



**Meeting Agenda & Minutes**

7.00 PM, 8<sup>th</sup> September 2020 | Location: IW Residence

**Attendees**

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

<b>A</b>	<b>TA (P)</b>	<b>X</b>	<b>IW (AP)</b>	<b>X</b>	<b>CJ (VP)</b>	<b>X</b>	<b>LJ (S)</b>	<b>X</b>	<b>JM</b>
<b>X</b>	<b>RM</b>	<b>X</b>	<b>EMc</b>	<b>X</b>	<b>T A-M</b>	<b>X</b>	<b>K H-E</b>	<b>A</b>	<b>LUK</b>

Other Attendees:

AG; KH
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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**

<b>Action</b>	<b>Responsible Person</b>
From previous minutes: <ul style="list-style-type: none"> <li>• Long term storage option(s)</li> <li>• Residents Group signage</li> <li>• Website review and development; action plans</li> <li>• Business registry update</li> <li>• Community wellbeing initiatives update</li> </ul>	IW IW HB/JM RM TBA

# Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	<b>Opening the Meeting</b> <ul style="list-style-type: none"> <li>- Apologies from T A-M</li> <li>- Positions lost/left: HB, NK, BC</li> <li>- Confirm minutes from previous meeting Accepted: EMc Seconded: IW</li> <li>- Go through actions list carried over from previous meeting(s) [above]</li> </ul>	(5)
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- Current President TA on maternity break for a few months, duties passed onto incumbent Acting-President IW (which will return to VP when everything back to 'normal')</li> <li>- Presidents update: Sports pavilion update (see below)</li> <li>- Voting in new committee member/positions: KH volunteered to take over HB social media management portfolio; T A-M take over Health and Wellbeing portfolio from BC <u>Action:</u> unanimous by all committee attendees</li> <li>- K H-E taking over Secretary role post-AGM</li> </ul>	(10)
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- New Treasurer LUK (Lakshmi)</li> <li>- Treasurer's update: Bank balance \$3067; petty cash \$250</li> </ul>	(5)
4	<b>Marketing &amp; Media</b> <ul style="list-style-type: none"> <li>- Website update/completion (HB): RM and JM committed to assigning resources to this coming few weeks, completion hoped for 20<sup>th</sup> September <u>Action:</u> JM/RM</li> <li>- Update Residents page to include distinctive link to HRG website <u>Action:</u> RM/JM/KH</li> <li>- Promote HRG committee nominations open before AGM <u>Action:</u> JM</li> <li>- Canva designs created by TA to be shared with KH <u>Action:</u> IW</li> <li>- Local business directory: needs updating and need to address whether adverts/site links are paid for and/or free if paid HRG member (as part of above timeline) <u>Action:</u> JM/RM</li> <li>- Reach out to local businesses and ask if they could offer discounts to residents in order to advertise in local business directory (as paid members) <u>Action:</u> RM/CJ</li> <li>- Promo membership offer: Set up a promo for \$1 first year membership if you enrol for a recurring online membership <u>Action:</u> JM/RM</li> <li>- Halloween committee street walk to recruit members; "dress up" to make it fun <u>Action:</u> committee</li> <li>- Market Stalls membership drive: October 25<sup>th</sup> and December 6<sup>th</sup> still booked – cancel 25<sup>th</sup>, keep 6<sup>th</sup> for now <u>Action:</u> LJ</li> <li>- Event and business promotions via Content Studio – HRG is one of the licensees so should make use of this more (create a content calendar) <u>Action:</u> JM/RM/KH</li> </ul>	(10)
5	<b>Memberships: Financial &amp; Facebook</b> <ul style="list-style-type: none"> <li>- HRG t-shirts: Need to purchase orange shirts, designs have been completed; to be sent through to CJ for follow up <u>Action:</u> CJ</li> <li>- FB Page Modmin update/discussion: 1. Admin: CJ, IW, LJ, RM, HRG, Honeywood</li> </ul>	(10)

