

BRUSH COMMITTEE MEETING

14/9/22 7.30pm

Via MS Teams

Attendees: Murray Neilson, Robyn Napolitano, John Campbell, David Robinson, Gail Weston, Brett Stanley, Brendan O’Neill, Geoff Pearce, Tony Coffey, Vesna Lloyd

Apologies:

NO	ITEM DESCRIPTION:	ACTION BY:
1.	<p>FINANCIAL:</p> <p>*Current balance is \$266.5k.</p> <p>*We have issued an insurance claim for \$4550 for geothermal repairs – insurance company has asked for more information which we have supplied.</p>	<p>TC</p> <p>TC</p>
2.	<p>WEBSITE:</p> <p>*The following is the note sent to David Robinson re the website redevelopment. The link to the staging site is included. If you have any feedback/comments, please send them directly to David. As you will note, we need more images and some work needs to be done on trimming the text. Any offers of assistance with this will be gratefully received, as will be any images you have that may be usable.</p> <p>Good morning David,</p> <p>I've put together a staging site for the new Brush website. I've chosen a design and used the text from the site and a couple of sample images.</p> <p>Some things to bear in mind when looking at the staging site:</p> <ul style="list-style-type: none"> • The images are repeated as they are just holding images until you provide the ones you want. (for eg on the summer-winter area on the homepage the images are the same on both sides.) • The text is directly copied - it will preferably be edited at some stage. • I've done a layout for the homepage and Bookings page but the others just have text dumped on them. • Most of the internal buttons don't yet work. • This design is to help you provide feedback as to what you're after. • The booking page is where most of the content happens. This is where you want people to go and where they need to find out the most crucial information. • Have a look and let me know your feedback. The next stage will be to outline changes, provide images and any updated text. <p>https://brush.birdhousedigital.info/</p>	<p>DR</p>

3.	<p>MAINTENANCE:</p> <p>*JC is preparing a risk management plan which is a requirement for our spa as it is designated a 'category 2 aquatic centre' - ongoing</p> <p>*JC/GP have discussed alternatives for the disposal of the spa water other than releasing into the ground. JC has a reasonably simple solution in mind – on-going</p> <p>*GW to arrange appropriate thanks for RMB team. Having trouble pinning this down. Awaiting advice from Gary Weston</p> <p>*Mattress replacement: Brendan and Karen will check condition and dates of mattresses as part of their pack up/shut down at the end of the season. GW, RN and BS to canvass local suppliers to get an indication of price and possible bulk discount once numbers are known.</p> <p>*ASKO dishwasher to be replaced with a commercial model. To be purchased and taken up in November. Brett to arrange this and to ensure we receive a full service manual with the machine.</p> <p>*Hard rubbish collection taking place late November.</p> <p>*Replacement of the carpet in rooms 2,3, 6 and 7 and the replacement of the central wardrobe units to be added to this summer's jobs.</p>	<p>JC</p> <p>JC/GP</p> <p>GW</p> <p>BO/GW /RN/BS</p> <p>BS</p>
4.	<p>BOOKINGS:</p> <p>*VL and BO to review our booking policy as it currently appears on the website to determine if any re-wording is necessary</p> <p>* A decision around the COVID cancellation/refund policy needs to be made prior to opening bookings for 2023</p> <p>*Summer usage of the lodge: possibly members only depending on the works undertaken. To be confirmed at next meeting.</p>	<p>VL/BO</p>
5.	<p>PLANNING & FACILITIES COMMITTEE:</p> <p>*Notes from P&F meeting:</p> <p>Monday, 12 September 2022 6:00 PM</p> <p>West Wall re-cladding:</p> <p>Application for a permit exemption for the west wall re-cladding project:</p> <ul style="list-style-type: none"> • P.Weston as "Site Supervisor" • Apply for cladding separately from other works • Site / Construction management plan (drawing and report) done in draft form. • J Lee to add a couple of wall construction details and then can submit to DELWP hopefully this week. <p>Wall cladding & construction detailing:</p> <ul style="list-style-type: none"> • No friendlies for supply; largely up to market forces re: costs. 	<p>P&F</p>

	<ul style="list-style-type: none"> • J Lee to detail window and door treatments; this also covers off the BAL rating compliance issue. • Sub-frames will be first tranche of works (first week?); cladding and insulation the following week(s) <p>Timing:</p> <ul style="list-style-type: none"> • Westo has Mon/Tues as a "weekend" moving forward, but some scope for Wed and Thurs also • Tentatively kick off Monday 14th or 21st November • Aim for material delivery week beginning 7th Nov 22 • Start work week beginning 14th Nov 22 <p>Westo to liaise with John re: material order.</p> <ul style="list-style-type: none"> • Westo has draft bill of quantities that can be updated once we're finished the detailing. <p>Extg bathroom heaters: we're returning them under a recall notice, full refund end of season. Nice, given we would otherwise have thrown them away.</p> <p>Faulty dishwasher:</p> <ul style="list-style-type: none"> • Recommend that we go with local guy to install and service • Action with committee => TC. <p>New access door for south wall of wood store - NG to sketch next week when on site. Likely can put door in to align with trapdoor to keep access clear.</p> <p>New window (new glazing suite) to high level window in manager's room be installed January.</p>	
6.	<p>MANAGERS:</p> <p>*Brendan and Karen will keep an ear out for any likely candidates to manage for the '23 season. DR will arrange website and Facebook ads.</p> <p>*Lodge closing on October 2nd</p>	
7.	<p>GENERAL BUSINESS:</p>	
	<p>Meeting closed at 9.20pm Next meeting – Wednesday 12/10/22, 7.30pm, via Microsoft Teams</p>	