


Minutes: VALLEY RCRC Meeting

Thursday 14 July 2022, 4:00pm-5:30pm

Venue: Zoom

Attendees	Leigh Harry, Jillian Edwards, Kathleen Holton, Michelle Zwagerman, Alison Gommers, Maree Rothwell, Shona Rimmer, Bruce Argyle, Tracey Reid (YRC), Kristal Johnson (YRC)	
Optional	Trish Madden (CEF), David Impey (CEF)	
Apologies	Cr Fiona McAllister	
Standing Agenda Items	Lead	Actions/Notes
1. Acknowledgement of Country and Greetings	Leigh Harry	
2. Acceptance of previous minutes and Declarations of Interest.	Leigh Harry	Minutes accepted Conflict of Interest - Alison Gommers will be doing an application for HICCI
3. Actions from previous meetings	Leigh Harry	Action: Leigh, Jill finalisation of application form and guidelines - <i>Completed</i>
4. CRC Coordinator Report/Governance	Tracey Reid	<p>Grant Round live – Congratulations!</p> <ul style="list-style-type: none"> • First group to have the grant round live • Application link has been put onto YRC and CEF website • If you notice any glitches or issues with the links online let Tracey know <p>RCRC Gathering</p> <p>Those who attended the Gathering reported:</p> <ul style="list-style-type: none"> • There was a positive vibe in the room • Thoughts were that it would be good to do it again in 3 months and could do presentation around different grants that have been handed out • Benefit in being able to share with other members the experiences of the process • Good to meet other people from the other groups • The questions being raised were insightful and interesting • Event was inspiring and uplifting • Didn't feel like the evening was dragging on <p><i>Anne Leadbeater</i></p> <ul style="list-style-type: none"> • Would be good to have Anne Leadbeater come to a meeting to pick her brain

		<ul style="list-style-type: none"> • Put aside 1hr of the meeting for Anne to give a presentation • Anne mentioned at the RCRC Gathering that she would be meeting with all RCRC to discuss reflections on the past 9 months and planning for the next 12 months. • Anne is drafting a loose Purpose Statement. • Additional suggested topics to discuss with Anne include: <ul style="list-style-type: none"> ○ How to deal with people in crisis ○ General knowledge on how to manage disasters etc. <p>Action: Tracey will invite Anne Leadbeater to the next meeting. Thursday 11th August</p>
5. Workshop Report	Leigh Harry	<ul style="list-style-type: none"> • Workshop summary report – below
6. Community Engagement	Leigh/Jill	<ul style="list-style-type: none"> • Work was done early on regarding a communication plan and stakeholder strategy. Something that could be used when engaging with community • Information session <ul style="list-style-type: none"> - Town Hall sessions may not happen due to the current COVID situation - Run information sessions via ZOOM might be the alternative - Idea was put forward, that 2 or 3 from committee make themselves available for 1 – 2hrs via ZOOM for community to attend and ask questions and gather information • Need to distribute the posters out into areas that are visible, various networks etc. • Use Bruce connections to get something out on radio <ul style="list-style-type: none"> - There is a vacancy next Thursday 21st from 9 - 10am for a session - To join the session via zoom. Michelle, Shona, Alison, and Jillian - Pod cast can be created from this radio session that can be shared around - Bruce to provide ideas / type of questions what will be getting discussed <p>Action: Bruce to send the link for the radio meeting to the four attendees, along with a rough guide to what questions will be asked and discussed</p> <ul style="list-style-type: none"> • Derick (YRC) is putting together a media release <ul style="list-style-type: none"> - Committee members may need to help in putting this together with Derick - Jill can help but would like someone else to join • Do some form of popups. At local markets, at the front of Coles or Aldi, at the post office • Display posters in the local shops • Put the poster in the local paper <ul style="list-style-type: none"> - Kath to let Tracy know exactly what you want in the paper and size of the ad (will investigate what the cost will be) - Mountain View local paper - Size ¼ or ½ page

		<p>- Will consult with Derick to have this done</p> <p>Action: Kath to email Tracey about ad in the paper.</p> <ul style="list-style-type: none"> Suggested that everyone be reporting back to the group about which groups have been approached to save on double up.
7. Assessment Process	Jill	<ul style="list-style-type: none"> Trish has sent everyone a link to the site where all applications will go once they have been through the CEF process First application will help to put together what the formal process will look like Any application needs to go through a formal documented discussion with this committee to decide. Must have a quorum The committee's recommendation will then be passed on to the Bendigo bank and CEF, and after that it will go to YRC This group needs to work out what their assessment process will be The group noted that they may want to call additional formal meetings outside the scheduled meetings to formally sign off on any applications noting requirements for quorum and declared conflicts of interest need to be observed in every formal meeting <p>Action: Tracey and Trish will have a sit down and work out the process for assessment and send out to all Chairs.</p> <p>Action: Need clarity from Trish on how to log in and view applications on the CEF database.</p>
8. Other business		<ul style="list-style-type: none"> Been advised that Face to Face meetings over the next 4-6 weeks are only to happen if it is absolutely necessary <p>Action: Tracey to forward out the one-page document re Council Grants that was handed out at RCRC gathering.</p> <ul style="list-style-type: none"> Updated version 1.2 of the Terms of Reference states "A quorum of 50% + 1 of current voting membership must be present if a vote or committee decision is to be made." <p>This version 1.2 of the Terms of Reference is attached to the meeting invite for 12th May 2022. This undated version 1.2 is attached below</p> <p></p> <p>Terms of Reference - Valley Community Re</p> <p>Action: Tracey to send out version 1.2 Terms of Reference</p>
9. Next Meetings	<p>Meeting - Thursday 11 August 2022 4pm-5:30pm</p> <p>ZOOM</p>	

Meeting schedule for 2022: *Second Thursday of each month, 4pm-5:30pm*

14 April, 12 May, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December