



## Meeting Agenda & Minutes

6:30 PM, Jul 26 2017 | Location: 33 Mirima Way, WANDI

## Attendees

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

<b>X</b>	<b>JM</b>	<b>X</b>	<b>AW</b>	<b>A</b>	<b>HR</b>	<b>A</b>	<b>MS</b>	<b>A</b>	<b>MM</b>
<b>A</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:

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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
Register of Financial Members	JM, HR, AW to liaise. JM has delegated to HR and AW; this is still in the works.
New committee members to be added in officially, and their financial membership status update to be verified	JM, AW, HR. AS ABOVE. To be confirmed with HR & MM.
Website update: News; Bus Route; New Member Bios	AC. News re Harmony Day done, and Bus Routes added, new member bios pending. To check that the Treasurer ad has been removed
Cops on your corner: next one to be scheduled	JM; MM. Did have one, only one person came.
Who provides cameras in Honeywood Rise?	Pieta to be followed up from last meeting – not as yet responded. UPDATE: P no longer working for Satterley; our contact is now TS. We're going to let this one go.
Defib at Primary School:	PD to update us on conversation with M.

<ul style="list-style-type: none"> <li>- Talking to M about locating it at school</li> <li>- Funding: eg source crowd, Tupperware</li> </ul>	M is happy to have it at the school, once the building is in. We will set aside funding for it, but details will be settled later.
Invoice Satterley for banner and printing	JM; AW - DONE
Funding options as most members aren't in favour of corporate sponsorship	All members to ongoingly check for options. Sponsorship Subcommittee to be formed to discuss options.
Circulating constitution with tracked changes to be discussed with members.	JM to get the rest to the committee Not done.
Special general meeting to be scheduled and notify financial members	JM Not done.
Check if financial membership applications are actually going to secretary/memberships officer (HC) emails	RM DONE (Secretary, Treasurer and FMO (HR) emails to be getting email submissions)
New Member bios – information to be sent to Amy for website	MM & AW AW done – MX still pending.
'Cops on Your Corner' to be scheduled for a Sunday after the Markets; forward AL details for a facebook event to be created	JM, MM. Still want to do this, but didn't get this done on time so that's a future project at this stage. The cops willing to take off the time to do the whole markets rather than the shorter meetings they normally do. Pieta (formerly of Satterley, now of the Farmer's Markets) is on board with us having a BBQ at the markets for the next 'Cops on your Corner.'
To go back over minutes to check before they go on the website	AC, RM to put up. JM, AS to recheck wording. AS has followed us as far as getting access to the OneDrive, but minutes have not as yet been finalised to be put on Website.
Changing names to initials in minutes and agenda	TA to be doing henceforth
Forward information about umbrella policy from Serpentine-Jarrahdale insurance to Carol to get ball rolling on	JM Not done.
Forwarding Gosnells insurance policy for its local committees as support for preceding point	MM MM did look into this, but the insurance was for the actual volunteers, not the whole group, thus not applicable to us.
Contacting other community groups who were at the networking event to see if they want to collaborate	JM, TA. TA, JM to respond to emails
Status of ALS as bank account administrator to be checked	AW, JM DONE

Can MS use the Honeywood Residents Group Profile as the account through which he fields requests to join the group	MS, RM DONE by JM The questions automatically field applicants as well.
Draft of Sponsorship Packages to be available online	RM. Not done
MS involvement in Sponsorship sub-committee	AS - postponed
WPA to be contacted that we have now opened FB membership up to Rural Wand; they might want to put up a post on their own website	JM to contact Amanda. DONE. Amanda has actioned on WPA site.
Review past messages for rejected Rural Wand applications to reinvite them	MS - postponed
Email PF about the exercise equipment	JM – Not done.
Does PD want to do a BBQ fundraiser around Hallowe'en? Facepainting on the Day?	PD – To be followed up with Maria.
Draft Calendar on social media	AW
Asking Marty to be on Hallowe'en Quiz Night Committee	HR – to be followed up
All committee members to input their suggestions for calendar online	AW to lead; everyone to participate AW has drafted a calendar online We can actually use the OneDrive Calendar/Planning facility for this going forward.

