

Glenreagh Mountain Railway Inc.

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

Ref	Item	Action
0.0	Meeting opened at 3.24pm, President Andrew Lee in the chair.	
1.0	Attendance: Andrew Lee (President), Peter Dickson-Smith (Sec.), Kevin Anderson (Vice-President), Ron Wells, Ron Paul, Terry Boatswain, Dennis Clack,. Apologies : Christopher Frost, David Page (Vice-President), John Kramer, Trevor Kelly, Helen Bamford (Treasurer) Visitors : Judith Boatswain,	
2.0	Chairman's Opening Remarks : President Andrew welcomed members & visitors to the meeting. Due to the number of apologies received the meeting had been brought forward to 3.30 pm as all attending were on site & would give an early conclusion to this meeting.	
3.0	Minutes of Monthly Meeting 12.02.09 : the minutes were tabled as read. Corrections noted : 16.3 Caretaker (Lowanna) : the question of security was discussed. It was considered that a live in caretaker should be appointed, a suitable candidate is available, Colin Campbell, and it was resolved to approve his appointment. Motion : <i>it was moved that the minutes be approved as an accurate record subject to corrections.</i> Moved : Terry Boatswain Seconded : Ron Wells For the Motion : 4 Against the Motion : 3 Carried	PDS
4.0	Treasurer : no report received 4.1 Finance Committee Report : no report received. 4.2 Insurance : refer to item 6.1 below 4.3 Lowanna – Railway Street Lease : in hand	PDS
5.0	Membership 5.1 New Member Applications : none received.	
6.0	Management 6.1 Buildings Insurance : as instructed a revised premium addition proposal dated 26.02.09 was obtained for Board decision and tabled. In view of the proposed premium increase of \$115 per month to the existing \$194 per month, the secretary had also obtained alternatives. Motion : <i>The proposal including alternatives was referred to the Finance Committee for recommendation.</i> Moved : Dennis Clack Seconded : Kevin Anderson Carried. The Secretary confirmed that there is no legal requirement to insure buildings including those Heritage Listed. 6.2 RRFN : in hand about to go to print. 6.3 Operations Manager : a proposal to re-allocate the position of Operations Manager was tabled. Motion : <i>After discussion a decision was resolved to leave the position vacant pending the availability of job descriptions. The position may become obsolete.</i> Moved : Ron Wells Seconded : Terry Boatswain Carried.	Fin.Cmte DP

