

# PEARL BEACH PROGRESS ASSOCIATION INC

## EXECUTIVE MEETING MINUTES

20/05/24 at 9.30pm in the Memorial Hall

**Attendees** – Victoria Crawford (Chair) Donna Higgins (Secretary) Gary Phillips, Lynne Lillico, Margaret Westcott, Paul Barclaire, Cathy Lancaster

**Apologies** – Malcolm Davison

Business Item	Action
<b>Minutes of previous meetings</b> 2 March General meeting minutes – Some deletions are to be reinstated and a cover letter attached to explain the process involved. 6 April General meeting minutes discussed and ready for publication. 4 May General meeting minutes discussed and ready for General meeting. 24 April Executive meeting minutes were discussed .and are ready for publication.	VC GP GP

Business item	
After member enquiries about PBPA needing a President, the Executive Committee decided that appointing an interim president may give some members a feeling of stability. Since she has been effectively acting in the role, Victoria Crawford has been appointed to the position.	

Correspondence				
The following correspondence (as listed in the table below) has been received or sent since the last Executive meeting.				
Date	In/Out	From	To	Subject
3/5/24	Out	PBPA Exec	N Tisdale K Stafford	Acknowledgement of letter re bad and illegal behaviour
4/5/24	In	Kate Lindsay	PBPA Executive	Complaint re online General meeting experience
5/5/24	In	Kerry Caloyannidis	PBPA Executive	Complaint re online General meeting experience
6/5/24	In	Jeanne Albrecht	PBPA Executive	Suggestions for PBPA Membership renewals
12/5/24	Out	PBPA Secretary	Cally Osmond	Request for response re complaints of recording of General meeting.
14/5/24	In	NSW Dept Customer Service	PBPA Executive	Transfer of AED (Defib) Register to NSW Ambulance

15/5/24	In	A Cordwell, J Steinbeck, A Thurlow	PBPA Executive	Motion re Member Communication
15/5/24	Out	PBPA Secretary	PBPA Membership	Advice re upcoming events
20/5/24	In	Ausgrid	PBPA	Advice re pole replacement and interruption to power.
20/5/24	In	Cally Osmond	PBPA Secretary	Response re-recording of General meeting
21/5/24	Out	PBPA Executive	May General meeting attendees - Hall and online	Issues and fixes for video conferencing and policy.
21/5/24	In	Kate Lindsay	PBPA Executive	Complaints re Remote attendance policy
24/5/24	In	Kerry Caloyannidis	PBPA Executive	Formal complaint re Remote attendance policy
24/5/24	In	Kate Lindsay	PBPA Executive	Formal complaint re Remote attendance policy
25/5/24	Out	PBPA membership	June General meeting mail	June General meeting mail
28/5/24	In	Arboretum Secretary	PBPA Secretary	Arboretum decision to donate unused Defibrillator to PBPA
28/5/24	Out	PBPA Secretary	Arboretum Secretary	Thank you for donation
31/5/24	In	Robert Lee from Umina Blue Swimmers	PBPA Secretary	Request for meeting re access difficulties to rock pool and CCC
31/5/24	In	Amanda Thomson	PBPA Executive	Complaint re Remote attendance policy
1/6/24	Out	PBPA	PBPA membership	Winter GEM
5/6/24	In	Pim Sarti	PBPA Executive	Request for restocking Tree Walk brochures and plaque cleaning
5/6/24	In	Mary Knaggs	PBPA Executive	PB Environment Group to look after Tree Walk brochures/plaques
6/6/24	In	Cally Osmond	PBPA Executive	Video of "Burn outs" at top of hill
18/6/24	In	Patonga PA	PBPA Executive	List of local issues for prospective CCC Councilors
18/6/24	In	Arboretum	PBPA Executive	Advice re PB Tree Day Competition

Business Item	Action
<p><b>Matters arising</b> The motion submitted by 3 members will be discussed at the next General meeting.</p> <p><b>Motion</b> All discriminating and/or harassing written communication to the Pearl Beach Progress Association or the Executive Committee, including correspondence received by Executive Committee member/s via their personal point of contact, are to be tabled and read at the next General meeting of the Association.</p>	
Business item	
<p><b>The Irvines</b> With the Music Showcase weekend this coming weekend, recognition of John and Jean Irvines' contribution to music in Pearl Beach has been discussed. Unfortunately, as they are now Friends of Pearl Beach, they do not qualify for Life Membership. Instead, they will be presented with a Certificate of Appreciation and flowers by Victoria Crawford at the end of the conclusion of the Showcase.</p>	<p>LL VC</p>