	<p>Wandi; 2. Moderators: KH, KT 3. Remove: HB <u>Action:</u> IW 4. Close: Honeywood Wandi <u>Action:</u> JM</p> <ul style="list-style-type: none"> <li>- Elected CoK council members: currently not allowed as part of HRG, maybe consider letting them be silent members unless tagged <u>Action:</u> voted by committee to trial</li> <li>- Local police are allowed to join if requested (IW: but only if they're hot)</li> <li>- Current silent members: Satterley, MC (HPS)</li> </ul>	
6	<p><b>Community Projects, Security &amp; Wellbeing</b></p> <ul style="list-style-type: none"> <li>- Defib update: 2 defibs still not mounted/placed – KM has one, JM/RM have the other</li> <li>- HRG (JM) was discussing with CoK to pay for security cameras for school defib and a more secure safe for the one at the park; was handed to RH who has since resigned from HRG <u>Action:</u> JM</li> <li>- Confirm school defib has been added to school insurance policy <u>Action:</u> AG</li> </ul>	<b>(10)</b>
7	<p><b>Community &amp; Committee Events</b></p> <ul style="list-style-type: none"> <li>- Grant applications for events - changes in funding grants; EMC to contact Jny from CoK to discuss <u>Action:</u> EMc</li> <li>- Carols By Candlelight: need to make decision if this event will be going ahead – too late to organise now</li> <li>- Replace with a movie – Date: 12<sup>th</sup> December; need to book Oval venue with CoK <u>Action:</u> EMc</li> <li>- Combine with popcorn, sausage sizzle fundraising <u>Action:</u> EMc</li> <li>- Any other fundraising events we want to consider before EOY 2020? No</li> </ul>	<b>(20)</b>
8	<p><b>Resources &amp; Operations</b></p> <ul style="list-style-type: none"> <li>- HRG storage options: HPS P&amp;C shed is becoming too full for HRG to use ; new sports pavilion but will not be free, CoK will support HRG in this endeavour (including cost subsidies for hire etc.)</li> <li>- Possible option is for CoK to 'sponser' HRG meetings (or other sponsors)</li> <li>- Potentially use Wandi Hall instead for meetings/storage, IW in discussion with WPA for this</li> <li>- Also could potentially use HPS for meetings – need to work out how we can get access without requiring school staff to stay behind</li> <li>- New sports pavilion update: IW had a detailed discussion with CoK – initial community feedback was poorly attended so "too little too late"; design/setup largely finalised; need to book use with CoK (for meetings or kiosk fundraising etc. if HRG requires use of these facilities)</li> <li>- Farmer's Market will have to be relocated unfortunately, preference is to stay in Honeywood, but location is still TBA, if possible</li> <li>- Have asked for strip of land on east side of school oval to be retained for markets</li> <li>- CoK are re-looking at parts of the sports facility design/car park/fire plan etc. after more recent community feedback</li> <li>- HRG public signage: to be followed up by IW, ongoing 'to and fro' discussions with CoK</li> <li>- Purchase of First Aid Kit for HRG: TBA</li> <li>- AG has offered to take up the HPS School Liaison role <u>Action:</u> voted by committee</li> </ul>	<b>(5)</b>

9	<b>General Business/Matters Arising</b> <ul style="list-style-type: none"> <li>- Community engagement: HRG reputation not perceived as friendly or approachable (elite “clicky” group); needs to be improved obviously</li> <li>- Online survey to residents results/discussion (CJ) findings below:</li> <li>- Need to differentiate between paid HRG member and Residents page member</li> <li>- 80% respondents between 18-45; 10% over 55; mainly women (only 5 men responded)</li> <li>- Most lived in Honeywood for 3-5 years, or longer</li> <li>- 62% are families (or shared homes)</li> <li>- CJ noted that many residents did not know HRG existed</li> <li>- Fire readiness chat: <u>Action: IW</u></li> </ul>	<b>(4)</b>
10	<b>Scheduling Next Meeting</b> <ul style="list-style-type: none"> <li>- Next meeting will be AGM 13/10/2020, 7pm at TBA (hopefully HPS) <u>Action: IW</u></li> </ul>	<b>(1)</b>
CLOSED	<b>9.10pm</b>	
		<b>(90)</b>