



Meeting Agenda & Minutes

7:00 PM, 18th February 2019 | Location: Minney Home, Honeywood Estate

Attendees

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

X	JM	X	AW	X	PD	X	LJ	X	EM
	RM	X	TA	X	LM				

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
FAQs update still outstanding <ul style="list-style-type: none">Pets and Environment – council requirementsSecurityLocal Amenities and ServicesLocal Government and Waste - COMPLETEDWater Supply - COMPLETEDInternet ActionBuilding InformationPublic Transport and ParkingOther	LJ RM PD RM JM – chat to MC LM TA
Installation of second defibrillator safe – COMPLETED New defibrillator pads needed for school one (including paediatric)	JM/AW
Defibrillator training - COMPLETED	JM
Honeywood Estate re-zoning – LM been approached if HRG can do anything. We need written request from a financial member to put it forward to the HRG to action	LM

Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Apologies from RM - Confirm minutes from AGM meeting Accepted: JM Seconded: PD - Go through actions list carried over from previous meeting(s) [above] 	(5)
2	President's Report <ul style="list-style-type: none"> - Carols successful - Harmony Day funding approval including extra \$1K from Satterley - Elder's insurance quote for public liability instead of AON (significantly cheaper), assuming volunteer cover matches. Committee accepted. Monthly by direct debit (at no extra charge) - JM/RM away 27/02/2019 - 05/03/2019 - Honeywood kids choir taking a 6 month hiatus 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Signatories finally updated at Westpac - Raise invoice for Satterley to get \$1K funding – <u>Action: EM/AW</u> - Received donation from Alice's Room (\$500) - Just under \$8K in the bank (minus \$1K from Satterley and Bunnings BBQ profit) 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - HRG email address for TA has been set up - Carols By Candlelight photos – loading in progress <u>Action: EM/JM</u> 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Only Wandi Residents accepted as members to FB page (unless emergency services or other agreed persons for reasons agreed and passed by committee) - Ads (businesses) restricted to once a month - No food/child care posts without relevant licences in place 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Doorknockers out and about: committee members to take Do Not Knock stickers to be able to give to residents as necessary <u>Action: Committee</u> 	(10)
7	Community Projects <ul style="list-style-type: none"> - Nothing to report 	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Harmony Day Budget (30 March): Toilets, first aid, face painting, stage, lighting etc. for Harmony Day \$6318; banner (\$264); photographer (\$320 for 2 hours 5-7pm); performers extra with \$1.5K left (quotes pending) <u>Action: EM</u> - Harmony Day: May swap face painting with henna tattoos, or both <u>Action: EM</u> - Harmony Day: Food trucks: Cappuccino Express confirmed; Pop up Slushies confirmed; Shakshuka, That Food Truck, Food Bazaar awaiting confirmation; still 	(20)

	<p>look for others as well (TBA)</p> <ul style="list-style-type: none"> - Harmony Day: Application submitted to CoK for JAR set up - Harmony Day: Community art project – 1000 crane display (local primary schools participating) - Harmony Day: choirs TBA <u>Action: JM</u> - Harmony Day: Bake sale <u>Action: PD</u> - Harmony Day: Big games hire <u>Action: PD</u> - Harmony Day: Performers - Paid <u>Action: JM</u>; Volunteer <u>Action:TA</u> - Bunnings BBQ: 02/03/2019 Schedule: 07:00-12.00pm Start up LM; EM; 10.30-2.30pm TA; 1.30 – 4pm LJ;PD (pack down) - Bunnings BBQ advertising on group for other volunteers <u>Action: JM</u> - Bunnings BBQ buying food etc. <u>Action: LM</u> - Bunnings BBQ: Float <u>Action: AW</u> - Bunnings BBQ: Smart Reader – donating Samsung tablet <u>Action: PD</u> 	
9	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Storage of HRG equipment at HPS (RM): HPS are okay with sharing the space – PD in charge of transfer of equipment. 	(5)
10	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Nothing to raise 	(4)
11	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> – Next meeting to be locked in (scheduled for 25/03/2019) 	(1)
CLOSED	8.15pm	
		(90)