*Shaded: Actions from April Meeting*

## 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(s)</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>- Any new correspondence [nothing already covered in following agenda items]</li> </ul>	<b>(10)</b> 5 5
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- Current Finances (Balance, forecast)</li> <li>- Has the Beyond Blue contribution now been done?</li> </ul>	<b>(5)</b>

4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Facebook matters: launching updated charter (?)</li> <li>- RM &amp; AC: Website update</li> <li>- Sponsorship Team: any progress on designing 'sponsorship packages'?</li> <li>- Adding new member profiles to the website</li> </ul>	<b>(15)</b> 2.5 2.5 7.5 2.5
5	<b>Memberships: Financial &amp; Facebook [Members not here this meeting]</b> <ul style="list-style-type: none"> <li>- HR: Financial Memberships Update</li> <li>- MS: Facebook Memberships Update</li> </ul>	<b>(0)</b> 0 0
6	<b>Community Security &amp; Safety</b> <ul style="list-style-type: none"> <li>- MM: Neighborhood Watch News</li> <li>- Police Collaboration (Cops on Your Corner; patrols, etc)</li> <li>- Camera surveillance [any further news]</li> <li>- Community First Responder Program – contact between Maria and PD re: location, approval to put it at school?</li> </ul>	<b>(15)</b> 2.5 5 2.5 5
7	<b>Community Projects</b> <ul style="list-style-type: none"> <li>- Dog Park: status update</li> <li>- Exercise Equipment: status update</li> <li>- Community Gardens [if applicable; matter was deferred until School opening]</li> <li>- Shade Sails (point from previous meeting: funding applications open in June)</li> <li>- Tree Planting project overview by JM</li> </ul>	<b>(10)</b> 1 1 1 1 6
8	<b>Community &amp; Committee Events</b> <ul style="list-style-type: none"> <li>- Working out a general calendar for the next 12 months – AW to have been spearheading this effort, as per feedback from rest of committee</li> <li>- Do we want to have a section on the website with a financial year calendar?</li> <li>- Starting to plan AGM/special meeting for Constitution revisions</li> <li>- Honeywood Hallowe'en; sub-committee to be established and start planning. Date? Is Marty willing to be involved (as per HR last meeting)?</li> </ul>	<b>(15)</b> 5 2.5 2.5 5
9	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- Migration to Office 365; feedback on the new system</li> <li>- Any further thoughts about TA's raising of the potential introduction of 'portfolios' of interest (eg, environment, pets, kids, etc)?</li> </ul>	<b>(5)</b> 2 3
10	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Any other issues members want to raise</li> </ul>	<b>(4)</b>
11	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- Next meeting to be locked in: Wed 30<sup>th</sup> August @6.30 pm, TA to host.</li> </ul>	<b>(1)</b>
		<b>(85)</b>

## Minutes

Opened At	6.45pm
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1 [6.35]	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- MM also an apology, and PD will be late (arrived at 6.55, only missed some of the actions list at the beginning)</li> <li>- AS, MS and HR also apologies</li> <li>- Actions list updated above</li> <li>- JM and AC approved minutes from last meeting.</li> </ul>
2 [6.45]	<b>President's Report</b> <ul style="list-style-type: none"> <li>- Meeting with Maria to talk about the Kids Choir and how they're moving forward with that next year since we're thinking about running that through the school. She is hoping to promote it to future students through the Xmas Carols.</li> <li>- JM has started posting every couple of weeks when she updates the business directory list to promote visits to the website.</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>- \$3,623.75 (approximately)</li> <li>- We got an email about funding/grants through CoK for next Wednesday. AW and JO are both keen to attend – to RSVP to CoK.</li> <li>- Beyond Blue contribution not done yet</li> </ul>
4 [7.05]	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- AC liked the Registrations for tree planting.</li> <li>- AC email to be renamed – something like outreach@ or communications@</li> <li>- JM has put the calendar on the home page, which shows the next upcoming event. Worked well in showcasing eg the tree planting event.</li> <li>- Charter – still pending. Good that we can now post as HRG in mediating conflicts.</li> </ul>
5 [NA]	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>- [If there are relevant updates, information to be circulated in writing on FB/via email, as HR and MS are apologies for this meeting]</li> </ul>
6 [7.20]	<b>Community Security &amp; Safety</b> <ul style="list-style-type: none"> <li>- MM also away, update postponed.</li> </ul>
7 [7.30]	<b>Community Projects</b> <ul style="list-style-type: none"> <li>- Tree planting went well, the children in attendance were especially enthusiastic and helpful; cost us nothing, happy to replicate in future. Honeywood Estate (Satterley) sponsored the event by purchasing the vouchers (\$5 per person for the Farmer's Market). Next time we will make our own flyers though. CoK was acknowledged as the main organisers behind the event by both HRG and Satterley/Honeywood Estate.</li> <li>- CoK is aware of the sparse trees in Whistling Grove</li> <li>- No updates about Shade Sails, Dog Park, Community Garden.</li> <li>- Regarding Exercise equipment, PD has updated us that it's not likely to be located at the school any more, due to some liability issues with kids playing on equipment on school grounds .</li> </ul>
8 [7.45]	<b>Community Events</b> <ul style="list-style-type: none"> <li>- Hallowe'en – 6pm Saturday 28/10.</li> <li>- Subcommittee to meet to discuss details within the next couple of weeks.</li> <li>- We can approach the businesses on the directory for prize donations – vouchers, services, etc.</li> <li>- General Calendar for next 12 months – Hallowe'en, Harmony Day (dates locked in),</li> </ul>

