



## Meeting Agenda & Minutes

6:30 PM, Apr 26 2017 | Location: 8 Rocky Road, Wandl

## Attendees

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

<b>x</b>	<b>JM</b>	<b>x</b>	<b>ALS</b>	<b>x</b>	<b>HC</b>	<b>x</b>	<b>MS</b>	<b>x</b>	<b>MX</b>
<b>x</b>	<b>AS</b>	<b>x</b>	<b>TA</b>	<b>x</b>	<b>RM</b>	<b>x</b>	<b>AL</b>	<b>x</b>	<b>PD</b>

Other Attendees:

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*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
JM to forward N's response re: dirt bikes etc to TA for minutes To be uploaded to the facebook page.	JM, TA  JM
TA 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 to do after JM has forwarded info to her  JM (already done)  AM
To pay half proceeds from Carols to Beyond Blue	JM/Incoming Treasurer
WPA empty spots to be advertised on the residents' facebook page	AM to share from WPA's own page
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	TA to look into this.

the points.	
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	Pieta 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

## Agenda

*(Please add your items below before 7:00 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> 1 1 3
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- General update for the committee/setting direction for this meeting</li> <li>- Report on CoK Workshop for Associations</li> <li>- Any new correspondence [nothing already covered in following agenda items]</li> </ul>	<b>(10)</b> 2 5 3
3	<b>Treasurer's Report [possibly as an extension of President's report]</b> <ul style="list-style-type: none"> <li>- Update on securing new Treasurer</li> <li>- Current finances</li> </ul>	<b>(5)</b> 2 3
4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Logo Discussion [changes to be recorded and confirmed in minutes following the ongoing Facebook/email discussion]</li> <li>- Facebook matters: launching updated charter; Honeywood Food Page</li> <li>- RM: Website update [any issues/plans for changes and/or development]</li> </ul>	<b>(15)</b> 2.5 5 3

	- RM: Exetel sponsorship	4.5
5	<b>Memberships: Financial &amp; Facebook</b> - HCl: Financial Memberships Update - MS: Facebook Memberships Update	<b>(10)</b> 5 5
6	<b>Community Security &amp; Safety</b> • AL: Neighbourhood Watch news - Police Collaboration (Cops on Your Corner; patrols, etc) - Camera surveillance [any further news] - Community First Responder Program [raised by RM]	<b>(15)</b> 2.5 5 2.5 5
7	<b>Community Projects</b> - Dog Park: status update - Exercise Equipment: status update - Community Gardens [if applicable; matter was deferred until School opening]: status update - 'Adopt a Verge' CoK Program - Shade Sails (point from previous meeting: funding applications open in June) - Tree planting [raised by JM]	<b>(10)</b> 1 1 1 3 1 3
8	<b>Community Events</b> - Report of Honeywood Harmony Day - Summary of event & Wrap Up - Financial: total funds secured, total costs, total proceeds towards the group - Bunnings ANZAC Day BBQ - Summary of event - Financial: total costs, total proceeds - Future Events: Suggestions [Honeywood Hallowe'en?]	<b>(10)</b> 4  4  2
9	<b>Resources &amp; Operations</b> - 12 month public liability insurance [JM mainly] - Revising existing policy - Possibility of CoK taking out a general policy for its community groups - Migration to Office 365 [RM]	<b>(5)</b> 2.5 2.5
10	<b>General Business/Matters Arising</b> - Any other issues members want to raise	<b>(4)</b>
11	<b>Scheduling Next Meeting</b> - Next meeting to be locked in, following poll pre-circulated on facebook by TA	<b>(1)</b>
		<b>(90)</b>

