



## Meeting Agenda & Minutes

6:30 PM, Jul 26 2017 | Location: 8 Rocky Road, WANDI

## Attendees

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

	<b>JM</b>		<b>AW</b>		<b>HR</b>		<b>MS</b>		<b>IS</b>
	<b>AS</b>		<b>TA</b>		<b>RM</b>		<b>AC</b>		<b>PD</b>

Other Attendees:

--

*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
Web Committee to keep memberships list updated (exporting it from Website to Onedrive as a list)	Web Committee: AC, RM, MS, JM DONE – updated by AW
Hallowe'en Quiz Night –to contact WPA to ask about Hall Hire	JM - Locked in, Deposit finished
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. Approved by TA DONE
Hallowe'en sub-committee to meet to discuss pricing, details of event etc. To discuss taking online payment options – things like Stripe	JM, TA, AW main committee RM and AC to sit in. PD to act as P&C liaison DONE, we have so far only sold 21 tickets
Put at least one event on calendar so it shows on the homepage	AC (from the compiled events on our calendar). JM thinks AC has already put a few on there.
Update the charter for Facebook	JM (as HRG) - not done
Contact PF about budget for Exercise Equipment etc	JM - since the last communication, and the

	AGM, we were meant to be contacted by someone from CoK (CA said this would be done)
To look into syncing assorted calendars (OneDrive, FB, and Website)	JM, RM - RM looking into it
Organising Special Meeting for Constitutional Revision	JM - DOnE
Circulating the updates to Constitution	JM - DONE
To organise Satterley Sales office for Special General Meeting for Wed 30 <sup>th</sup> August	JM - DONE
Account/Contact details to be given to AW for Beyond Blue transfer	JM - DONE

## Agenda

*(Please add your items below before 6:00 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>
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>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- Current Finances (Balance, forecast)</li> <li>- Update on the transfers that were scheduled &amp; have been completed</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>(10)</b>
5	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>- HR: Financial Memberships Update</li> <li>- MS: Facebook Memberships Update</li> </ul>	<b>(10)</b>
6	<b>Community Security &amp; Wellbeing</b> <ul style="list-style-type: none"> <li>- Loss of Neighborhood Watch Officer</li> <li>- Introduction of Community Wellbeing Officer (IS)</li> <li>- Any security concerns.</li> </ul>	<b>(10)</b>
7	<b>Community Projects</b>	<b>(10)</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> </ul>	
8	<b>Community &amp; Committee Events</b> <ul style="list-style-type: none"> <li>- Main priority is finalising Hallowe'en Quiz plans.</li> <li>- Time permitting, perhaps preliminary discussion of Carols planning.</li> </ul>	(15)
9	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- Migration to Office 365 as an organise and efficient workspace; TA has been getting familiar with the different apps on there, happy to give an overview if others are interested. It would be especially useful for saving us time in going over carried-over actions and mean we can have shorter meetings.</li> </ul>	(5)
10	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Any other issues members want to raise</li> </ul>	(4)
11	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- Next meeting to be locked in.</li> </ul>	(1)
		(85)

## Minutes

Opened At	<b>6.45</b>
1	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- Apologies from AC, AS, IS, HR</li> <li>- JM move to accept 26/7; seconded by MS</li> <li>- JM move to accept 30/08; seconded by RM/MS</li> <li>- Note that MM has now left the committee; we still need to get the NHW materials off of her, and MS is assuming the role of NHW Officer.</li> </ul>
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- We have 10 ppl on the committee again. Isaac's portfolio will be 'Community Wellness' and at the moment his main responsibility is spearheading the AED project.</li> <li>- Approval for \$3k for Carols by Candlelight.</li> <li>- P&amp;C also secured \$5k for Harmony Day.</li> <li>- Satterley has also confirmed \$2k for each event.</li> <li>- Carols planning is going pretty well; JM has contacted a number of performers already, still looking for male performer(s). PD point that it would be good to have some more engaging performers, especially to keep kids interested.</li> <li>- JM also has to submit a report of our activities and status for the AssociationsOnline</li> </ul>
3	<b>Treasurer's Report [possibly as an extension of President's report]</b> <ul style="list-style-type: none"> <li>- All reimbursements are up to date.</li> <li>- AW has updated our spreadsheet, and also moved all invoices to one folder online.</li> <li>- TA suggested rather than duplicates of invoices in, eg, events or projects, we simply create a shortcut to the master copy in the invoices folder.</li> </ul>

