



Meeting Agenda & Minutes

7.00 PM, Thursday 25th March 2021 | Location: Minney Residence (Tentative)

Attendees

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

X	RM (P)	X	JM (S)	X	LUK (T)	A	LJ	X	TAM	X	AG
X	KH	X	EM	A	TA						

Other Attendees:

JM – City of Kwinana Place Leader PdP – Requested to Join Committee
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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

(Status should be **Done**, **NC** if not completed or **Blocked** if unable to be completed)

Action Item	Responsible Person(s)	Status
Complete & launch new website	JM	Done
Canva designs created by TA to be shared with KH	JM	Done
Update Local Business Directory	JM	Done
Promote committee nominations open prior to AGM	JM	Done
Market stall membership drive – liaise with markets	LJ	Done
Mount safe & install defib at park	JM & RM	Done
Register park defib with St John Ambulance	Hw	Done
Confirm school defib has been added to school insurance policy	AG	Done
Follow up with Jny regarding changes in funding grants	EMc	Done
Organise Christmas Movie Night	Emc	Done
Organise Fire Readiness Chat	IW	Done
Announce & Arrange Venue for AGM	IW	Done
Message Kty & Irs via the Honeywood Residents Group page or email and request that administrator access be restored to Honeywood Residents Group.	RM	Done
Remove Smt & Em from FB Page	IW	Done
Ky to be added as an admin on FB Page	RM	Done
Update FB page to promote new website	RM/KH	FWD
Reach out to local businesses to promote/provide offers for members	RM	FWD
Set up promo - \$1 for first year if choose recurring payment	RM	FWD
Create content calendar in Content Studio	RM/JM/KH	FWD
Get quote for T-shirts for volunteers	RM	FWD
Follow up with CoK regarding Safe & Security at School	JM	Done
Follow up on the minor change noticed in insurance policy inclusions	LUK	Done
Organise Bunnings fundraisers for 2021	RM	FWD

Agenda/Minutes

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

#	Discussion Item	Allocated Time
1	<p>Opening the Meeting (RM)</p> <ul style="list-style-type: none"> - Apologies: TA, LJ - Nominations to join committee: PdP Approved Unanimously - Confirm minutes from previous meetings: (10 Mar 2021, 24th Nov 2020, 8th Sept 2020) Accepted all: EM Seconded: JM (Sept), LUK (Nov & Mar) - Go through actions list carried over from previous meeting(s) All actions completed or passed forward to next meeting as per above 	(10)
2	<p>President's Report (RM)</p> <ul style="list-style-type: none"> - Positions vacant: Vice President - President's update: <p><u>Communications with CoK/Satterley</u> Satterley willing to pay for sign to be removed without destruction. Shield Electrical happy to pay for storage if we decide to pursue project. ~\$35k to relocate and would require some form of artwork to be integrated. Committee voted on whether or not to pursue project: Unanimously voted not to pursue and instead to pursue other community initiatives.</p> <p><u>Communications with IW</u> RM shared update on status, including circulation of draft legal advice provided by Quest Legal. There has been no cost to the association for provision of draft legal advice. Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RM, TAM & AG to meet informally with Iris. Suggested location Dome at Kwinana Library. Jny from CoK offered to attend as a neutral third party if required. <input type="checkbox"/> Following the meeting, communication to be sent to all financial members with update. 	(10)
3	<p>Treasurer's Report (LUK)</p> <ul style="list-style-type: none"> - Bank Balance: \$2250 - Petty Cash: \$250 - Number of Financial Members: 40 	(2)

4	<p>Marketing & Media</p> <ul style="list-style-type: none"> – Report from Social Media Manager (KH): Difficult to post as per minutes from previous meetings as KH no longer has unrestricted posting privileges and cannot post in group on behalf of HRG. Keen to create a content calendar & post to page but requires help sharing content so it's not always coming from her personally. Action: <ul style="list-style-type: none"> <input type="checkbox"/> All members to take it in turns to share content to group from page until access is restored. – Status of FB Group following actions from Emergency Meeting (RM): Covered in President's Report – no change in status (several members not able to post without approval) – Social media content calendar action plan (RM): RM offered to help KH create a Social Media content calendar (posted to website where appropriate & page for the moment to be shared in group by members) Action: <ul style="list-style-type: none"> <input type="checkbox"/> RM, KH & JM – to meet Friday 9th 6:30pm (all welcome) 	(20)
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5	<p>Community Projects, Security & Wellbeing</p> <p>- Defibrillator Status Update (JM): Replacement defibrillator installed at park next to exercise equipment on BM and has been registered with St John. JM & RM currently have emergency key (code is available by calling 000). Second defibrillator has been collected after inspection by St John and is in good working order but requires replacement pads. Suggestion from St John to purchase both juvenile & adult pads given location at Primary School. Safe at school to be replaced – need to follow up again with CoK regarding security camera funding. AG confirmed that HWPS can cover on insurance policy once it is on site. Committee approval up to \$800 to replace safe & pads. HS1 Adult Pads: \$113.95 (before discount) HS1 Child Pads: \$182.95 (before discount) Out Door Key Pad Defibrillator Cabinet (windowless): \$490 (before discount) Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RM to purchase, LUK & JM to approve payment <input type="checkbox"/> J from CoK to check if we can use grant to fund purchase <p>- Creating a Health & Wellness Plan for Wandi (TAM): TAM suggested regular (e.g. weekly) 1 hour exercise session run by volunteers who work in the Exercise industry (e.g. PTs) utilising the outdoor exercise equipment. Suggestion by JM to vary times to suit different residents – e.g. before work, during day, after work. J from CoK indicated that the \$500 'Placemaking Grant' might be a good opportunity to help promote/facilitate this. Action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> JM & TAM to create forms on website for EOI for volunteers & participants 	(15)
6	<p>Resources & Operations</p> <p>- Honeywood Signage Project – Vote on next steps (RM): Covered in President's Report – committee unanimously voted not to commit resources to the relocation project.</p> <p>- Website Training – EOI & book date (JM): New website ready for hard launch (has been live since 2020) but requires some input from committee, including completion of committee profiles. The following committee roles have users already on the website but require training on how to use:</p> <ol style="list-style-type: none"> 1. President 2. Secretary 3. Treasurer 4. Events 5. Social Media 6. Website <p>Other roles can be added as needed/wanted. JM requested that we start creating blog posts about events/activities and utilising event calendar.</p>	(15)