## Minutes

Opened At	<b>6.32</b>
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1 [6.35]	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- Attendance &amp; Apologies <ul style="list-style-type: none"> <li>- RM late due to work meeting but attending</li> <li>- New members welcomed: ALS as Treasurer, MX as NHW Officer</li> </ul> </li> <li>- Confirm minutes from previous meeting: AS, AL.</li> <li>- Go through actions list carried over from previous meeting <ul style="list-style-type: none"> <li>- Facebook charter action items to be finished and uploaded.</li> </ul> </li> </ul>
2 [6.45]	<b>President's Report</b> <ul style="list-style-type: none"> <li>- <i>General update for the committee/setting direction for this meeting</i> Report on CoK Workshop for Association</li> <li>- Two workshops: constitution, insurance.</li> <li>- Insurance one was not as beneficial, except for the point that we should have a register of volunteers, if only so we can say to our insurance provider that we have that.</li> <li>- Constitution one was useful. There have been a host of changes to the rules governing community groups. By about August we have to make sure our constitution is brought in line with the new rules and guidelines for community groups.</li> <li>- <i>Any new correspondence [nothing already covered in following agenda items]</i></li> <li>- Harmony Day – approx. \$450 proceeds to both us and the P&amp;C</li> <li>- Bunnings BBQ yesterday went well – approx. \$850 in proceeds.</li> <li>- There is one meet &amp; greet that CoK has invited us to - a networking event for community groups to meet and chat with local council; exact date and time to be found and forwarded to committee by JM.</li> </ul>
3 [6.50]	<b>Treasurer's Report [possibly as an extension of President's report]</b> <ul style="list-style-type: none"> <li>- <i>Update on securing new Treasurer:</i></li> <li>- Approval of our new treasurer : AW.</li> <li>- ALS to replace AM on the Westpac Account.</li> <li>- <b>Motioned: JM; Seconded: TA</b></li> <li>- Have a few more financial memberships; we're up to 44 households.</li> <li>- We have to keep an ongoing register of all our members; legal responsibility, if in case the information is requested. We can ask any person requesting the information about our members to sign a statutory declaration that they won't be using it for sales/marketing purposes. We will need to include this in our constitution to let anyone becoming a financial member know about that.</li> <li>- <i>Current finances</i></li> </ul>
4 [7.05]	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Logo Discussion</li> <li>- Minuted that the logo has changed; Satterley got us a properly designed independent logo for us. Members of Committee had all pre-approved this on Facebook.</li> <li>- Facebook matters: launching updated charter; Honeywood Food Page</li> <li>- RM/AL: Website update [any issues/plans for changes and/or development] <ul style="list-style-type: none"> <li>- Suggestions to add information about Bus Routes; news; new member bios</li> </ul> </li> <li>- RM: Exetel sponsorship <ul style="list-style-type: none"> <li>- RM wants to monetise Exetel interest.</li> <li>- AL and PD worried that accepting them as Sponsors will mean that we have potential conflicts of interest. AS on the record as not approving, but will go with what the committee wants.</li> <li>- MS cannot say anything: conflict of interest (Jan 2018 Telstra NBN supply will be enabled)</li> <li>- MS's question: what will Exetel gain from that?</li> <li>- MS's suggestion: that we have sponsors for specific events, rather than ongoingly.</li> </ul> </li> </ul>

