



## Meeting Agenda & Minutes

6.30 PM, Feb 20, 2017 | Location: Satterley Sales Office [Honeywood]

### Attendees

Committee Members (put a **x** for those present):

<b>x</b>	<b>JM</b>	<b>x</b>	<b>AM</b>	<b>x</b>	<b>HC</b>	<b>x</b>	<b>MS</b>	<b>A</b>	<b>AL</b>
<b>x</b>	<b>AS</b>	<b>x</b>	<b>TA</b>	<b>x</b>	<b>RM</b>	<b>x</b>	<b>AC</b>	<b>x</b>	<b>PD</b>

Other Attendees:

DS (Honeywood Resident) (A), PE (Satterley Representative) (x)

*A quorum will be deemed complete if five committee members are present, at least two of whom are executive committee members.*

### Action Items From Previous Meeting

Action	Responsible Person
Create poll for the next meeting	TA DONE
Change the business structure of HRG so it is registered for GST and has ABN	AM DONE
Stocktaking leftover candles from 2016 Carols for 2017 usage	JM & RM (presumably) - not yet
Formation of Harmony Day subcommittee and organisation of first meeting	Tara (subcommittee of TA, JM, PD, RM) - DONE and had 2 meetings, also ALG and NB from P&C, and AC has also provided a marketing plan, is helping out with marketing only
Talking to N (police rep) about dirt bikes/speeding	JM - DONE; response received. TA - get forwarded response from Nick on this front for minutes.
Liaising with M to finalise plan for HPS BBQ	AS
General message to residents re: dogs on leads, cats kept from roaming openly	JM (as 'Honeywood Wandii') - as yet to be done, not a convenient time as yet.

Canvassing businesses to see if they will donate prizes for the website launch, and become financial members of the group	Social Media subcommittee <ul style="list-style-type: none"> <li>- RM spearheaded this, and posted info to facebook page about this; has generated quite a lot of interest. Some payments still to be finished</li> <li>- NB has volunteered a cupcake prize for the website launch</li> </ul>
Getting cost estimates on different plug-ins for the website	RM - did get a response; final decisions to be made still
Getting back in touch with Fuzenet rep about request to join the facebook group (to be declined, but LBNCo to be approached instead to be silent member)	RM/JM - DONE, declined request, this item is finished

## Agenda

*(Please add your items below before 6:30 PM)*

#	Discussion Item	Allocated Time
1	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- Attendance &amp; Apologies</li> <li>- Confirm minutes from previous meeting</li> <li>- Go through actions list carried over from previous meeting</li> </ul>	<b>5</b>
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- AGM speakers' reports uploaded to FB [is this still on the schedule?]</li> <li>- General update for the committee/setting direction for this meeting</li> </ul>	<b>5</b>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- ABN &amp; GST registry</li> <li>- Current finances</li> <li>- Handover</li> </ul>	<b>5</b>
4	<b>Marketing &amp; Memberships</b> <ul style="list-style-type: none"> <li>- Facebook matters <ul style="list-style-type: none"> <li>- Advertising rules</li> <li>- Uniform way of posting as admin on the FB group [AL]</li> <li>- Charter of usage [JM]</li> </ul> </li> <li>- Website establishment/upkeep/launch</li> <li>- Membership numbers (households and business)</li> </ul>	<b>30</b> 5 5 5 10 5
5	<b>Community Security &amp; Safety</b> <ul style="list-style-type: none"> <li>- Neighbourhood Watch news</li> <li>- Crime Rates</li> <li>- Police Meetings</li> <li>- Camera surveillance [to be addressed following Resident's notice on Facebook]</li> </ul>	<b>20</b> 5 5 5 5

