



Meeting Agenda & Minutes

7.00 PM, 4th February 2020 | Location: The Hive, Honeywood Estate

Attendees

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

X	JM	X	AW	X	PD	X	LJ	A	EM
X	RM	X	TA	X	EMc	A	HB	X	RH
A	DD								

Other Attendees:

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 requirements • Security • Local Amenities and Services • Internet Action • Building Information • Public Transport and Parking • Other 	LJ RM PD RM JM – chat to MC LM TA
Halloween event date confirmation – see section 8 of minutes	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 EM, HB, DD. - Confirm minutes from previous meeting Accepted: TA Seconded: EMc - Go through actions list carried over from previous meeting(s) [above]. 	(5)
2	President's Report <ul style="list-style-type: none"> - Contact Satterley/CoK to find a long term storage space <u>Action:</u> TA - Approach CoK for Residents Group signage <u>Action:</u> TA - Budget for banners and FB advertising \$925 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Bank Balance \$2,600 - \$1,250 earmarked for Harmony Day - Annual Insurance payment coming up (~\$400) - \$100 gift voucher for winning CoK Community Citizen of the Year Award - \$500 profit from Christmas Carols event 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Only a few new members from Christmas Carols/Farmers Market drives - Possibly look into HRG t-shirts to attract attention at Farmer's Market membership drive (e.g. Bright Orange with logo) <u>Action:</u> AW - Sell raffle tickets at stall also, with free ticket(s) to anyone who joins HRG <u>Action:</u> TA/LJ/RH/AW to man stall - Stall date 8/03/2020 <u>Action:</u> JM to book with Farmers Market - Look at ways of getting memberships via an email mail out <u>Action:</u> RM/JM? 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Safety & Security Role: DD - voted in unanimously ☺ - Community Health& Wellbeing Role: RH - voted in unanimously ☺ - Look into new and existing initiatives (events etc.) 	(10)
7	Community Projects <ul style="list-style-type: none"> - Outcome of talk with RC re: defibrillators: - Discussing with St John Ambulance on how to get more secure safes <u>Action:</u> RH - Replacement defibrillator and safe has been delivered, needs to be installed in a public park/area - Safe at school needs glass replaced - Possibly get some grant to have CCTV installed to keep defibrillator at school safe from vandalism/theft 	(10)

8	<p>Community & Committee Events</p> <ul style="list-style-type: none"> - Harmony Day 28/03/2020 <ul style="list-style-type: none"> - FB advertising <u>Action:</u> RM - Banner to be installed at roundabout <u>Action:</u> TA - Flyers/A3 posters for Farmers Market <u>Action:</u> PD (sponsored by Daytone) - Toilets/First Aid booked - CoK paperwork submitted - Budget to be finalised <u>Action:</u> AW - Stage and AV booked - Food Trucks have been approached, need to be locked in <u>Action:</u> EMc - Additional marketing <u>Action:</u> TA/HM - Satterley to possibly supply a videographer, or JM has a contact - Event MC: TA/IW - Story performance <u>Action:</u> PD - Stage show performers <u>Action:</u> TA/EMc/JM - Perhaps include Aboriginal performance in with Welcome to Country <u>Action:</u> JM - If available, use separate performance group funds to book a Chinese Dragon performance <u>Action:</u> JM - Fundraising <u>Action:</u> AW/LJ - Community Art Project, donate to HPSC: <u>Action:</u> Befriend - Subcommittee meeting: Monday 02/03/2020 - Bunnings BBQ – date(s) to be selected, potentially Anzac Day <u>Action:</u> RM - Carols By Candlelight: acquittal needs to be completed <u>Action:</u> EMc/AW - Tree planting/Greening initiative <u>Action:</u> PD - Possible nature/night walks event? <u>Action:</u> RH? - Street Party event – CoK offer grants for these for community groups 	(20)
9	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Need to purchase a First Aid Kit for HRG <u>Action:</u> ? 	(5)
10	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Business & Sponsorship Liaison position still to be filled - Look into potential additional sponsorships/naming rights etc. such as “XXX’ Kids Activities Tent” etc. <u>Action:</u> RM 	(4)
11	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Next meeting to be locked in (scheduled for 17/03/2020). 	(1)
CLOSED	8.30pm	
		(90)