



Meeting Agenda & Minutes

6:30 PM, Mar 27 2018 | Location: Satterley Sales Office, Honeywood Estate

Attendees

Committee Members (**X** for present, **A** for apology):

	JM	X	AW	X	PD				
	TA	X	RM	X	AC	X			

Other Attendees:

LJ; KZ; VD; CM; KE; IW; HC; GD; K (Satterley rep); Farmer's Market rep

*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
Update the charter for Facebook	JM (as HRG) - not done as at 31/1/18
To look into syncing assorted calendars (OneDrive, FB, and Website)	JM, RM - RM looking into it as at 31/1/18
To submit report of activities and status to AssociationsOnline	JM
To link to NW from website so people can order their own stuff, rather than NW officer having to hold on to all the material	RM
To post a list of all member's Office 365 addresses	RM and/or TA
To set up 'wellbeing' email address specifically	RM
Organising Exercise Equipment sub-committee	JM, RM
Downloading Office 365 'Planner' App	All committee members
Committee Membership Drive	TA

Agenda

(Please add your items below before 6:00 PM)

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Attendance & Apologies [Apology from AH] - Confirm minutes from previous meeting - Go through actions list carried over from previous meeting(s) [above] - Voting in LJ as the new Secretary 	(5)
2	President's Report <ul style="list-style-type: none"> - General update for the committee/setting direction for this meeting [priority is explaining to new members the general set up of the committee, eg. 4 executive positions at 2 year terms, remainder are 1 year terms; general purposes, general activities such as fb page/website/events/projects] - Any new correspondence [only new matters not already on agenda, not continued discussion about established events/projects which are covered below] 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Current Finances (Balance, forecast) 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - RM & AC: Website update - Adding new member profiles to the website/deleting old profiles/updating existing - TA query – can we add the assorted local groups we've got to the website and link to the FB page if they're not already on there, such as 'Pets of Honeywood,' 'Mummas of Honeywood,' 'Honeywood Book Club,' etc. 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - AW: Financial Memberships Update - JM: Facebook Charter Update - Discussing division of labour for facebook membership management; suggestion of a roster for admin duties. 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Nomination of a NW Representative; confirmation - 'Constable Care' proposal by KE - Any security concerns. - Future 'Cops on Your Corner'? - IS has resigned from Committee - Nomination of Community Wellness Officer; confirmation [if possible] 	(10)
7	Community Projects <ul style="list-style-type: none"> - Dog Park: status update, signage, doggy bags - School Oval: Committee to approach CoK/Satterley re: signage - AEDs: status update; defib donation - Exercise Equipment: status update, forming of subcommittee 	(10)

	- Community Gardens [if applicable; matter was deferred until School opening]	
8	Community & Committee Events <ul style="list-style-type: none"> - Perhaps nomination of Events Coordinator; confirmation - Draft Calendar by VP (TA); AC & RM to transfer approved events to website calendar - Diversity event: Harmony Day Overview/Report and core planning committee plans; as part of Harmony Day overview, discussing plaque for 2017 painting - Fundraising event: Bunnings BBQ (for 'Alice's Corner' perhaps - proposal to be put forward by IW; could potentially do ANZAC Day like last year) - Environmental Awareness event: Tree Planting Day (late July presumably) - Animal Rights event: RSPCA Cupcake Day - Community Wellness event: 'R U OK? Day' Movie Night (preliminary ideas by TA) - Time permitting, perhaps preliminary discussion of Carols planning 	(20)
9	Resources & Operations <ul style="list-style-type: none"> - Migration to Office 365 as an organised 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. - Updating email addresses to reflect current structure of committee - TA query – should we start putting our meetings on the general group page, for the sake of transparency/so that residents know they can attend if they are interested? 	(5)
10	General Business/Matters Arising <ul style="list-style-type: none"> - Any other issues members/attendees want to raise 	(4)
11	Scheduling Next Meeting <ul style="list-style-type: none"> - Next meeting to be locked in (scheduled for 8th May 2018) 	(1)
		(90)

Minutes

Opened At	6.30pm
1	Opening the Meeting <ul style="list-style-type: none"> - In attendance: 5 committee members; 8 new residents; 1 Satterley representative; 1 FM representative - Apologies: AH - Confirm minutes from previous meeting - TA accepted; JM seconded. - Run through actions list carried over from previous meeting above. - Motion to vote in Lenore Jepsen (LJ) as the new Secretary was passed by all members.
2	President's Report <ul style="list-style-type: none"> - Explained to new members the general set up of the committee - 4 executive positions at 2 year terms, remainder are 1 year terms; general purposes, general activities such as fb page/website/events/projects. - Honeywood offered a defibrillator and safe from St John's ambulance. Can utilise monies raised for this to other things. - Farmer's Market issues discussed further below.

