

Glenreagh Mountain Railway Inc.

Minutes of monthly Board Meeting held on 12th February, 2009 at Glenreagh West

| Ref | Item | Action |
|-----|--|--------|
| 0.0 | Meeting opened at 6.02pm, President Andrew Lee in the chair. | |
| 1.0 | Attendance: Andrew Lee (President), Peter Dickson-Smith (Sec.), Kevin Anderson (Vice-President), David Page (Vice-President), Helen Bamford (Treasurer) Ron Wells, Ron Paul, Terry Boatswain, Trevor Kelly, Dennis Clack, John Kramer. Apologies : Christopher Frost Visitors : Judith Boatswain, Clare Collins, | |
| 2.0 | Chairman's Opening Remarks : President Andrew welcomed members & visitors to the meeting. | |
| 3.0 | Minutes of Monthly Meeting 08.01.09 : the minutes were tabled as read. Corrections noted : 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 : <i>proposed that Safety Committee Officer, Director Ron Paul be appointed as Safety First Aid Officer assisted by Judy Boatswain as required.</i> Moved : Dennis Clack Seconded : Kevin Anderson Carried. | RP |
| | 14.6 Rocla Concrete Sleepers : discussion held on status of Rocla concrete reject Sleepers Motion: <i>Infrastructure Manager to contact Rocla and request copy of the Industry Standards and obtain in writing the companies formal position on the concrete sleepers.</i> Moved : David Page Seconded : Chris Frost Passed | |
| | Motion : <i>it was moved that the minutes be approved as an accurate record subject to corrections being added.</i> Moved : Peter Dickson-Smith Seconded : Terry Boatswain Carried | PDS |
| 4.0 | Treasurer : the Treasurer's report was tabled. 4.1 Matters Arising : 4.1.1 Income to be received : it was noted that several RRFN invoices had not been paid. It was agreed that the secretary would issue reminder statements. | PDS |
| | 4.1.2 Security : the need for security monitoring was questioned. After discussion the following motion was proposed : Motion : <i>While ever GMR has a resident caretaker on site that the Security Monitoring Service is unnecessary and the service contract with "Chubb Electronic Security" is cancelled.</i> Moved : Ron Paul Seconded : Kevin Anderson Carried | PDS |
| | Motion : <i>Treasurer's report accepted.</i> Moved : Helen Bamford Seconded : Terry Boatswain Carried. | HB |

4.2 Finance Committee Report : the minutes of 14.01.09 were tabled for Discussion :

4.2.1 Chook Shed Lease : the proposal received from the Coffs Harbour Showground Trust offering an alternative Monthly rental of \$174.00 as opposed to a 12 month Licence Agreement of \$143.00 per month was discussed.

Motion : *the monthly rental option of \$174.00 be accepted. The Secretary to confirm acceptance in writing as soon as possible.*

Moved : Ron Wells **Seconded** : Peter Dickson-Smith **Carried**.

It was also resolved that the transfer of the two "S" Trucks to Glenreagh be Organized ASAP by Terry Boatswain, Kevin Anderson & Derek King-Scott.

PDS

TB/KA/DK

4.2.2 Glenreagh Recreation Ground Leases : the confusion between the circumstances of the two Licence Agreements for use of the Recreation Ground was explained in the Secretary's response of 15th January. Further explanation clarified to the Board that the 12 Month Licence agreement was held with the Trust for use of public amenities, shower block, parking & access etc. The 10 year Licence held with the Lands Dept. was a requirement of the DA approved by CVC to provide a parking area and road access to GMR. The 12 month licence was not acceptable to CVC for DA purposes.

The 10 year Licence was explained and accepted by the Board in 2006 and the 12 Licence was regarded as routine document as agreed to by the Board in previous years. It was agreed not to seek further clarification of a "steam up/operating day".

4.2.3 Glenreagh Station Lease with ARTC : the Secretary was instructed to seek clarification from ARTC regarding insurance requirements under the lease agreement for the Station building.

PDS

4.2.4 Financial Matters :

Motion : *all matters involving a financial issue to be forwarded to the Financial for Review.*

Moved : Trevor Kelly **Seconded** : Ron Paul **Carried**.

4.2.5 DA Conditions for Glenreagh West : after discussion the Secretary agreed to meet with the Finance Committee and jointly examine the Conditions stipulated by the DA and their financial implications.

4.2.6 Insurance : the Business Plan insurance covering our structural assets, selected rolling stock & public liability has been renewed on the previous terms, but including an increase in cover for Tram 392 to comply with the terms of its lease. The insurance review carried out by the Finance Committee based on the Valuation Report received was discussed and its financial implications. The need to increase Insurance cover on some assets was determined and the following motion proposed.

