Meeting Agenda & Minutes

7.00 PM, 4th May 2020 | Location: via ZOOM

Attendees

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

X	JM	A	AW	A	PD	X	LJ	X	EM
X	RM	X	TA	X	EMc	A	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: • Long term storage option(s) • Residents Group signage • Round table CoK update • Website review and development; action plans • Wordpress training • Small business directory update • Community wellbeing initiatives update • MS Teams	 TA TA TA JM/PA JM RM DD/JM LJ

Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	**Opening the Meeting** - Apologies from HB, PD, AW - 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** - Signage and storage resolutions pending due to Covid crisis - CoK Covid round table update: Jny from CoK initiative – all key players in CoK joining together to help manage Covid crisis, especially isolation. Representatives from several community groups present. Making sure residents in CoK have access to internet etc. for community connection. Available apps, tech knowledge etc. - BFD and SBT indicated families with no data access, how can we give these families extra access? Set up new hot spots, but conscious of social distancing - Mobile data bank? Several telcos are happy to donate data from existing customers, plus just give their customers additional data for free. Can we have a "donation bank"? <u>Action:</u> TA to CoK - People unable to get paperwork to necessary businesses, issue of how to circumnavigate "red tape" and submit paperwork online - Smaller community groups struggling with constant updates re: allowable gatherings etc. Who monitors the "rules", such as social distancing etc.? Not wanting to be held responsible for any outbreaks if rules not followed … - Discussion of elderly regular jobs: who can do these existing jobs with many companies no longer doing this? Seems to depend on age care packages, as not all companies have stopped jobs for elderly - How to communicate each new 'relaxation' rule update properly, so people understand the details of the new update – perhaps with pictures etc. - City Assist role possibly to be expanded to include community contact for people who have no face to face or internet contact? How do you define who these people are? - Meet every 2 weeks from now on to discuss issues, 2 new members each time perhaps? Thursdays @ 2.30pm every fortnight. Next meeting 14/05 TBA.	**(10)**
3	**Treasurer's Report** – Treasurer N/A	**(5)**
4	**Marketing & Media** - Website Review and Planning: Fantastic new homepage! - Website action plans: Still a work in progress - Wordpress training: next meeting - Small business directory: next meeting	**(10)**
5	**Memberships: Financial & Facebook** – HRG t-shirts: In progress <u>Action:</u> TA –	**(10)**

6	**Community Security & Wellbeing** - Neighbourhood Watch: lots of pamphlets ready to be handed out when situation 'normal' happens - Unsure if new actual CoK NW member to be appointed yet? <u>Action:</u> DD - Fence fixing: Still awaiting contact from CoK (Jny) ? <u>Action:</u> DD	**(10)**
7	**Community Projects** –	**(10)**
8	**Community & Committee Events** - Outdoor movie night: - Carols By Candlelight:	**(20)**
9	**Resources & Operations** - Purchase of First Aid Kit for HRG. Need to know financial status? <u>Action:</u> RH/AW/EMc - Future proofing committee: documentation <u>Action:</u> LJ/TA - Water Corp works: can we post when this is happening? <u>Action:</u> LJ/JM	**(5)**
10	**General Business/Matters Arising** - MS Teams <u>Action:</u> LJ/TA	**(4)**
11	**Scheduling Next Meeting** – Next online meeting 09/06/2020 via ZOOM	**(1)**
CLOSED	**8.00pm**	
		(90)