

# **WICEN (Vic.) Inc. Committee of Management**

## **DRAFT Minutes of meeting - 13 November 2008**

**Meeting commenced** - 8.03pm

**Venue** - 40G Victory Blvd. Ashburton

### **1. Attendance & apologies**

- Attendance VK3s BAF (in chair), FGC, YYF, XDE, GER, XMU. Minutes - VK3JJB.

- Apologies - Nil

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

meeting be confirmed.

### **3. Business arising from minutes –**

#### **1. Y2K equipment upgrade – 3XDE**

Police have been advised that WICEN Regional Coordinators will be in contact to arrange testing of WICEN antenna installations at the various Regional Police HQs  
**ACTION** - 3BAF to prepare a Report form and the required testing procedure/completion date and email to the Region personnel who will be conducting the tests.

**ACTION** - 3XDE to follow up-

- Issues connected with NE Victoria coverage
- Ballarat to Mt William link to extend coverage to Portland
- Mildura to Bendigo comms. Is HF only alternative?

#### **2. WIA Affiliation – Review position at February 2009 meeting**

#### **3. WICEN caravan – 3FGC advised radios had been mounted/secured and patch cables done. No antennas installed yet.**

**ACTION** -3BAF to collect 2 batteries from 3XDE for installation in the caravan

#### **4. Maintain Safety at an Incident Training – 3FGC advised no progress.**

#### **5. Liaison with DSE – 3FGC advised no progress.**

#### **6. Compensation Claim – Treasurer has paid \$350 to Andrew Weir for windscreen damage**

#### **7. VK5 Web hosting – 3XMU advised no progress.**

#### **8. Membership Fee – 3GER. A draft letter to be sent to the Membership Officer regarding the introduction of a proposed membership fee was approved for mailing as amended.**

#### **9. Safety Policy – 3XMU advised no progress.**

#### **10. Equipment storage – 3BAF advised outcome of his investigations and recommended Kennard's Self storage (cnr Springvale & Dandenong Rds) who provide secure space with 24/7 access.**

**Moved 3FGC Seconded 3BAF**

That rental of Kennard's self-storage space (1.5m X 2.7m X 2.4m) costing \$110 per month be confirmed and that the first 6 months rent be paid in advance to avail of 5% discount.

**ACTION** - 3BAF to complete documentation and send with cheque. Suitable shelving and a lock will also have to be obtained.

#### **11. VPC Exercise in April 2009 – Discussion deferred to February 2009 meeting.**

#### **12. T connector polarity – 3XMU advised no progress.**

#### **13. Honour Board update – 3BAF is still to arrange.**

#### **14. Equipment at John Bell's. – A list of equipment stored at John Bell's was circulated.**

**ACTION** – 3BAF to organise a suitable time to collect the equipment. He will arrange for availability of a trailer and call on COM members for assistance once arrangements are in place. 3FGC requested that any equipment that may be suitable for installation in the caravan be set aside for his collection.

### **4. Correspondence - Inward**

- **New Member Applications** were received from Peter Dosser VK3CFA, Ms Danny Phillips VK3FDPH and Nick Presser VK3NJP (all nominated by John Collins) and Lloyd Morrissey (nominated by John Morrissey).  
**Moved 3XMU Seconded 3FGC** - That the membership applications be approved.
- **OXFAM** – Service Agreement for the event to be held on 27/27 March 2009 was received from OXFAM  
3XMU advised that event and date is now on web site  
**Moved 3FGC Seconded 3XMU** - That 3BAF sign and return the agreement  
**ACTION** – 3BAF to sign & return the agreement to OXFAM and also approach Ian Morris VK3IFM as possible WICEN Event Coordinator for this event.

**Outward** – Nil

**Moved 3XMU Seconded 3GER** - That the Inward Correspondence be received and the outward confirmed.

## 5. Reports

### 1. Treasurer

	November	Year to date
Income	\$110.49	\$3292.21
Expenses	\$878.45	\$3684.83
Account Balance at date	\$19880.00	

**Moved 3BAF Seconded 3FGC** - That the Treasurers report be confirmed

### 2. Radio Officer

- Remotely controllable VHF TX to be installed on the roof of the World Trade Centre to assist in VHF coverage linking.
- Drew Squires to be advised that his email regarding perceived faulty operation of VK3RWZ, RWU and RWM repeaters should be directed to the WIA Repeater Controller, not WICEN.

3. **Data Group** – No Report

4. **Publications** – No Report

5. **Training** – No Report

6. **Property** – No Report

7. **Membership** – No Report

8. **Emergency Management Meetings** – 3 FGC advised that he had attended three meetings in his area since the previous meeting.

**Moved 3XMU Seconded 3GER** – That the reports be accepted

## 6. General Business

1. **Storage Location** – 3BAF - Covered at 3.10 above
2. **Post Office Box arrangements** – Secretary to continue to collect mail
3. **Sell-off of surplus equipment ex-storage at John Bell's.**  
**ACTION** - 3XDE to identify items suitable for sale and report to next meeting
4. **Revision/update of Long Service list** – Lists provided by Membership Officer and Secretary to be vetted by 3BAF. Final confirmation of recipients and whether qualification should be restricted to those who have participated in more recent training exercises/events to be confirmed at next meeting. In the meantime 50 badges to be ordered by 3XMU.
5. **Address supplier for Long Service Leave badges** - ?????
6. **Access to WICEN database for membership queries** - 3XMU advised data is available via the Membership Report on the website
7. **Minute Secretary** – VK3JJB is assisting on a temporary basis (when available) until a permanent appointment can be made.
8. **Other General Business**  
3XMU – Advised that the supplier of wireless connection to WICEN server was closing down and replacement supplier would be Optusnet – 5Gb for \$50 per month.  
3FGC – Had received suggestion that WICEN consider being able to provide low power AM transmitting equipment for use at Emergency ICCs so that ICCs could

broadcast local area specific situation updates to emergency workers and the public during emergencies.

Discussion indicated that a similar facility may already be available via local FM stations and/or FM 'Tourist' transmitters. No action required at present.

**3YYF** – Advised that it appeared that the Mt Gordon digipeater may have had a problem when used at the recent Murrindindi Magic event, but as no testing had been done prior to or after the event, the existence of a fault could not be confirmed.

**3GER** – Commented that there was currently no requirement for Regions to submit regular reports of activities, etc. in their Regions to the WICEN COM.

**ACTION** – 3BAF to request submission of Quarterly Region reports & specify report format.

**3GER** – Suggested that WICEN purchase Solar Panels for use with portable repeaters and investigate a bulk purchase so that individual members could get panels at a cheaper price.

**ACTION** – 3GER to seek expressions of interest from members and then talk with Jamie Baker at RFI to get a quote for bulk purchase. Outcome to be discussed at next meeting.

**Quick Response Group** –

3XMU unavailable on holidays from 1 –10 January 2009.

3FGC available on call during January 2009

**Next Meeting** –

End of year COM dinner – Thursday 11 December, 7.30pm, Michelangelo's, Cnr Station St and Burwood Hwy, Box Hill South/Bennetswood.(Parking - off Station St. behind shops)

**Meeting closed** - 9.40pm