6	<b>Community Projects</b> <ul style="list-style-type: none"> <li>- Dog Park</li> <li>- Shade Sails for Playground Areas [council emailed by RA]</li> <li>- Exercise Equipment</li> <li>- Community Gardens [if applicable; matter was deferred until School opening]</li> </ul>	<b>15</b> 10 2.5 2.5
7	<b>Community Events</b> <ul style="list-style-type: none"> <li>- Honeywood Harmony Day <ul style="list-style-type: none"> <li>- Summary of event so far</li> <li>- Subcommittee meetings</li> <li>- Paperwork update</li> </ul> </li> <li>- Any suggestions for events after March?</li> </ul>	<b>20</b> 15  5
8	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- 12 month public liability insurance <ul style="list-style-type: none"> <li>- Possibility of Bunnings BBQ to fund the above</li> <li>- Possibility of using part of CoK Harmony Day fund set aside for one-off Public Liability towards 12-month cover</li> </ul> </li> <li>- Signage; are we still following this up or is it shelved because CoK not funding it?</li> </ul>	<b>12.5</b> 10  2.5
9	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Anything else any attendee wishes to discuss</li> </ul>	<b>5</b>
10	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- TA to organise doodle poll in general time bracket discussed at meeting</li> </ul>	<b>2.5</b>
		<b>120</b>

# Minutes

Opened At	<b>6.38</b>
1	<b>Opening the Meeting</b> <ul style="list-style-type: none"><li>- Attendance</li><li>- Apologies<ul style="list-style-type: none"><li>- Diwakar may yet come; AL is an apology, and RM will be ~30 mins late</li></ul></li><li>- Acceptance of minutes: Move to accept by JM, seconded by AM</li><li>- Checking off actions list from previous meeting</li><li>- CORRESPONDENCE (TA add this back into agenda/minutes as a standing item)</li></ul>
2	<b>President's Report</b> <ul style="list-style-type: none"><li>- WPA had their AGM on Tuesday (?) last; they are also looking for 2 representatives to cover a couple of positions as yet still empty.</li><li>- Bunnings BBQs - all we have to do to be considered for one of those is submit an email on letterhead to be considered by them. They will supply us with numbers for recommended amounts of sausages etc. As a minimum we are likely to sell 600 sausages</li><li>- JM has been in touch with CoK has okayed putting the one-off cost listed in the community grant towards 12-month cover. JM and RM in the midst of getting quotes from a contact of theirs with an insurance brokerage company for 12-month cover</li><li>- \$1,800 approved limit for 12-month public liability coverage</li><li>- Thanking AM for her participation and assistance in setting up the committee, constitution, account details, business paperwork etc; JM has approached her neighbour who is an accountant, about possibly joining us as our treasurer; she will let us know by the end of the week (she is likely a financial member already, but we may need to check this)</li></ul>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"><li>- AM has already saved everything in the Googledrive under 'financial information'; there are spreadsheets there for everything related to our accounts and business structure. Should be an easy swap over to new person, and the spreadsheets should churn out the details automatically.</li><li>- Lotterywest came through and paid for the singers so we now have \$2657.47</li><li>- JM moved that \$461, and we are donating \$230.50 to Beyond Blue. As at last meeting we thought we had run at a loss so we had decided not to make a donation to Beyond Blue, but now that we have, we will do the donation - once we are in the clear after we have paid our Public Liability insurance. Move to change seconded by PD; note that this overrides previous minuted record that we had no proceeds to donate.</li><li>- We also did have 3 online membership payments during the month</li><li>- RE: members, AM has a list under 'financial information' of all existing members, including the ones that have just paid.</li><li>- Motion to accept Treasurer's report: HC and AS accepted</li></ul>
4	<b>Marketing &amp; Memberships</b> <ul style="list-style-type: none"><li>- Membership list maintenance: this was the responsibility of the Treasurer, but as it is becoming a more substantial number, we may need to think about allocating that responsibility. Holli is now Financial Membership Officer (nb, contrast from MS's title as Membership Officer)</li><li>- Facebook Matters<ul style="list-style-type: none"><li>- Advertising rules to be revised/substantiated through charter (discussed below)</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>- Uniform way of posting as admin on FB - AL, and AS, wanted to check if we all agree that when we are posting as Admin, that we mark it clearly as such.</li> <li>- Charter by JM <ul style="list-style-type: none"> <li>- Feedback provided by AS; have an intro at the beginning, and also AS was worried about the bit where we say we are going to delete posts that are repetitive/duplicates. Vote taken; against deleting duplicates majority.</li> <li>- Removing the note about 'silent members'; change approved, we will just keep this information internal to the committee.</li> <li>- TA: find out if there is a way to upload the charter, including AS's changes/edits/comments.</li> <li>- Charter to be reviewed and approved via our Committee facebook page.</li> <li>- NOTE: specifically draw residents attention to 'Buy and Sell Friday' as an idea when we load the charter to Facebook page. However, pay it forward is available whenever.</li> <li>- JM wants to model our page on the Perth Pay It Forward page - the pinned post is an outline of the basic rules, which people are then going to be tagged in</li> <li>- Violent posts to be deleted immediately, and '3 strikes and you're out' rule.</li> </ul> </li> <li>- Website establishment/upkeep/launch: on track</li> </ul>
5	<p><b>Community Security &amp; Safety</b></p> <ul style="list-style-type: none"> <li>- Neighbourhood Watch news: some more materials have been ordered by AM</li> <li>- Crime Rates - JM has spoken to senior officer at City Assist about this; to organise a patrol or immediate assistance, contact City Assist for an immediate patrol; JM posted this as a comment on one of the facebook page queries.</li> <li>- Police Meetings - Cop on the Corner meeting to be made as an FB event by AC</li> <li>- Camera surveillance [to be addressed following Resident's notice on Facebook] <ul style="list-style-type: none"> <li>- Pieta: honeywood rise cameras purely to try and deter theft/breakins etc, because that area is not heavily populated. Spector(.com.au) were the suppliers for the cameras. The plan is to remove those cameras as people move into the area. N did let Pieta know that officially Honeywood is the safest estate; however we know from residents' reports that there are small unreported incidences. In the future Satterley wants to install cameras in their new estates, at least to start with, so they will pay for the initial cameras and pay for their monitoring while the estate is still in Satterley's hands, but then once Satterley is done developing the residents can take over and pay for the monitoring of the recordings. RM wants to know if it is a live feed, and who monitors that; Pieta will find out. Mainly to act as a deterrent, especially. AM's point - there are still issues, CCTV cannot necessarily ensure a conviction. JM has spoken to N about this; footage cannot be used to convict, but they can guide an investigation. Satterley does pay for patrols, but the security staff doing the patrolling cannot stop a crime, for example, they can only report. RM would like to find out through Pieta how much it would cost to install cameras. To talk to AL about talking to CoK about if they would be interested to take over the storage of the data from CCTV, since they cameras are already installed by Satterley, because CoK has existing infrastructure to store that kind of information. Also, RM's point that it doesn't need to be watched in real time, someone just needs to store the recordings.</li> </ul> </li> </ul>
6	<p><b>Community Projects</b></p> <ul style="list-style-type: none"> <li>- Dog Park <ul style="list-style-type: none"> <li>- JM has had correspondence from many different people at the council about the Dog Park; there is a flurry of different parties getting things done. JM has invited one of their representatives (TA to find out who exactly from emails forwarded from JM) to</li> </ul> </li> </ul>