- 7.0 Accreditation Management :**
- 7.1 RSC Minutes :** minutes of meetings 26.02.09 & 05.03.09 tabled.
- 7.2 Accreditation Review & Status :** a response to our letter submitted to ITSRR seeking approval to move various items of Rolling Stock to enable the erection of stage 2 of the Tram shed has been received. Andrew Lee reported on the phone call of today from Stuart Hudd (ITSRR). No exemptions were required to enable the proposed movement of "S" Trucks, but an exemption would be granted to move Tram 792. The above will be confirmed in a letter from ITSRR signed by CEO Caroline Walsh. AL
- 7.2 Document Progress :** an updated progress chart will be tabled at each board Meeting. PDS
- 7.2 MAP Training :** awaiting MOU document from MAP Training. The Secretary contact Dominic Hawke to ascertain progress PDS
Dennis Clack will liaise with Roger Cleary regarding Risk Management. DC
- 7.3 Document Security :** all final documents to be stored/filed in the "Red Rattler" Administration Office when established with an "Off Site" electronic Back-up. JB
- 8.0 Correspondence :** The correspondence was tabled as per schedules.
- 8.1 Matters Arising :** Greg Wilson – the response to our letter of 10th December via Russell Phemister was discussed.
- Motion :** *It was resolved that the Board is to follow up with action through the Sheriffs Office The Chairman to seek advice from the Sheriff's Office..*
- Moved :** Terry Boatswain **Seconded :** Ron Wells **Carried.** AL
- 9.0 Infrastructure Report :** items 9.1 to 9.5 tabled in report.
- 9.1 Conservation Management Plan:** Contracts are to be finalized at the end of the month. Expected cost is about \$9000. Council is looking at including the Ulong Station in the contract and has contacted DSRM. Work to start as soon as contracts are signed.
- 9.2 John Holland Group:** The company has finished its detailed inspections of the section of line between G/W and the Creek. Report, costing and options are expected in the coming weeks. John Holland Group will be developing track standards for that section of the track that are acceptable to ITSRR and meet the requirements of our weights and speeds. Cost is still not finalized but Tony is saying there is unlikely to be much change out of a million dollars.
- 9.3 Bridge Timber:** Coffs Harbour City Council has donated a complete timber bridge which is being replaced with concrete. It has been delivered to Lowanna and Andrew Moran will be sorting it into piles. The timber is tallowwood which is still solid and will require the mill's big forklift to move it around. Andrew will do this in the coming weeks. There are enough good short sections to replace all the cattle stops at Lowanna.
- 9.4 Track Clearing:** Track clearing with the excavator has started and is making short work of the vegetation. The machine threw a bearing at 3pm and will be back on site once it is repaired. At the speed it works we should have the line cleared between Lowanna and Moleton.
- 9.5 Buildings and Insurance:** I have sought advice from CHCC Planning and Building departments on the Lowanna Station. Following is their advice:
"There is more power associated with the Local Government administered LEP (CHCC LEP 2000). Council would definitely expect that all insurance work is carried out by qualified trades people that have experience in that field. Materials would have to comply with and meet the requirements of the Building Code of Australia and it is universally accepted that the replacement of like for like, sympathetic treatments and changes only when absolutely necessary is the way to go for heritage buildings." DP
- 9.6 Ron Wells :** Ron reported he will be away on sabbatical leave for 2 months From 20th April 2009. RW
- 9.7 Solar Hot Water System :** with Federal Government subsidies available it was suggested that the provision of a solar hot water system be investigated for the annexe amenities. PDS

- 10.0 Rolling Stock :**
- 10.1 1919 Report :** it was noted that a Boiler inspection & test would be required soon. It was confirmed that the Boiler was dry and the tender full.
- 10.2 Trikes :** no report.
- 10.3 Carriages:** it was reported that some window frames had dry rot and deteriorating. Rolling Stock manager to investigate repairs. TB
- 10.4 DSRM:** letter received from DSRM.
- 10.4.1 Rolling Stock at Lowanna :** awaiting paint analysis. Test kit with David Page, we are awaiting results. DP
- 10.4.2 73 Class :** proposed diesel swap not possible due to loan agreement.
- 10.4.3 “U” Boats :** DSRM offer to buy two units.
- 10.4.4 Bogie Water Gin :** DSRM offer to purchase. Some members believe This item should be retained. Deferred to next meeting.
- 10.4.5 “Dog Boxes” :** Megan/Lowanna swap. DSRM agree.
- 10.4.6 Settlement Deed :** DSRM are keen to complete the “Settlement” but a precursor would be the hand over of movies and other items presently held by member Robert Wilson. GMR has written to Robert W. and we are awaiting a response. The secretary to seek a response from RW. PDS
- 10.5 73 Class Diesel :** it is believed that the owners of the 73 Class locos are Manildra Mills Pty. Ltd. who also still have two others in stock not being used. it was resolved to contact Manildra Mills and either explore the possibility of leasing one of the units still in stock or the re-negotiation of one the DSRM units. PDS
- 10.6 CPH 11 Steel Frame :** response from Cooma Monaro Railway received. CMR confirm they obtained a certification from a Professional Structural for the steel frame used in a rail motor restoration which was accepted by ITSRR. It was resolved to adopt a similar action. The secretary to contact local engineers. PDS
- 11.0 Buildings & Site Works :**
- 11.1 “Red Rattler” Admin Office :** awaiting Mario’s visit
- 11.2 G/W Moorland Station :** platform and picket fencing complete.
- 11.3 Biocycle completion :** still awaiting plumber.
- 11.4 Kubota Excavator :** to control costs & un-necessary use the following proposal was tabled.
- Motion :** *All requests for work by the excavator to be assessed by the Workshop Manager who will authorize the use or defer to a later date to conserve costs.*
- Moved :** Dennis Clack **Seconded :** Ron Paul **Carried.** KA
- 12.0 Funding :**
- 12.1 RDA :** There is still no news of the Federal Government’s new funding program.
- 12.2 Applications Lodged :** the Secretary referred to an email received from Steve Cansdell MP (Clarence) in response to a discussion/request for assistance. He advised he has lobbied on our behalf with the following result to date :
- (a) Dept Sport & Recreation – station ramp – he allocated this project No. 1 out of 31 applications received.
- (b) Area Assistance Program – enquiries made, but not given the same opportunity to rank applications. Ranking committee has met, but decision unknown, results still two months away.
- Steve will advise results as soon as they are known. PDS
- 13.0 Perway Report :** no report received.
- As perway matters were being covered by the Infrastructure Manager it was agreed that item would be included as part of the Infrastructure report in future.
- 13.1 ACI Loop :** no report.
- 13.2 Perway inspection :** not yet completed by JHG. DP
- 13.4 Grafton Siding :** .no action as yet. DP/TK
- 13.5 ARTC :** other redundant rail track materials, awaiting response from ARTC.
- 13.6 Rocla Concrete Sleepers :** see 9.1 above
- 14.0 Tram Report :**

