



Meeting Agenda & Minutes

6:30 PM, 21st August 2018 | Location: Jepsen Home, Honeywood Estate

Attendees

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

X	JM	X	AW	A	PD	X	LJ	A	EM
X	RM	A	HC	X	HC				

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
Exercise equipment locations - BLOG	JM – Still outstanding
Commencement of organisation of Carols By Candlelight Choir funding from CoK follow up Meeting to discuss where this is at to be organised. Budget is finalised, need to arrange performers.	EM/JM
Internet Connection emails update needed	HC
Add secretary as signatory to HRG account	AW – Still outstanding
Tax return lodgement (BAS Return) has been submitted	AW
FAQs update <ul style="list-style-type: none">Pets and Environment – council requirementsSecurityLocal Amenities and ServicesLocal Government and WasteWater SupplyInternet ActionBuilding Information	LJ – Still outstanding RM – Still outstanding PD – Still outstanding EM - Completed AW – Still outstanding HC – Still outstanding AC – Still outstanding

Action	Responsible Person
<ul style="list-style-type: none"> Public Transport and Parking Other 	JM – Still outstanding TA – Still outstanding
Add new member profiles to the website	LJ/HC to send brief profiles – Still outstanding
Add rules to FB group LJ to be added as FB Admin	JM/LJ – Still outstanding Added by RM
Grill'd cheque has been picked up (\$100)	
Purchase of second defibrillator safe from St Johns	AW to contact St John's for purchase
Make contact with Mandurah police district	RM – Still outstanding
Acquittal forms for Harmony Day CoK completed Chase up if acquittal forms required for Satterley	JM – Still outstanding
Second Bunnings sausage sizzle date - finalised 14/10/2018	
'R U OK? Day' Movie Night quotes – approval and funding update Application for the date (Saturday 15/09/2018 6.00pm for a 6.30 start) and the movie (Inside Out) has been sent. Funding: RC, Bunnings, HRG funds No longer considering bean bags due to cost Follow up with RC – contributing \$1000 Banner advertising on corner of Rowley Road – EM to follow up with Satterley if we can do this. HRG banner elsewhere? Get HPS and AGPS to promote movie night. Invite food trucks and coffee van to attend: Popcorn stall RM to look into and organise That Food Van as vendor on the night JM to contact and book Coffee and Ice Cream vendors AW to contact and book Get marketing items for 'R U OK' day to show/give away? TA Introduction on the day by JM including recorded message from RC	JM/EM
Halloween Quiz Night template – TA to develop template and coordinate sub-committee Needs more questions, more table games - TA Need MC for quiz night - JM has someone in mind, will contact and follow up Marking TA/LJ Table duties RM, AW (raffle tickets, selling, pre and silent auction etc.)	TA

Action	Responsible Person
<p>Location: Wandí Hall or HPS – Wandí Hall preferred but look at renting the bigger hall AW to arrange rental of hall</p> <p>Decorate hall on the day – need volunteers</p> <p>Date: Saturday 28th October 6.00pm</p> <p>If selling tickets at the door need to advertise that once seats sold that's all that can be sold</p>	

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 - Confirm minutes from previous meeting - Go through actions list carried over from previous meeting(s) [above] 	(5)
2	President's Report <ul style="list-style-type: none"> - General update - 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"> - 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - 	(10)
7	Community Projects <ul style="list-style-type: none"> - 	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Fundraising event: Bunnings BBQ second date - RSPCA Cupcake Day update - Community Wellness event: 'R U OK? Day' Movie Night update <ul style="list-style-type: none"> - Carols planning update 	(20)
9	Resources & Operations	(5)

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10	General Business/Matters Arising - Any other issues members/attendees want to raise	(4)
11	Scheduling Next Meeting - Next meeting to be locked in (scheduled for XX 2018)	(1)
		(90)

Minutes

Opened At	6.40pm
1	Opening the Meeting <ul style="list-style-type: none"> - Apologies from EM, PD - Previous minutes confirmed and seconded Accepted JM Seconded AW - Previous action items above addressed
2	President's Report <ul style="list-style-type: none"> - Defib is available needs to be mounted at the Bruny Meander Park (approved by CoK) Contact DB to arrange installation of <u>Action: RM</u> - Another Satterley contact has requested to join FB group, committee approved - Restrict Coles Mini swaps on FB group <u>Action JM</u> - Stronger Communities Program available if we required funding assistance for a community project - Councillor LK has contacted HRG to discuss upgrade of Rowley Road roundabout (need to lobby CoK to agree/commit to upgrade, at this stage CoK will not commit to any funding) <u>Action JM</u> to respond to LK saying not HRG responsibility to lobby but can post to relevant pages to share and garner support from residents if they are interested - Bush plant identification project hosted by CoK <u>Action JM</u> to create FB event to share to community
3	Treasurer's Report <ul style="list-style-type: none"> - Invoice for Quick Books awaiting approval <u>Action JM</u> - Bank Balance \$3617 - \$126 return from BAS return - 65 members received invoice by email to make annual committee payment (\$10) - New members can fill in application form and then get an invoice emailed to them for online payment - FB page post needed re: payments <u>Action RM</u> - Outgoings: need to purchase defib safe, 'R U OK' movie night, quiz night and Bunnings sausage sizzle commitments, Carols By Candlelight
4	Marketing & Media <ul style="list-style-type: none"> - Internet@honeywoodresidents.org.au email has been set up

5	Memberships: Financial & Facebook –
6	Community Security & Wellbeing –
7	Community Projects –
8	Community & Committee Events <ul style="list-style-type: none"> - 'RUOK' movie night approvals have been sent to relevant authorities - RC has agreed to \$1000 contribution to the 'RUOK' movie event - Bean Bags no longer being considered for movie night due to cost - Grill'd cheque has been picked up (\$100) - RSPCA cup cake day successful: \$666 made with selling cakes and direct donations; online auction still current - Bunning BBQ date has been organised for Sunday 14/10/2018 - Carols By Candlelight budget finalised
9	Resources & Operations –
10	General Business/Matters Arising <ul style="list-style-type: none"> - HRG to contact Alice's Room to confirm where funds have been dispersed: AGM as deadline
11	Scheduling Next Meeting <ul style="list-style-type: none"> – Next meeting 21st August 2018 6.30pm @
CLOSED	7.30pm

Action Items

Action	Responsible Person

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Next Meeting Agenda Items

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