	<p>attend any of the meetings we hold for Residents about this issue.</p> <ul style="list-style-type: none"> <li>- Pieta having a meeting tomorrow, which will be attended by reps from both Satterley and from CoK. Pieta is technically representing us as the community, as the current Honeywood community development officer. Issues - who owns it, maintains it, etc. Facilities: fence, disposing dog waste, shade perhaps, water availability. Feedback from us: actual members of the community would like to be present. Two points to consider - if it is going to be in one the new parks not already in built up areas, then that is easier for Satterley to communicate/approve, but existing areas are more centralised and 'fair' to everyone in the estate. JM pointed out residents want something <i>now</i>; AS suggested that Satterley/CoK organise permits for dog owners in the interim to let dogs off the leash eg in the sunken park until an allocated fenced off proper dog off leash area. Also doggy bags is a requirement/desire. Pieta; who will maintain this? CoK has a big issue over maintaining public open space, eg for mowing. AM - emphasising that community communication is key, not just surveys that are easy to miss, but actual opportunities to talk with reps in person from CoK.</li> <li>- At WPA agm, P and C from CoK were adamant that it would be down towards Anketell Road; the next day GM sent an email from an engineer from the Traffics Team - leading to Jo emailing council reps to say we need a single point of contact. Someone called AS from 'Environment Services' at CoK is the person we are apparently meant to be in contact with - but PF clarified that AS is not the rep. The interviews conducted by the point of contact from the Traffics Team were then said to be for 'future planning.'</li> <li>- Exercise Equipment: discussion postponed</li> <li>- Shade Sails: can't put in for funding this round, but hopefully in June (from CoK)</li> <li>- Community Gardens: discussion postponed</li> </ul>
7	<p><b>Community Events</b></p> <ul style="list-style-type: none"> <li>- Honeywood Harmony Day <ul style="list-style-type: none"> <li>- The event is scheduled for Sunday 26/3, which is also Neighbour Day. This date has both pros (eg, being one week after the major Harmony Day weekend means we won't be clashing with other similar multicultural events in the area, and more performers are likely to be available) but also has some major cons (eg, Wandi Progress is unable/unwilling to collaborate this year, but their event is timed to be after ours on that same day so it still clashes with less events this year - the Harmony Day team is thinking of ways around this for the future). TA is being 'trained' in the paperwork requirements for planning this kind of event, so that there is at least one other person on the committee apart from JM who knows the requirements for future event planning. TA is the overall 'project manager' for this year and in charge of sourcing/managing performers; JM is 2IC and in charge of arts, activities and food trucks; PD is leading the cohort from the Honeywood P&amp;C, who are running the bake sale, and she is the main liaison with both Honeywood PS and Aubin Grove; RM and AC are providing design and marketing assistance as well.</li> <li>- There has been one subcommittee meeting in person so far, but the committee is very active through their facebook page in planning the event.</li> <li>- The paperwork is on track, but not complete at this stage (ie, CoK forms).</li> <li>- Pieta suggested that we contact MEAST - middle eastern food truck [JM to do as part of her food truck responsibilities]. Pieta has reminded us to finalise the sponsorship application from Satterley for our event.</li> </ul> </li> <li>- The only other event in the near future is the BunningsB BBQ.</li> </ul>