- 14.1 Tram Manager** : the appointment of a Tram Department manager was discussed as an omission of previous meetings :
Motion : *Russell Phemister to be appointed to the position of Tram Department Manager.*
- Moved** : Dennis Clack **Seconded** : Kevin Anderson **Carried.** RuP
- 14.2 Tram Shed Stage 2** : response from ITSRR verbally received, it was resolved to await receipt of ITSRR letter before proceeding. The cost of the scissor lift required to facilitate the shed erection would be approx \$500.00. RuP
- 15.0 Top End Report** :
- 15.1 Envirofund Grant** : refer 9.0 above. DP
- 15.2 Station Roof Storm damage** : refer 9.0 above. DP
- 16.0 Chook Shed** :
- 16.1 "S" Trucks** : transfer to Glenreagh arranged for Thursday 19th March. DKS/TB
- 16.2 Equipment** : heavy item transfer complete except Mitre Saw.
Transfer of mitre saw & small items to be discussed with Derek King-Scott. DKS/TB
- 16.3 G/W "S" Trucks** : the opportunity to also relocate the Glenreagh "S" Trucks in conjunction with 16.1 above was discussed. It was agreed await the ITSRR letter.
- 17.0 Articles of Association** : deferred to a future meeting.
- 18.0 General Business Items** :
- 18.1 Computers** : awaiting call from TAD at Yamba.
- 18.2 Photo Copier** : it was resolved that the line fault must be corrected before transfer to Glenreagh. HB
- 18.3 ORH Seminar** : the next ORH Seminar is scheduled for 27th April.
Resolved that two delegates would attend at own expense. Andrew Lee & Ron Paul both nominated/volunteered with Terry Boatswain & Dennis Clack as reserves.
- 18.4 Old Rail Clips** : the disposal of the drum containing old rail clips was discussed. The price of scrap being low at present, no action was decided.
- 18.5 Job Descriptions** : referred to RSC.
- 18.6 Werris Creek Lever Frame** : the availability was unknown, Artie Seewald had contact. Enquiries to be followed up. PDS
- 18.7 G/W Station Flag Poles** : Ron Wells asked for assistance in the acquisition of two permanent flag poles for the Station. An official opening is planned and we have a National flag, it is hoped to obtain a State flag also. All
- 18.8 PDS House** : PDS tabled a paper detailing options for renting out the house and other improvements owned by Barbara & PDS. The options all proposed financial gain to GMR and final ownership. It was agreed to circulate the proposals to the whole Board and the Finance Committee for assessment and recommendation.
- 19.0 Next Meeting** : there being no more business the Chairman closed the meeting at 6.20pm. The next meeting will be held on **Thursday 16th April at 6.00pm in the Crib Room at Glenreagh West.**

Signed Chairman : **Date** :