

WICEN (Vic) Inc Committee of Management

Minutes of Meeting – Thursday 11 June 2009

Meeting commenced - 8.00pm

Venue – 40G Victory Blvd Ashburton

1. **Attendance and apologies** – VK3s BAF (in chair), FGC, GER, YYF, XMU. Minutes VK3FR.

Apology VK3XDE

2. **Minutes of previous meeting – Moved** 3XMU, **Seconded** 3FGC - That the minutes of the previous meeting be confirmed

3. **Business arising from minutes**

- **WIA/ARV matters** - Meeting with ARV still to be arranged
- **Maintain Safety at an Incident training** - 3FGC still working on this
- **Liaison with DSE** – Paul Rofe DSE contacted and he will provide information on DSE pro-words/jargon and also consider training opportunities for WICEN operators

ACTION - 3FGC to advise progress at next meeting.

- **VK5 Web hosting** – Now finalised
- **Safety Policy** - Secretary has published on the web site.
- **T connector polarity** – Amendments to WICEN website. Waiting for documentation from VK3XDE.
- **Surplus equipment** – Stocktake completed and checked against previous list.

ACTION - 3BAF to compile a list of items that are no longer required for confirmation at next meeting.

- **Solar panels** – 3GER will be sending email to members next week
- **WICEN (Vic) Fires de-brief** – De-brief conducted

ACTION - Secretary to contact Chris Morley to obtain a summary of outcomes.

- **WICEN submission to the Royal Commission** – Has been submitted
- **Storage Space for WICEN at WIA premises in Bayswater** – To be discussed again once WIA has completed their renovations.
- **WICEN (Vic) caravan** - 3FGC advised caravan operational and would have been used at Sealake, but Rally cancelled due to wet weather.

ACTION – 3FGC advised that some minor work and purchases are required to finish this project and he will advise progress at next meeting.

ACTION - 3GER will circulate information relating to possible solar panel installation on caravan

- **Request for storage assistance** – Letter to the Minister for Police and Community Services has been sent.

ACTION -3BAF to check progress at a meeting next week.

- **Expense Claims for 2009 Fires-** Cheque for \$21,020.75 for travel reimbursement received and Treasurer will send out cheques to individuals over next few days.

ACTION – Secretary to submit further claim for admin and other expenses.

- **Police HQ Site Surveys** – 3FGC advised that Ballarat, Horsham, Geelong and Altona still to be done. 3GER has checked comms from new Police HQ at Bendigo and will provide details to 3BAF.
- **Possible CFA Comms training** – 3XMU advised he is still to contact the CFA
- **Membership badges** – Checks in preparation for a print run continuing..
- **“Think Tank”** -to discuss the whole range of technical and other initiatives e.g. Echolink, Winlink, etc. impacting on and available to WICEN was needed so that WICEN could proactively set a path for future operations.

ACTION – Secretary to put on the agenda for discussion at the AGM in July

-

4. Correspondence

Inwards:

- Letter enclosing cheque in reimbursement of travel claims for fires.

Outwards:

- NIL

Moved 3XMU, Seconded 3GER- That the inwards correspondence be received and the outwards confirmed.

5. Business arising from Correspondence - Nil

6. Reports

- Treasurer

	30/04/05-11/06/09	Year to date
Income	\$111.65	\$9690.39
Expenditure	\$40.24	\$11096.32
Account balance at date		\$19071.69

Moved 3YYF Seconded 3FGC that the treasurers report be accepted.

ACTION – Treasurer to contact Mallee Rally organisers and request partial fuel reimbursement for members who travelled to Sealake (or part way) before the decision to cancel the event was received.

- **Radio Officer – Access to repeater sites during emergencies** – 3XDE commented that there was a need to formalise a procedure with Police so that WICEN technicians would not be denied access to repeater sites during emergencies. To be discussed further at next meeting.
- **Data Group** - Dual band radio to continue Echolink Gateway tests still to be purchased.
- **Publications - Nil**
- **Training - Nil**
- **Property - Nil**
- **Membership** – Membership Officer enquired as to how to classify current members who were yet to pay subscriptions. To be discussed further at next meeting.
- **Emergency Management Meetings** – Nil

7. General Business

- **Murray Marathon** – 3BAF advised that Graeme Mason 3KMG will take over from Bruce Bathols as Marathon Coordinator and WICEN representative on the Marathon committee.
- **Permanent Loan of VHF repeater diplexers to MDRC-** 3GER passed on thanks from MDRC.
- **Police Zones/Regions** – 3BAF advised that these would change from 1 December and be aligned to Department of Human Services Zones. Consideration of a proposal by 3XMU for re-structure of WICEN (Vic) Regions deferred until we have further information regarding DHR zones available.

- **Kennards Storage** - Renewal of facility for a further 6 months was approved. 3BAF to purchase a new padlock and allocate keys so that equipment is always accessible in an emergency
- **SOPs Manual** – 3GER advised that this needed to be updated to reflect recent changes, e.g. new subscription charge, changes to Region Coordinators, etc. He will provide details to Secretary
- **Annual General Meeting** – Date 18 July 2009, possible venue MDRC clubrooms in Highett, subject to availability.

ACTION – 3GER to check availability.

- **Next Meeting** - Thursday 11 June 2009

Meeting Closed – 9.20pm