Ron Paul
Operations Manager	Ron Wells
Business Manager	To be Advised
Rolling Stock Manager	Eric Shaw
Maintenance Manager	Barry Spinks
Infrastructure Manager/Lowanna Perway Sub-Committee	David Page Steve Martin & Trevor Kelly
Workshop Manager (To include Lowanna & Chook Shed)	Kevin Anderson
Finance Committee	Helen Bamford (Chair)
ORH, Heritage & Conservation Committee	John Kramer (Chair) Robert Wilson, Peter Dickson-Smith
Fund Raising	Claire Collins
Glenreagh Station Group	Secretary to request nomination
Coffs Harbour "Chook Shed"	Derek King-Scott (Chair)
Lowanna Sub-Committee	TBA

Motion : all Appointments approved subject to acceptance by those not present.

Moved : Terry Boatswain **Seconded** : Christopher Frost **Carried.**

7.0 Accreditation Management :

7.1 ITSRR : it was agreed that the Secretary will write to ITSRR informing them of the change of management structure of GMR. Also to advise that Greg Wilson was no longer the Accreditation Manager for GMR. A copy of the letter will be provided for the GMR Delegates, Andrew Lee & Ron Paul, attending the ORH/ITSRR Seminar in Sydney on 12th December.

PDS

7.2 Greg Wilson : the Secretary was instructed to write to Greg informing him of the Board decisions & requesting the return of all GMR documents and equipment.

PDS

7.3 Job Descriptions : with regard to the new management structure detailed under 6.0 above the Rail Safety Committee (RSC) will prepare job descriptions as detailed.

7.4 Map Training – MOU : the draft Memorandum of Understanding between GMR & MAP Training prepared by David Page was discussed. The agreement proposed

- includes a 4yr x 4yr time scale as a commercial requirement. All running costs and equipment maintenance costs including fuel will be borne by MAP training. It was proposed that David Page contact Map Training and advise the GMR Boards agreement to the MOU and for Map Training to proceed to prepare the final document. The Secretary will confirm that advice in writing. DP
- Moved :** Ron Wells **Seconded :** John Kramer **Carried.** PDS
- 8.0 Correspondence :** The correspondence was tabled as per schedules.
- 8.1 Item 08/854 :** the Secretary referred to a letter from Sydney Tramway Museum including an appeal to their members for funding gifts for various projects. It was agreed that GMR could do something similar. Also it was suggested that a local "rich list" be drawn up for future GMR funding. JWK
- 9.0 Planning :** referred to new Infrastructure Committee DP
- 10.0 Rolling Stock : Engines**
- 10.1 1919 :** no report
- 10.2 Trikes :** Dick Corner is working on Fairmont project. Old trike parts to be moved from proposed red Rattler site.
- 11.0 Rolling Stock – Restoration :**
- 11.1 Carriages :** no report.. AL
- 11.2 DSRM Rolling Stock at Lowanna :** still awaiting paint analysis. Russ Phemister to be asked to try and obtain a letter of intent from DSRM.
- 11.3 CPH 11 :** after discussion on the stalled project the Secretary to write to the Rail Motor Society and ask if they can offer assistance to complete this project. PDS
- 11.4 'U' Boats :** Secretary to write to DSRM to enquire progress regarding the proposal to exchange two 'U' Boats for a 73 Class diesel locomotive. PDS
- 12.0 Buildings & Site Works :**
- 12.1 Buildings Valuation :** refer to 4.4 above.
- 12.2 Tools Store :** awaiting availability of store. After an enquiry by a Board member was received, the Board ruled that tools and/or equipment must not be removed from a GMR site without specific Board approval.
- 12.3 Red Rattler Fitout :** proceeding well.
- 12.4 Moorland Station :** platform concrete pour will be carried out in late January. Project Manager Ron Wells requested approval to swap one set of Red Rattler steps for the steps at south end of the existing temporary platform.
- Moved Approval :** Ron wells **Seconded :** Ron Paul **Carried.**
- 12.5 Annexe Completion :** the Unisex toilet is complete, second toilet will be tiled over the Christmas break. Dispersion drain will be installed in next two weeks, Dennis will arrange pipe trench excavation. DC
- 13.0 Funding Report :** no report.
- 14.0 Perway Report**
- 14.1 ACI Loop :** no report.
- 14.2 Perway inspection :** the Secretary has spoken to the ARTC Track engineer Gary Searle and he advises he will be unavailable until after March '09. Looking for an alternative the Secretary contacted MAP Training's Dominic Hawke and after discussion he agreed to research the proposal that the MAP Training track Inspector could be available to assess the GMR Track to the GMR Approved Track Standards.
- 14.4 Grafton Siding :** during discussion with John Ogilvy, Northern Region ARTC he indicated that they would like the Grafton Ferry Siding removed as soon as possible. The secretary to check with ARTC the personnel requirements for RISI qualifications for the track removal.
- 14.5 ARTC :** other redundant rail track materials, awaiting response from ARTC.
- 15.0 Tram Report :** no report.

- 16.0 **Top End Report :**
 - 16.2 **Envirofund Grant :** contract work stopped due to the start of an alleged rare frog breeding season.
 - 16.3 **Station Roof Storm damage :** Coffs Harbour City Council have agreed to investigate and arrange repairs. As a result of the meeting with Council on site the following David Page proposed the following :
Motion: GMR write to Coffs Harbour City Council and request assistance in applying for State heritage listing for Lowanna Railway Station. GMR also thank Coffs Harbour City Council for their support in assisting with the damaged roof repairs.
Moved: David Page **Seconded:** Christopher Frost **Carried.**

- 17.0 **Chook Shed :** no report.

- 18.0 **Articles of Association :** proposed changes to Articles of Association are being reformatted to present a simpler appraisal of the proposed changes. It is planned to present proposals to the membership early in 2009 in time for the calling of an extraordinary general meeting of the members mid 2009

- 19.0 **General Business Items :**
 - 19.1 **Discounts :** Discounts for GMR Volunteers & their families plus other railway volunteer enthusiasts to ride on our trains/trams etc. After discussion whilst board members supported this proposal in principle a decision was deferred until GMR can return to operational status

- 20.0 **Next Meeting :** there being no more business the Chairman closed the meeting at 8.55pm. The next meeting will be held on **Thursday 8th January at 6.00pm in the Crib Room at Glenreagh West.**

Signed Chairman : **Date :**