



## Meeting Agenda & Minutes

6:30 PM, 8<sup>th</sup> May 27 2018 | Location: J & R Minney, Honeywood Estate

## Attendees

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

	<b>JM</b>		<b>AW</b>		<b>PD</b>		<b>LJ</b>		
	<b>TA</b>		<b>RM</b>		<b>AC</b>		<b>HC</b>		

Other Attendees:

EM; IW

*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
Facebook Charter Update - pending	TA/HC/JM
FB membership sub-committee	TA
Communication with GM regarding new bus stops further down Honeywood Avenue - pending	RM
Honeywood groups linked to main FB page and website	RM/HC
Updating internet information on website	RM/HC
NW committee set-up update – no action so far	JM to follow up with CM
Constable Care program update – follow up if occurring	PD to follow up with KE
Safe Houses program update – is this still an option? Pending ...	CM
Dog Park official approval update – existing fenced one still not approved; awaiting for zoning of unfenced park where soccer goals are	RM

School Oval signage re: dogs on lead update	K– PM to follow up with K
Exercise equipment placement – locations selected as originally planned	RM/AH
Harmony Day art piece representative HRG plaque – some progress with quote with a not for profit for free, just pay materials (less costs than anticipated)	JM
Fundraising updates	Various
Update of email addresses to reflect current structure of committee - completed	RM
Add official meeting minutes to HRG website – in progress	JM to catch up with LJ for this

## 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) [above]</li> </ul>	<b>(5)</b>
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- General update</li> <li>- Any new correspondence [only new matters not already on agenda, not continued discussion about established events/projects which are covered below]</li> </ul>	<b>(10)</b>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- Current Finances (Balance, forecast)</li> </ul>	<b>(5)</b>
4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Website update</li> <li>- Adding new member profiles to the website/deleting old profiles/updating existing</li> <li>- Assorted local groups linked to main FB page</li> </ul>	<b>(10)</b>
5	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>- AW: Financial Memberships Update</li> <li>- JM: Facebook Charter Update</li> <li>- Discussing division of labour for facebook membership management; suggestion of a roster for admin duties.</li> </ul>	<b>(10)</b>
6	<b>Community Security &amp; Wellbeing</b> <ul style="list-style-type: none"> <li>- Update from CM</li> </ul>	<b>(10)</b>

7	<b>Community Projects</b> <ul style="list-style-type: none"> <li>- Dog Park: status update</li> <li>- School Oval: signage</li> <li>- Exercise Equipment: status update</li> </ul>	(10)
8	<b>Community &amp; Committee Events</b> <ul style="list-style-type: none"> <li>- Nomination of new Events Coordinator due to unavailability of KZ</li> <li>- Fundraising event: Bunnings BBQ update</li> <li>- Environmental Awareness event: Tree Planting Day confirmation date</li> <li>- Animal Rights event: RSPCA Cupcake Day update</li> <li>- Community Wellness event: 'R U OK? Day' Movie Night update</li> <li>- Carols planning update</li> </ul>	(20)
9	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- Updated email addresses?</li> <li>- Meetings on the general group page for the sake of transparency/so that residents know they can attend if they are interested - update?</li> </ul>	(5)
10	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Any other issues members/attendees 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 (scheduled for XX 2018)</li> </ul>	(1)
		(90)

## Minutes

Opened At	<b>6.20pm</b>
1	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- Attendance &amp; Apologies – JM introduced committee members to EM; apologies from AH</li> <li>- Confirm minutes from previous meeting Accepted JM; Seconded AW</li> <li>- Went over actions list carried over from previous meeting [above]</li> <li>- AH unlikely to join HRG; Asked IW and EM to consider membership to HRG as financial members</li> </ul>
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- Bunnings BBQ extremely successful; to be discussed further by IW below</li> <li>- AJ emailed re: environmental Tree Planting day – to be reviewed further</li> <li>- Defibrillator still to be delivered to HPS; awaiting the safe to store defibrillator. Existing monies towards defibrillator now going towards safes instead. <u>Action 1: PD to discuss with MC re: placement and installation of defibrillator/safe</u> Action 2: AW to chase up St John's for safe</li> </ul>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- Any invoices from Harmony Day outstanding? Nothing from CHOIR as of yet <u>Action: JM to contact choir and find out where this is at</u></li> <li>- Harmony Day advertising invoice <u>Action : RM</u></li> <li>- Harmony Day profit ~\$400 total if still to pay choir and advertising</li> </ul>