3	Treasurer's Report <ul style="list-style-type: none"> - Harmony Day fund raising: see Treasurer's report - likely break even. - Motion to buy QuickBooks for \$5 per month was passed by all members.
4	Marketing & Media <ul style="list-style-type: none"> - Concern that many residents still don't know the Farmer's Markets are on every Sunday. Can HRG share FM page on their FB page please (in addition to main Residents of Honeywood Estate) – needs local community support to continue. - Committee passed that FM can post on HRG FB page for at least 6 months to assist this. Encourage members to like/share. - Concern raised that main Residents of Honeywood FB page becoming a "whinge" page. - Satterley having an event 26 May 2018 – official opening of district playing fields. Lunchtime markets event. HRG welcome to have a stall on the day. - Satterley receiving emails about having more bus stops – needs to be taken up with Transperth. Need more bus stops further down the estate. Kwinana assists with concrete bus stops once opened. <u>Action: RM to talk to GM</u> - Some photos added from Harmony Day on both website and FB page. Recommend photographer that was used. - Link Honeywood groups on main FB page and website. Groups that want to be linked need to let HRG know. <u>Action: RM/HC</u> - Updating internet information on website. <u>Action: RM/HC</u>
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> – Financial Memberships Update - ~50 members – Facebook Charter Update - pending <u>Action: TA/HC</u> – Discussing division of labour for FB membership management - 3 moderators so far, but need further volunteers to help moderate the group. Possibly have a FB membership sub-committee? Anyone interested to let TA know. <u>Action: TA</u>
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Nomination of a Neighbourhood Watch representative responsible to reporting back to HRG committee from a NW sub-committee - CM representative to HRG; VD; GD) part of remaining committee including NW/community liaison/monitoring security. Also able to assist with decisions for events etc. <u>Action JM, CM, VD, GD</u> - 'Constable Care' proposal by KE due to near misses – organising an event for neighbourhood kids to attend the CC course. Approx \$16.50 per child to attend; maybe arrange a bus to take local kids to event. Possibly liaise with local PS also to see if can run an event at the school? <u>Action: KE/PD/NW sub-committee</u> - Any security concerns. Safety House program? Does this still occur? <u>Action: CM</u> - ISC has resigned from committee therefore we need new nomination of Community Wellness Officer - AH has nominated, all members of the committee accepted this nomination
7	Community Projects <ul style="list-style-type: none"> - Dog Park – awaiting final approval from CoK as an official dog park with all relevant equipment. Fences, dog bags, water stations all there but still needed to go to another committee meeting for all clear from CoK. <u>Action: RM with CoK</u> - School Oval: signage about keeping dogs on lead on district playing fields <u>Action: K</u> - Exercise Equipment has been purchased – 4 month waiting time on equipment. Need a group to determine where it will be placed. <u>Action: RM/AH</u> - Community Gardens now in P & C realm.

8	Community & Committee Events <ul style="list-style-type: none"> - Nomination of Events Coordinator – KZ, committee passed. - Draft Calendar by VP (TA) - Transfer approved events to website calendar. <u>Action: AC</u> - Diversity event: Harmony Day 2018 already been had; Harmony Day 2019 first meeting already been held; add KZ to organising committee. - Harmony Day 2017 community art piece is mounted at the school, but not officially presented. Recommend a plaque be installed with it at school representing HRG. Approved \$50 for this. <u>Action: JM</u> - Carols by Candlelight: December 15 2018 proposed. <u>Action: KZ</u> - Fundraising event: Bunnings BBQ - Need to get a date. <u>Action: RM</u> - 'Alice's Corner' NFPO that provides inter-generational play groups to aged care facilities - proposal to be put forward by Iris Warren asking for assistance in raising funds to continue to provide these services and the necessary liability insurance. Look into a second Bunnings BBQ for this; another option is to provide an alternative fundraiser under the HRG banner so can use HRG liability. <u>Action: RM</u> (Bunnings) as first call - Environmental Awareness event: Tree Planting Day need to pick a day (in late July presumably). FB poll or committee choice? <u>Action: KZ</u> - Animal Rights event: RSPCA Cupcake Day in August 19th or 26th Hopefully to be able to be held at Farmer's Market. If FM not available maybe Littabella Park from CoK. <u>Action: TA</u> - Community Wellness event: 'R U OK? Day' Movie Night proposed by TA Friday September 14th or Saturday 15th. Because a community RUOK event qualify for funding. Propose "Inside Out" as movie choice. Have an associated stall with mental health advice/pamphlets. <u>Action: JM</u> to contact RC from CoK for funding and support. <u>Action: AH</u> for organisation.
9	Resources & Operations <ul style="list-style-type: none"> - Migration to Office 365 has been set up and running; TA is happy to give an overview if other committee members are interested. - Update of email addresses to reflect current structure of committee. <u>Action: RM</u> - Add official meeting minutes to HRG website and make available to everyone. If residents want to attend any meetings if at personal addresses need to PM; but if at public location can post address. <u>Action: LJ</u> to go through training with JM to do this in future
10	General Business/Matters Arising <ul style="list-style-type: none"> - FB group sponsorship put to Exetel. Need discussion on how this would work. TBA.
11	Scheduling Next Meeting <ul style="list-style-type: none"> - Tuesday 8 May 6.30pm.
CLOSED	8.20pm

Action Items

Action	Responsible Person
Update the charter for Facebook	Pending – TA/HC
To look into syncing assorted calendars (OneDrive, FB, and Website)	JM, RM - RM looking into it as at 27/03/18

Communicate with GM. regarding new bus stops further don Honeywood Avenue	RM
Link relevant groups to main Honeywood residents FB page	RM/HC
Updating internet information on website	RM/HC
Set up FB membership sub-committee to assist moderating main FB page	TA
NW committee set-up update	CM
Constable Care program update	KE/PD
Safe Houses program update – is this still an option?	CM
Dog Park official approval update	RM
School Oval signage re: dogs on lead update	Katie
Exercise equipment placement	RM/AH
Harmony Day art piece representative HRG plaque	JM
Fundraising updates	Various
Update of email addresses to reflect current structure of committee	RM
Add official meeting minutes to HRG	LJ

Next Meeting Agenda Items

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