4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>– Charter still not done</li> <li>– JM has made some minor updates to the website since the AGM (eg taking down nominations links, and adding events to the front page, and adding some e-commerce facilities)</li> <li>– We should link to the NWH watch website directly on there so people can order their own stuff – RM suggestion</li> <li>– No progress on sponsorship's packages, but specifically for AED funding/Hallowe'en event, JM has drafted an outreach letter asking businesses for donations of prizes or monetary donations to top up Hallowe'en quiz night earnings. She wants to approach all the business in the area, Harvest Lakes, Aubin Grove, as well as Wandi. MS has a contact in Kwinana Chamber of Commerce.</li> </ul>
5	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>–</li> </ul>
6	<b>Community Security &amp; Wellbeing</b> <ul style="list-style-type: none"> <li>– We now have both a NHW Officer, and a Community Wellbeing Officer</li> </ul>
7	<b>Community Projects</b> <ul style="list-style-type: none"> <li>– AED is the main thing</li> <li>– Dog park and exercise equipment on the back burner.</li> </ul>
8	<b>Community Events</b> <ul style="list-style-type: none"> <li>– Carols: Discussed above under President's Report</li> <li>– Hallowe'en: marketing discussed above in marketing.</li> <li>– 'Restart a Heart Day' on 16<sup>th</sup> of October, as pointed out by MS, and we should use this as an opportunity to really plug the AED project and the Hallowe'en Quiz Night</li> <li>– JM needs a list of the actual table prizes/individual prizes she will need to set aside, so she knows which ones can go in the silent auction: to be worked out from AS's detailed 'order of events.'</li> <li>– JM queried who is on the door? From memory TA thinks it is AW on the money/selling drinks &amp; cakes, TA and HR helping at the door/general running around.</li> <li>– AW asked if we require Security for the event? JM said that we don't technically need it as we're not selling alcohol, but we can list some of our volunteers as 'crowd controllers'.</li> <li>– Idea of a Games Hamper for the winning team.</li> <li>– MS concerned about number of tickets sold. Suggested that every committee member try and spearhead bringing their own table. JM agreed; we already have at least 3 groups coming.</li> <li>– JM reminded us to think about organising kids' activities, eg colouring in books.</li> <li>– JM would like to know who on the committee would be willing to join the Carols sub-committee.</li> <li>– TA suggested reaching out to community for participation and help with specific projects and events; JM said this would be quite useful for Harmony Day, but less necessary for Carols.</li> </ul>
9	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>– Ross is setting up a '<a href="mailto:wellbeing@honeywoodresidents.org.au">wellbeing@honeywoodresidents.org.au</a>'</li> </ul>

10	<b>General Business/Matters Arising</b> –
11	<b>Scheduling Next Meeting</b> – 22 <sup>nd</sup> November @ ? - priority will be Carols finalisation, and review of AED/Quiz Night project/event.
CLOSED	<b>8.03</b>

## Action Items

Action	Responsible Person
Contact CA to get electronic versions of the maps she supplied	RM
To submit report of activities and status to AssociationsOnline	JM
To link to NWH from website so people can order their own stuff, rather than NWH officer having to hold on to all the material	RM
Outreach to businesses regarding AED/Hallowe'en: letter and A5 flyer	JM; support from PD.
List of prizes needed for Quiz Night to be forwarded to JM	Quiz Night Committee to work this out from AS's 'order of events'
Preparing 'treat bags' for the Quiz Night	AW ordered materials, working on the rest.
AW to be reimbursed for the candy she bought for treat bags	JM reminded us this was approved at last Hallowe'en meeting; any on the executive committee to approve the transfer when done.
Farmer's Market Stall to push sale to the Quiz Night for the 22 <sup>nd</sup> October.	JM to organise
Big Marketing push for 16 <sup>th</sup> October 'Restart a Heart'	AC, RM, JM.
Setting up IS's Email Address; Deactivate MS's old one	RM
To post a list of all member's Office 365 addresses	RM and/or TA

## Next Meeting Agenda Items

•