	<ul style="list-style-type: none"> <li>- Current balance \$3890</li> <li>- A couple of new members have paid up</li> <li>- Will add all members to Quickbooks so membership renewals can be set each July <u>Action: AW to add secretary as signatory to HRG account</u></li> </ul>
4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Website update – still in progress <u>Action: RM</u></li> <li>- Update on website re: Harmony Day <u>Action: AC</u></li> <li>- Adding new member profiles to the website/deleting old profiles/updating existing <u>Action: LJ/HC to send brief profile to AC</u></li> <li>- Assorted local groups linked to main FB page: links established, ongoing as new groups created</li> </ul>
5	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>– AW: Financial Memberships Update – see above</li> <li>– JM: Facebook Charter Update – in progress</li> <li>– FB subcommittee in action, will need to replace TA</li> <li>– Roster for Facebook admin duties sorted – needs to be updated when TA leaves.</li> </ul>
6	<b>Community Security &amp; Wellbeing</b> <ul style="list-style-type: none"> <li>- Update from CM: CM not present, no update provided</li> </ul>
7	<b>Community Projects</b> <ul style="list-style-type: none"> <li>- Dog Park: status update – see action items</li> <li>- School Oval: signage – see action items</li> <li>- Exercise Equipment: status update – see action items</li> </ul>
8	<b>Community &amp; Committee Events</b> <ul style="list-style-type: none"> <li>- Nomination of new Events Coordinator due to unavailability of KZ. Possibility of EM?</li> <li>- Fundraising event: Bunnings BBQ update \$1771 raised; deposited into account for use.</li> <li>- Contact Bunnings to arrange another date; try for 2 weeks before quiz night? <u>Action: RM</u></li> <li>- Grill'd – need to pick up cheque (2<sup>nd</sup> place) <u>Action: JM/LJ</u></li> <li>- Environmental Awareness event: Honeywood Tree Planting Day confirmation date 3<sup>rd</sup> June; gazebo for lunch along Mimosa Circuit <u>Action 1: JM to review email from AJ for additional updates Action 2: AC to see what HRG may need to do additional</u></li> <li>- Animal Rights event: RSPCA Cupcake Day update – cupcake suppliers have been sourced and stall roster in progress; online auction for 4x pet vouchers closer to event</li> <li>- Community Wellness event: 'R U OK? Day' Movie Night update – quote for movie stage set up received; need to get licence for holding the event <u>Action 1: EM to review potential costs of this with different movie licencing companies as well as technical set up Action 2: JM to follow up with RC also, potentially good avenue for support for this</u></li> <li>- Halloween Quiz night: October 27<sup>th</sup> - template to be drafted for questions, final coordination to be determined <u>Action: TA for template</u></li> <li>- New park opening has been advertised on Residents page etc. – May 26th</li> <li>- Carols planning update: 15<sup>th</sup> December date. Sub-committee required: IW, EM, AC? so far. Need performers, including HPS and/or Honeywood kids choir. <u>Action: AW to follow up with CoK for 2018 event funding</u></li> </ul>
9	<b>Resources &amp; Operations</b> <ul style="list-style-type: none"> <li>- Updated email addresses sorted</li> <li>- Meetings on the general group page for the sake of transparency/so that residents know they can attend if they are interested – will do this via the website and if residents are</li> </ul>

	interested then they can get in contact.
10	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Acquittal forms for Harmony Day needs to be filled in <u>Action: PD to resolve with JM, AW</u> <u>Action 2: JM to follow up on Satterley one</u></li> </ul>
11	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- Next meeting Tuesday 19<sup>th</sup> June 2018</li> </ul>
CLOSED	<b>7.25pm</b>

## Action Items

Action	Responsible Person

## Next Meeting Agenda Items

---

•