

Honeywood Residents Group (Inc)

Minutes for the Committee Meeting held on

20 September 2016 at 6:45pm

Location: JM & RM's house

1. Attendance

Present: JM(chair), AM, HC, AL, RM

Apologies: MS, AS, GM, EM

2. Welcome

Noted that this meeting was an interim meeting to plan for the upcoming AGM and approve expenditure incurred to date. As such the prior meetings minutes will not be approved at this meeting but will be addressed at the next full meeting of the committee.

3. Correspondence

JM noted that she had spoken to RW from CoK who confirmed he is looking into insurance to cover all groups. She is waiting to hear back from him. In the meantime we have taken out public liability insurance.

AL noted that our request for funding from Neighbourhood Watch for car dash mats had been rejected. The committee noted this was extremely disappointing given the effort that had been put in.

4. Approval of expenditure

The following items were submitted for approval by the committee:

- Annual public liability insurance for the BBQs approximately \$1200
 - o Moved by HC; Seconded by AL. All in favour.
- Purchase of 2 x \$50 Local Farmers Market Vouchers to be used as door prizes at the AGM for residents who join HRG
 - o Moved by JM; Seconded by HC. All in favour.
- Preapproval for \$60 to purchase refreshments for AGM including cups, coffee, tea, sugar, milk and biscuits by HC
 - o Moved by AL; Seconded by JM. All in favour.

5. AGM action items

The AGM is confirmed for Thursday 6th October at 7pm. The following items were discussed and allocated to committee members:

- JM to determine how the invite on Facebook can be sent to everyone who is part of the HR Group page.
- JM to update wording on FB invite to reflect the fact that the membership fee is annual and that there will be a door prize on offer for those who sign up on the night.
- JM to add bank account details and membership application form to the FB invite (AM to send bank account details).
- JM to do run sheet for the night.
- RM to print membership forms for the night.
- AS to pick up keys for the night.
- Vouchers to be collected from farmers market (TBA who is going to do this).

Invite list

- MC Principal for Honeywood Primary School (confirmed)
- Representative from police station (confirmed)
- Satterley representative (confirmed)
- CoK representative (JM to follow up with RW)
- Mandogalup Bush Fire Brigade (AM to ask)
- Neighbourhood watch representative (AL to ask)

6. Actions

Responsible	Actions
JM	<ol style="list-style-type: none"> 1. Update FB invite (annual membership fee, door prize, bank account and membership form). 2. Send FB invite to all members of Group. 3. Run sheet for night of AGM. 4. Follow up CoK representative attendance for AGM.
RM	<ol style="list-style-type: none"> 1. Print membership forms for AGM.
HC	<ol style="list-style-type: none"> 1. Purchase refreshments for AGM.
AL	<ol style="list-style-type: none"> 1. Invite Neighbourhood watch to AGM
AS	<ol style="list-style-type: none"> 1. Pick up keys for AGM
AM	<ol style="list-style-type: none"> 1. Load approved payments 2. Invite Mandogalup Bush Fire Brigade to AGM