8	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- 12 month public liability insurance <ul style="list-style-type: none"> <li>- The committee has approved going ahead with the Bunnings BBQ with the main purpose of fundraising for public liability.</li> <li>- JM has contacted CoK and they are happy for us to use the part funding for public liability approved for Harmony Day towards cover for 12 months.</li> </ul> </li> <li>- Signage - the latest word is that CoK will not fund this. Discussion postponed; there is the possibility that we might be able to fund this ourselves at some stage.</li> </ul>
9	<b>General Business</b> <ul style="list-style-type: none"> <li>- Any other matters arising</li> </ul>
10	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- General time frame for next meeting: 6 weeks into the future (April?)</li> </ul>
Closed at:	<b>8.35</b>

## Action Items

Action	Responsible Person
JM to forward N's response re: dirt bikes etc to TA for minutes To be uploaded to the facebook page.	JM, TA  JM
Tara to take the information from Mundijong to add to minutes Posting this response about the meeting to Facebook for Residents as there is only 2 days left till first meeting To also let WPA know about the response from Mundijong Police force	TA/JM  JM (already done)  AM
To pay half proceeds from Carols to Beyond Blue	JM/Incoming Treasurer
Remove AM from Website, and add title of 'Financial Membership Officer' to HC's profile	AC
Upload charter as an attachment to these minutes if possible? Rather than point-by-point repetition of all the points.	TA to look into this.
Pinned post about the basic rules of the page to go on when we load the charter, for users to be tagged in if they violate the rules	JM
Making very obvious on the page that it is administered by the Committee, and that we only represent our paying members	JM/AC
Creating a facebook event for the police meeting 'Cop on the Corner' meeting	AC

Neighborhood watch/security update/city assist/cop meetings to be organised & communicated	AL
Information on Suppliers of surveillance camera	P looking into it
Honeywood Harmony Day event to be created on public page, and shared to closed residents' group page	AC
MEAST - Middle Eastern Food Truck	JM
Set up doodle poll for next meeting	TA

## Next Meeting Agenda Items

---

-