



Meeting Agenda & Minutes

6:30 PM, 25th March 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
X	RM	A	TA	A	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
School defibrillator - purchase of new pads, repairs Park defibrillator – replace?	JM/AW JM/AW
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
Leaders of Kwinana workshop follow up 28 March	JM
Carols By Candlelight photos upload progress	EM/JM

Harmony Day Actions: <ul style="list-style-type: none"> - Outstanding performer quotes - Face painting vs henna tattoos, or both - Food truck confirmations - Choirs TBA - Bake sale - Big games hire - Volunteers for the day 	EM/JM EM JM PD PD All
Smart Reader – donation of Samsung tablet for future events	PD

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 TA, LM - 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"> - See defib discussion - Follow up Leaders of Kwinana workshop Thursday 29 March: can anyone else can go (LM, JM attended previous one)? <u>Action: JM</u> to follow up with LM if non-one else can. - Kwinana environmental group want to lock in a tree planting date – Lyon Rd Reserve, Honeywood, 16th June <u>Action: TBA</u> 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - \$8,500 in bank - Bunnings BBQ profits banked 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Advertise Harmony Day <u>Action: ALL</u> - Send notes to schools, advertise on FB, sponsored ads etc. - Food trucks in the morning/Performers in the afternoon 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Promote new members/potential committee members after Harmony Day <u>Action: ALL</u> 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Vandalised school defibrillator – needed new defibrillator pads anyway (including paediatric). Quotes/requirements to get it in working order, including purchase of new pads (quote for pads received from K). <u>Action: JM</u> - Stolen defibrillator – will we replace this? Not as high priority as repairs to school one. Decision TBA. 	(10)
7	Community Projects <ul style="list-style-type: none"> - Lions Australia – SB delivered a brochure/information kit regarding Lions Australia. To be discussed further at next meeting. 	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Harmony Day <ul style="list-style-type: none"> - Invoice for Satterley to get \$1K funding – completed and \$\$ received and allocated - Outstanding performer/choir quotes: only one waiting for is the welcome to country/aboriginal performance group - Performance order to be finalised <u>Action: JM/TA</u> - Face painting vs henna tattoos, or both: quotes only, nothing booked in 	(20)

	<p>yet. Recommend Face Painting only (Times 4-7pm,5-8pm for cross-over) <u>Action: EM</u></p> <ul style="list-style-type: none"> - Food truck confirmations: 7 food trucks – 5 dinner, 1 coffee, 1 ice-cream. 1 to follow up with <u>Action: EM</u> - Photographer to be booked; Quote: \$320 <u>Action: EM</u> - Banner organised \$280 - Are we able to borrow chairs from HPS for drumming circle? <u>Action: PD</u> - Bake sale roster completed – enough volunteers for selling, need more goods to sell <u>Action: PD</u> - Bake sale donation request on FB page <u>Action: JM</u> - Big games hire – still need to contact CoK (Youth Centre) <u>Action: AW</u> - Need promotional posts on CoK: <u>Action EM</u> <ul style="list-style-type: none"> - Other FB groups <u>Action: RM</u> - Farmer's Market, plus borrow marquee <u>Action: JM</u> - Schools <u>Action: PD</u> - digital flyer to be prepared <u>Action: RM</u> - HR Members mail out <u>Action: RM</u> - Satterley mail out; borrowing of marquee <u>Action: EM</u> - Volunteers for the day <ul style="list-style-type: none"> - Parking allocation/signs <u>Action: PD/EM</u> - Stage organisers <u>Action: JM/TA/EM/LM?</u> - Pack up roster <u>Action: LJ/JM/RM/LM?</u> - Arts and craft activities <u>Action: TA to advise</u> - Lighting First Aid to bring their own; HRG supply for activities, face painting and bake sale <u>Action: ALL</u> - Run sheet <u>Action: TA/JM/EM</u> <p>- Carols By Candlelight photos upload progress – still ongoing</p> <p>- Sponsorship from Rockingham Mazda to HRG via Satterley – discussions commenced for future funding of events. Meeting scheduled for Wed 27th March to discuss further. Some funds likely.</p>	
9	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Smart Reader – donation of Samsung tablet for future events been given to AW, yet to be properly tested 	(5)
10	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Toast masters Bunnings BBQ – need to work out costs to reimburse for sausages sold to them from HRG leftovers \$25 paid to AW - Sell drinks at Harmony Day from bake sale stall 	(4)
11	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Next meeting to be locked in (scheduled for 06/05/2019 TBC) 	(1)
CLOSED	8.00pm	
		(90)