Motion : *the insurance cover for Lowanna Station & Glenreagh West Station (Moorland) be increased to the values as given in the Valuation Report as Prepared by J. Delahunty & Associates. Cover also be sought for the construction kit replacement for the Carriage Shed Workshop & Amenities and the Tram Shed. The Secretary to seek a premium addition cost from Insurance Advisernet for Board approval.*

Moved : Peter Dickson-Smith **Seconded** : Ron Wells **Carried**.

4.2.7 Account Rationale : it was agreed to review the number of accounts in May.

4.2.8 Tram 392 : Russ Phemister to be asked to clarify with STM the terms of Lease regarding the Bond of \$4,000. It was resolved to make provision to place \$4,000 in trust against this requirement. Also discussed was requirement to return Tram 392 to the STM should GMR be unable to continue with the in 2011. The Secretary & Russell Phemister to clarify with STM.

RPh

RPh

The existing advertising agreements for internal Tram adverts were discussed and it was resolved to ask Russell to contact the advertisers and offer to refund funds or

| | | |
|------------|---|---------|
| | offer to remount ads in the Carriage shed. | RPh/PDS |
| | 4.2.9 Tram 792 : awaiting clarification of permanent loan arrangement terms. | RPh |
| | 4.2.10 Victorian Tram V40 : confirmation of \$50 annual fee waiver in exchange for erection of tram shed stages one & two. | RPh. |
| | 4.2.11 Lowanna – Railway Street Lease : original 1994 lease was between the the Dept of Education & Rail Estate (SRA) for an annual fee of \$52.00. The Finance Committee recommends a new lease should be negotiated between GMR & Dept. Of Ed. The Secretary requested to contact Dept of Ed. | PDS |
| | 4.2.12 Railway Rain Forest News : the Finance Committee recommended that due to costings that the RRFN be produced in house. David Page offered to assist and all copy to be forwarded to him. Motion : <i>the RRFN be produced in house on our own copier for the next 12 months.</i> Moved : Peter Dickson-Smith Seconded : Ron Wells Carried. | ALL |
| | 4.2.13 Glenreagh Station Group : Finance Committee queried status of group funds. If the group is a Committee formed under the GMR banner then their funding should be included in GMR accounting. The secretary agreed to contact Group Chairperson Melinda Allamby and discuss the issue. | PDS |
| | 4.2.14 Lowanna Station : Roof repairs being funded by CHCC. Also as a result of a “break in” the Finance Committee recommends that new padlocks & keys be purchased with funds in the Lowanna account. | DP |
| 5.0 | Membership | |
| | 5.1 New Member Applications : 1 new member application was submitted for approval. Moved Approval : Kevin Anderson Seconded : Ron Wells Carried. Membership now stands at 268. | PDS |
| 6.0 | Management | |
| | 6.1 Communication with External Organisations – Protocol Following recent events it was requested by the Secretary that Directors/Officers allocated specific responsibilities should first be notified and issues discussed before approaches are made to external authorities or organisations by other Directors/Officers to prevent frustration and embarrassment. | ALL |
| | 6.5 Buildings Insurance : see 4.2.6 above. | |
| 7.0 | Accreditation Management : | |
| | 7.1 Accreditation Review & Status : no response has been received from ITSRR regarding our enquiry re Accreditation Status. A letter has also been submitted to ITSRR seeking approval to move various items of Rolling Stock to enable the erection of the stage 2 Tram shed and safer maintenance of 1919 plus other tasks necessary to complete projects. | AL |
| | 7.2 Document recovery : there are still documents and records to be recovered From Greg Wilson. The documents handed over to date had many gaps. 1919 records were not included plus other maintenance records. The re-formatted accreditation application form was not included also. Ron Paul undertook to contact Steve Horton to facilitate action. | RP/AL |
| | 7.2 MAP Training : awaiting MOU document from MAP Training. | |
| 8.0 | Correspondence : The correspondence was tabled as per schedules. | |