	<p>Or, TA's suggestion, for specific projects.</p> <ul style="list-style-type: none"> <li>- Discussion to be carried over to next meeting.</li> </ul>
5 [7.15]	<p><b>Memberships: Financial &amp; Facebook</b></p> <ul style="list-style-type: none"> <li>- HC: Financial Memberships Update. 44 (as above)</li> <li>- MS: Facebook Memberships Update - 32 pending <ul style="list-style-type: none"> <li>- MS's rule of thumb - when he asks for clarification about eligibility to join, if they don't respond within 2 weeks, he just deletes the request.</li> <li>- This latter point is important if people requesting to join claim that their request has been left pending for weeks.</li> </ul> </li> </ul>
6 [7.30]	<p><b>Community Security &amp; Safety</b></p> <ul style="list-style-type: none"> <li>- Approval of Maxine as the new Neighborhood Watch Officer.</li> <li>- Police Collaboration (Cops on Your Corner; patrols, etc) <ul style="list-style-type: none"> <li>- Next cops on your corner needs to be organised. JM to liaise with MX</li> </ul> </li> <li>- Camera surveillance [any further news] <ul style="list-style-type: none"> <li>- Pieta to be chased up about Honeywood Rise camera providers</li> </ul> </li> <li>- Community First Responder Program [raised by RM] <ul style="list-style-type: none"> <li>- Program to have a defibrillator in the estate would be good due to hospitals being quite far away; someone called ISC spear-heading this effort. Previously, it came to a dead end because we didn't have a permanent location where it could go. Now there is the option to have a locked up defib in the area. AS is wondering if having this in the area will mean that the emergency service people are less likely to come out as quickly. RM and JM really keen to have it in now - primary school would be a good place to have one that is publicly accessible. Might PD be able to talk to Maria about doing it. PD's suggestion: to wait until January when there's actual brick buildings that are permanent before we fix the location. Or at least aim for January. JM keen to talk to Tupperware lady re using the funding raised from that collaboration towards the first responder programme.</li> </ul> </li> </ul>
7 [7.40]	<p><b>Community Projects</b></p> <ul style="list-style-type: none"> <li>- Dog Park <ul style="list-style-type: none"> <li>- Postponed</li> </ul> </li> <li>- Exercise Equipment <ul style="list-style-type: none"> <li>- Postponed. AS wants JM to email PF about exercise equipment</li> <li>- PD: M was discussing that there might be exercise equipment going into the school oval. She might be keen to have shared kid and adult exercise equipment.</li> </ul> </li> <li>- Community Gardens [if applicable; matter was deferred until School opening] <ul style="list-style-type: none"> <li>- Postponed</li> <li>- AS suggested PD might want to raise the community garden on the school grounds, as Aubin Grove has done</li> </ul> </li> <li>- 'Adopt a Verge' CoK program <ul style="list-style-type: none"> <li>- Postponed</li> <li>- Although there might be a meeting coming up that could be time-sensitive, so someone to find the date to put on FB if we think residents might be interested</li> </ul> </li> <li>- Shade Sails (point from previous meeting: funding application open in June) <ul style="list-style-type: none"> <li>- Postponed</li> </ul> </li> <li>- Tree planting [raised by JM] <ul style="list-style-type: none"> <li>- Postponed; JM to look into. Area along Whistling Grove</li> </ul> </li> </ul>

8 [7.50]	<b>Community Events</b> <ul style="list-style-type: none"> <li>- Report of Honeywood Harmony Day <ul style="list-style-type: none"> <li>- Summary of event &amp; Wrap Up</li> <li>- Financial: total funds secured, total costs, total proceeds towards the group</li> </ul> </li> <li>- Bunnings ANZAC Day BBQ <ul style="list-style-type: none"> <li>- Summary of event</li> <li>- Financial: total costs, total proceeds</li> </ul> </li> <li>- Future Events: Suggestions [Honeywood Hallowe'en?]</li> </ul>
9 [7.55]	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- 12 month public liability insurance [JM mainly] <ul style="list-style-type: none"> <li>- Revising existing policy</li> <li>- Possibility of CoK taking out a general policy for its community groups</li> </ul> </li> <li>- Migration to Office 365 [RM] <ul style="list-style-type: none"> <li>- It's free! All the documents will be in one place.</li> <li>- Change approved!</li> </ul> </li> </ul>
10 [7.59]	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Any other issues members want to raise</li> </ul>
11 [8.00]	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- Next meeting to be locked in, following poll pre-circulated on facebook by TA</li> <li>- Wednesday 7th of June</li> <li>- Polls to be cancelled as a range of options of dates is too involved.</li> </ul>
CLOSED	<b>7.59</b>

## Action Items

Action	Responsible Person
JM and AS to meet up to make sure our constitution is made to be in line with the new rules and guidelines (possibly RM as well); within a fortnight	JM & AS
Register of Financial Members	JM, HC, ALS to liaise.
New committee members to be added in officially, and their financial membership status update to be verified	JM, ALS
Volunteer cover for insurance to be updated	JM to put through, AS to approve payment.
Website update: News; Bus Route; New Member Bios	AL
Cops on your corner: next one to be scheduled	JM; MX.
Who provides cameras in Honeywood Rise?	P to be followed up from last meeting
Defib at Primary School: <ul style="list-style-type: none"> <li>- Talking to M about locating it at school</li> <li>- Funding: eg source crowd, Tupperware</li> </ul>	PD JM

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Invoice Satterley for banner and printing	JM; ALS
Funding options as most members aren't in favour of corporate sponsorship	All members to ongoingly check for options
Calendar of events per financial year	? Collated by TA according to people's suggestion
'Adopt a Verge' meeting date to be found and potentially communicated to FB group	? [AS ?] linked to this as Agenda suggestion, not sure who is spearheading the effort as yet. To be confirmed at next meeting.

## Next Meeting Agenda Items

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- Calendar of events of 2017-2018 to be drafted for next meeting