



Meeting Agenda & Minutes

7.00 PM, 17th March 2020 | Location: via ZOOM

Attendees

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

X	JM	A	AW	A	PD	X	LJ	A	EM
A	RM	X	TA	X	EMc	X	HB	A	RH
X	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
From previous minutes: <ul style="list-style-type: none"> • Long term storage option(s) • Residents Group signage • Membership drive at markets • Community security and wellbeing initiatives • Defib safes update • Harmony Day 'fallout' • Other fundraising event updates, especially in light of Covid-19 	TA TA All DD/RH RH All All

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 AW, PD, EM, RM, RH. - 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"> - Long term storage space – started communication with CoK (Jenny) <u>Action:</u> TA - Residents Group signage – as above <u>Action:</u> TA 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - Bank Balance: not supplied - Harmony Day (HD) 'refunds' – sitting with \$1K from Satterley, \$3K from CoK, assume additional \$5K from CoK will be stopped due to cancellation of event - Only outgoings for HD had been banner costs (\$407) and awaiting FB Ad invoice from RM; will be additional costs for other jobs already completed (staging etc.) - Will need to return some funds to Satterley and CoK <u>Action:</u> TBA - Annual workers comp payment made (\$398), monthly business insurance fee to be clarified (~\$48) 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Website Review and Planning: JM went through original source of HRG website and plans to 'upgrade' to best practice. JM proposed that their PA do this as her training project. - TA requested that (some) members get familiar with the editing side of Wordpress also - JM to arrange 'training' for those members (TA, EMc, HB) <u>Action:</u> JM - Need to ensure that the website actually fulfils what viewers are looking for when they navigate to it - JM taking notes on committee members recommendations for website, will put together a plan <u>Action:</u> JM - Small business directory: logo, photo, description, category and webpage/FB page link; special offers for residents etc. <u>Action:</u> JM/RM 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Only a few new members from Christmas Carols/Farmers Market drives: likely that FM will be cancelled until further notice (unconfirmed) - Raffle tickets at stall if going ahead: not going ahead - Stall date 22/03/2020: not going ahead - HRG t-shirts – AW had started getting quotes, will need someone to take this job on to progress further <u>Action:</u> TA - Memberships via an email mail out: once website updated <u>Action:</u> JM/RM - Print out flyer re: memberships so can be allocated when needed <u>Action:</u> TA 	(10)
6	Community Security & Wellbeing	(10)

	<ul style="list-style-type: none"> - New and existing initiatives (events etc.), will wait a little while before proceeding with this due to external events - Neighbourhood Watch: new member from CoK to be appointed - Fence hopefully to be fixed <u>Action:</u> DD - Look at some sort of Covid-19 'conference' online in liaison with CoK or similar <u>Action:</u> JM 	
7	Community Projects <ul style="list-style-type: none"> - Discussion with St John Ambulance on how to get more secure safes: on hold for now - Replacement defibrillator and safe installation: on hold for now - Safe at school glass replacement: on hold for now - Possible CCTV at school safe: on hold for now 	(10)
8	Community & Committee Events <ul style="list-style-type: none"> - Harmony Day update – raffle has only R's Norwex products and free dog wash. As cancelled, will advise donators - Bunnings BBQ – all BBQs cancelled for foreseeable future - Quiz night: September planned, not likely to go ahead, therefore cancelled - Outdoor movie night: leave on plan and discuss at a later date - Carols By Candlelight: far enough out to leave on agenda 	(20)
9	Resources & Operations <ul style="list-style-type: none"> - Purchase of First Aid Kit for HRG <u>Action:</u> TBA - Future proofing committee: documentation – definitely need to get this in place urgently, especially for an incoming committee. Good time to get this done now in light of many things being put on hold due to Covid-19 pandemic 	(5)
10	General Business/Matters Arising <ul style="list-style-type: none"> - Business & Sponsorship Liaison position still to be filled – JM proposed RM for the position ☺ Unanimously accepted by committee members present - Potential additional sponsorships/naming rights etc. such as " 'XXX' Kids Activities Tent" etc. <u>Action:</u> RM - Schedule a team meeting regarding MS Teams <u>Action:</u> LJ 	(4)
11	Scheduling Next Meeting <ul style="list-style-type: none"> - Next online meeting 28/04/2020 via ZOOM 	(1)
CLOSED	8.35pm	
		(90)