- 9.0 Infrastructure** : Infrastructure report tabled by David Page and attached to these minutes outlined the situation as at present.
- 9.1 Track** : John Holland Group will survey track free of charge and assess work required to bring track up to standard as fit for purpose. Discussion was held on sleeper options, research is still being investigated to see if concrete sleepers can be tested for fit for purpose. DP
- 9.2 Opening of Stations as Museums** : David has discussed the CHCC Requirements for Lowanna, they include compliance with building codes covering car parking, compliance with the DDA 1992 for access for the disabled, food regulations, fire & emergency lighting, etc. DP
- 10.0 Rolling Stock** : Terry Boatswain – Rolling Stock Manager tabled his interim report on the rolling stock which highlighted the following issues : TB
- 10.1 Staff** : there is an urgent need for qualified inspection & training staff.
- 10.2 Storage** : options for storage were discussed including a “U” Boat and the Tram shed when complete.
- 10.3 Maintenance & Procedure** : there is much work to be done on preparation of maintenance and procedure policies. TB
- 10.4 Maintenance Records** : maintenance records are sparse and it is believed many are still to be handed over from Greg Wilson. TB
- 10.5 CPH 11 Railmotor** : all materials and parts are available to complete the Project and have collected and stored in the railmotor. The steel frame will require Certification by a qualified Engineer.
- 10.6 1919** : Barry Spinks is continuing preparation for boiler testing.
- 11.0 Rolling Stock Restoration** :
- 11.1 Carriages etc** : Secretary to email ORH regarding the dispersal of the 2nd round Core Collection item list and also the Non Core items list. PDS
- 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** :
- 12.3 Red Rattler** : the proposed location of the Red Rattler as an administration office adjacent to Glenreagh West Station was tabled for board approval.
- Motion** : *the red rattler carriage to be located at the southern end of the Station building parallel with the future platform extension.*
- Moved** : Ron Wells **Seconded** : Peter Dickson-Smith **Carried.** RW/PDS
- The move will be planned to coincide with a visit in a few weeks time by Mario Mencigar to collect his carriage bogies, it is proposed to use his low loader to transport the Red Rattler to its new location. To facilitate this move we will need to hire a Franna Crane at cost of \$110 per hour. To fund this item an appeal has been launched among members, to date \$560.00 has been raised. RW/PDS
- 12.4 Moorland Station/Glenreagh West** : the platform concrete pour was successfully carried out today and the project is looking as it should, like a railway station. It was resolved that the Heritage listing of the station should be pursued and was referred to the Heritage Committee led by John Kramer CVC contact is Deborah Wray. JWK
- 12.6 Annexe Completion** : Dispersion drain and replacement pumps due to be installed this week,

- 13.0 Funding Report :**
13.1 Regional Development Australia : information not yet available.
13.2 Glenreagh West access ramp : awaiting dept decision – due May
13.3 Area Assistance Scheme : amenity building – awaiting decision due April.
- 14.0 Perway Report**
14.1 ACI Loop : no report.
14.2 Perway inspection : not yet completed by MAP Training. DP
14.4 Grafton Siding : no action as yet. DP/TK
14.5 ARTC : other redundant rail track materials, awaiting response from ARTC.
14.6 Rocla Concrete Sleepers : see 9.1 above
- 15.0 Tram Report :**
15.1 Tram Shed Stage 2 : awaiting response from ITSRR regarding moving the Tram 792 to facilitate shed erection. AL
- 16.0 Top End Report :**
16.1 Envirofund Grant : new mulching contractor appointed John Lacey Constructions. Weed eradication to recommence at end of frog breeding season in May. DP
16.2 Station Roof Storm damage : refer Infrastructure Report. DP
- 17.0 Chook Shed :** Auction report tabled. See also 4.2.1 above.
17.1 Landrover ; disposal of the landrover converted un-successfully for track use was discussed.
Motion : *It was proposed that the Landrover be offered for sale “as is”.*
Moved : David Page **Seconded :** Terry Boatswain **Carried.** AL
Motion : *the Rail Track wheels to disposed for scrap.*
Moved : Ron Paul **Seconded :** Kevin Anderson **Carried.** KA
17.2 Landrover inclusion in Auction : Ron Wells questioned the inclusion of the landrover in the Chook Shed auction without Board approval. The President responded by stating he had conducted a phone & email survey and believed he had the approval of a majority of the Board members.
- 18.0 Articles of Association :** deferred to a future meeting.
- 19.0 General Business Items :**
19.1 Computers : Terry Boatswain reported that Judy had contacted CVC Mayor Richie Williamson reporting the failure of our computers and asking if Council could help in locating replacement units. Judy received a positive response today which will be followed up. TB/PDS
- 20.0 Next Meeting :** there being no more business the Chairman closed the meeting at 9.18pm. The next meeting will be held on **Thursday 12th March at 6.00pm in the Crib Room at Glenreagh West.**

Signed Chairman : **Date :**