



Meeting Agenda & Minutes

7.00 PM, 9th June 2020 | Location: via ZOOM

Attendees

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

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

Other Attendees:

SG (CoK)

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 • 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 <ul style="list-style-type: none"> - Apologies from AW, PD - 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"> - Signage and storage resolutions pending due to Covid crisis – starting to move forward - CoK Covid round table update: 2 since last committee meeting, raised HRG suggestions. Sebastian onto internet sharing from those able. More awareness of local issues due to internal focus from lockdown. - Drive-in movie? Potentially use Wandu Community Hall. SG from CoK discussed potential "movie packs" (and 'other' packs) for community groups. Requires a deposit, but \$\$ will be returned once event has occurred. - 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - \$3K in bank, Satterley not requested funds back - All CoK \$\$ returned - Last 2 months: 7 people renewed memberships so far ... need to follow up everyone! - Finalised accounts to be completed by EOFY - Will need to find a new Treasurer 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Website Review and Planning: Home page done, in progress. - Small business directory: Dependant on new website - HRG Page: links to small business events etc. - Residents of Honeywood Estate FB page: Stick to once a month posts, encourage vendors to get followers 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - HRG t-shirts: In progress <u>Action</u>: TA - Minuting new HRG admin/modmin group to keep official record of social media issues - Stock shareable media resources set up - Losing volunteers: SG mentioned several volunteers looking for 	(10)
6	Community Projects, Security & Wellbeing <ul style="list-style-type: none"> - Neighbourhood Watch: NW packs distributed for review - New CoK Community Projects Manager member Sinead Gilligan appointed, invited to HRG committee meeting: the new group are there to help with mental health, social issues, youth outreach, homeless, "knock knock" initiative - New NW information bags supplied: need feedback on more/less that need to be added/removed 	(10)

	<ul style="list-style-type: none"> - Crime prevention team: certain areas risen (DV, online scamming), but most dropped - Kwinana Police: Crime Prevention Unit (CPT) can help, please advise ASAP of any issues, will be addressed when received - Can CPT give us updated stats re: community safety to alleviate fears - Try and tee up CPT to join the next HRG AGM. Can be informal, include canine unit etc. Also can be included in Farmer's Market etc. - Kwinana Police: Local police not responding suitably, used to Mundijong connection. Feel lack of relationship with Kwinana Police (non-CPT unit). - Can we get some sort of "camera" register for criminal issues? - How to connect with neighbouring NW initiatives; allowing representatives of other groups to join; facilitating contact between DD and fellow reps - Fence fixing: Completed! - Defibs: school defib fixed, needs new pads; have second defib but unsure where to put it due so not vandalised again <u>Action:</u> RMc 	
7	<p>Community & Committee Events</p> <ul style="list-style-type: none"> - Mid-year calendar review - Market stall: Sunday 5th July - Nespresso pod collection point: originators place, unless markets - Cupcake Day update/ideas: TBA - Outdoor movie night: Look at changing this to drive in movie as per discussions - Carols By Candlelight: Start planning earlier, if we are able to go ahead 	(20)
8	<p>Resources & Operations</p> <ul style="list-style-type: none"> - 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: in progress - Final portfolio: Community Group Liaison (Iris Warren) - Specific roles: JM moving to general committee member; need new nominations/volunteers for VP, Treasurer, Family & School Liaison, Secretary 	(5)
9	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Both AW and PD have resigned their positions due to family commitments - MS Teams TA has kicked this off 😊 	(4)
10	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Next online meeting 21/07/2020 via ZOOM 	(1)
CLOSED	8.40pm	
		(90)