	<p>Carols going ahead, date not yet locked in (Saturdays are best, 16<sup>th</sup> is our front runner).</p> <ul style="list-style-type: none"> <li>- RSPCA cupcake day going ahead for 20/08/2017. JM to coordinate, AC &amp; PD happy to set up in the morning, TA happy to make cupcakes.</li> <li>- AW and JM keen to do something for 'Are You OK?' Day in September; TA suggested just a picnic in one of the parks for eg Sunday 17<sup>th</sup> September.</li> <li>- JM next door neighbour's day suggested an Aussie Day Cricket match for next year. RM happy to spearhead the event. The suggestions of a slip'n'slide was made.</li> <li>- Possibility of Easter Egg Hunt next year?</li> <li>- RM asking if we have any objections to a marketing budget? Nobody does. We need to be utilising all our social media/email outlets. We have a few free ways to get the word out about our events. JM pointed out that social media marketing, bang for buck, is definitely the most efficient means of advertising. AC – especially events where we get money from it.</li> <li>- AGM must be within 3 months of the end of the financial year, no later than end of September. Before that the special meeting for the constitution needs to be scheduled asap – late August. Then the AGM at end of September – Wednesday 20<sup>th</sup> (to be confirmed with absent members). Nominations can be done online via the website, but voted in person. Pres and Treasurer to put in their nomination forms because it's the end of the 2 year cycle.</li> </ul>
9 [7.50]	<p><b>Resources &amp; Operations</b></p> <ul style="list-style-type: none"> <li>- PD to be granted access to OneDrive</li> <li>- All of us to figure out how to share the OneDrive Calendar.</li> </ul>
10 [7.54]	<p><b>General Business/Matters Arising</b></p> <ul style="list-style-type: none"> <li>- AW asked what does she need to do regarding the finances, especially in preparation for AGM? JM said we just require a very basic statement of balance, assets/liabilities.</li> </ul>
11 [7.55]	<p><b>Scheduling Next Meeting</b></p> <ul style="list-style-type: none"> <li>- Wed 30<sup>th</sup> August @ Satterley Sales Office (SGM for Constitutional changes).</li> </ul>
CLOSED	<b>8.29</b>

## Action Items

Action	Responsible Person
Web Committee to keep memberships list updated (exporting it from Website to Onedrive as a list)	Web Committee: AC, RM, MS, JM
Hallowe'en Quiz Night –to contact WPA to ask about Hall Hire	JM
Find out how much the Beyond Blue donation was meant to be from past minutes	TA to find in past minutes. AW to set up the transfer, JM to approve.
Find Beyond Blue contact for AW	JM to find
Hallowe'en sub-committee to meet to discuss pricing,	JM, TA, AW main committee

details of event etc. To discuss taking online payment options – things like Stripe	RM and AC to sit in. PD to act as P&C liaison
Put at least one event on calendar so it shows on the homepage	AC (from the compiled events on our calendar)
Update the charter for Facebook	JM (as HRG)
Contact PF about budget for Exercise Equipment etc	JM
To look into syncing assorted calendars (OneDrive, FB, and Website)	JM, RM
Organising Special Meeting for Constitutional Revision	JM
Circulating the updates to Constitution	JM
To organise Satterley Sales office for Special General Meeting for Wed 30 <sup>th</sup> August	JM
Account/Contact details to be given to AW for Beyond Blue transfer	JM

## Next Meeting Agenda Items

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