	<p>Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> JM to create a poll to find a suitable time for training (to be conducted via Zoom) <input type="checkbox"/> All committee members to complete profile form (JM to share link in group) <p>- Grants Available (CoK): J from CoK provided an overview of grants available and new grant application process via SmartyGrants platform. EM already familiar with platform but account is currently using president email address. Grants of interest: Community Fund (\$5k/application, 2 rounds per year - next round closes 23 April 2021) Community Event Fund (\$5k/application, open year-round or until exhausted) Placemaking Grant (\$500/event - can use multiple times. Small community events) Neighbour Day Every Day Grant (\$150/event - can use multiple times. 'street party') Greening Fund (Tree planting initiatives, State Government fund, open year-round)</p> <p>Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RM to create distribution list for grants and update SmartyGrants account (or create new one as required) using grants@honeywood.org.au (to send to Treasurer, President + Events with others added as needed) <input type="checkbox"/> EM to complete grant applications for Safe & Pads for School defib <input type="checkbox"/> EM to complete grant application(s) for Tree Planting event & liaise with AJ to facilitate <p>- Sporting Pavilion (CoK): J from CoK confirmed that HRG would have minimum 3h/month free usage of space at pavilion for meetings. Multiple concerns raised by residents regarding: <ul style="list-style-type: none"> - Toilet design - Accessibility - Impact on native fauna Plans are still with Council(?) for review.</p> <p>- Bandicoot Crossings / Fauna road deaths (CoK): A local resident (Vns) has brought the increasing number of road deaths to the attention of CoK and has been liaising with AJ. AJ & J have been pushing for underpasses in addition to increasing low/dense shrubbery. CoK implementing more signage as a short-term improvement measure. Tree planting was suggested as a 'quick win' that residents can help with (See action item above) Committee requested more information on the costs involved with underpasses and update on timeline.</p>	
7	<p>Community & Committee Events (EMc)</p> <ul style="list-style-type: none"> - No upcoming events already planned - Proposed Events: Tree Planting Exercise Groups Carols by Candlelight (Dec) - Event funding application required in July 	(5)

	<p>Quiz Night fundraiser (if not conflicting with P&C)</p> <p>Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AG to follow up on P&C Calendar of Events to avoid conflicts in date + event types <input type="checkbox"/> JM to create form on website for EOI for volunteers for tree planting 	
8	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Elders trying to have insurance policy backdated to include non-Medicare health expenses with no cost change (JM) 	(5)
9	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Date: Tues 27th April 2021 - Time: 7pm - Location: EM Residence - Meeting Closed at: 8:45pm 	(1)

Action Items from this Meeting

Action Item	Responsible Person(s)	Status
Update FB page to promote new website	RM/KH	
Reach out to local businesses to promote/provide offers for members	RM	
Set up promo - \$1 for first year if choose recurring payment	RM	
Create content calendar in Content Studio	RM/JM/KH	
Get quote for T-shirts for volunteers	RM	
Organise Bunnings fundraisers for 2021	RM	
Arrange informal meeting with Iris, RM, TAM & AG. Suggested location Dome at Kwinana Library. Jny from CoK offered to attend as a neutral third party if required.	RM	
Communication to be sent to all financial members with update	RM	
RM, KH & JM – to meet Friday 9th 6:30pm (all welcome)	JM	
All members to share content from page to group (until page able to share again)	All	
Purchase replacement safe & pads	RM, JM, LUK	
Follow up with CoK to check if we can use grant to fund purchase of replacement safe/pads	RM	
Complete SmartyGrants Application to fund safe/pad replacement (if applicable)	EM	
Create forms on website for EOI for volunteers & participants for exercise events	JM, TAM	
Create a poll to find a suitable time for training (to be conducted via Zoom)	JM	
Share Profile Form link in group	JM	Done
Complete profile form	LJ, TAM, AG, KH, PdP, TA, EM	
Create distribution list for grants and update SmartyGrants account (or create new one as required) using grants@honeywood.org.au (to send to Treasurer, President + Events with others added as needed)	RM	Done

Complete grant application(s) for Tree Planting event & liaise with Angela to facilitate	EM	
Follow up with P&C to get a calendar of planned events	AG	
Create EOI form for volunteers for tree-planting	JM	