Business item	Action
<p><b>Membership</b> No applications this month. Welcome letters will be sent to the newest applicants approved as members, once their membership fee has been paid. Reminders will be sent to those who have not yet paid. A tick box will be added to the membership application form to identify which applicants are permanent residents.</p>	<p>DH VC GP</p>

Business Item	Action
<p><b>Financial Reports – for April</b></p> <p>Income           \$9,520.73</p> <p>Expenditure   \$13,521.35   mainly for the ceilings, locks and other general maintenance</p> <p>Bank Balance \$184,972.11</p> <p>At the June 1 General meeting, the Treasurer will move a motion to increase the yearly membership fees from \$20 to \$25.</p>	

Business item	
<p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>• On-line problems Gary Phillips explained the reasons for the on-line difficulties at the May General meeting. He has written an explanation of the cause and fix issues for members as well as a Video Conferencing policy. The Executive committee decided that of these should be sent to members who attended the May 4 General meeting on-line and in the Hall. The Executive committee recognized the complexity of managing the slides for the meeting as well as the online process. A ring around of other community groups on the Peninsular has revealed that no other groups are offering online participation as they found it too difficult. It was also agreed that a backup person was needed and Vic Clarke has offered to assist.</li> <li>• Recording of meeting Three complaints were received regarding an undisclosed recording of the May 4 General meeting. The Secretary has written to the member who made the recording, asking for their response to the complaint, and if the recording has been deleted. A reply was requested within 14 days</li> <li>• Placement of signs A complaint has been received from a member regarding the safety of the size and placement of PBPA signs at the main intersection on Pearl Beach Drive. Two members are currently working on a Style Guide that will bring uniformity to the design and provide guidelines for inclusion of the logo, size, and placement of PBPA publications and signs Peter Dodderell, the Editor of the GEM, has also volunteered to assist in this project.</li> </ul>	<p><b>MW</b> <b>PD</b></p>

Business item	Action
<p><b>Consideration of issues raised in the letter from the past President and past Treasurer.</b> Responses to individual issues has been compiled, however the Executive committee felt that the most productive approach would be for a mediator to meet with representatives of members who have resigned and representatives of the current A letter will be sent to KS and NT advising them of this decision.</p>	<p><b>VC</b></p>

Business item	Action
<p><b>AGM date</b> The auditor has indicated that if the accounts are finalized by the second week of July, then the audited accounts would be available by the second week of August As the members need to be given three weeks' notice, the AGM could be organised for the last week of August. A returning officer also needs to be determined.</p>	<p><b>VC</b></p>

Business Item	Action
<p><b>Sub-Committee Reports</b></p> <p><b>Hall Management</b></p> <p><b>Floor refurbishment and internal painting</b></p> <p>The hall sub-committee approved a request to ask the executive committee and then the next general meeting to release \$12,000 for the floor refurbishment and \$10,000 for internal painting. We may not pay a contractor to paint internally as there has been a suggestion we prepare and paint ourselves but if we have the approval, we can make the most sensible decision when it comes closer to the time to do so.</p> <p>Gary Phillips has a quote for \$9,200 for Bona water based polyurethane dual pack for the floor. He has a few more quotes to come in but \$12,000 should more than enough to cover the cost of any accepted quote. Peter Romey has a quote to paint the in inside walls for \$7,400 so again \$10,000 will be enough to cover any other quotes.</p> <p><b>Motion 1.</b></p> <p>The motions will be advertised with the papers and put to the meeting: This meeting approves the release of \$12,000 to be used for the sanding, repair and finishing of the floor in accordance with the hall sub-committee's recommendation.</p> <p><b>Motion 2.</b></p> <p>This meeting approves the release of \$10,000 to be used for the preparation and painting of the internal fabric of the hall, in accordance with the hall sub-committee's recommendation.</p> <p><b>Events</b></p> <p>-All tables for the Garage sale have been allocated. This event is being organised by Jeane Albrecht. There will be a BBQ organised by Gary Phillips, a Cake Stall organised by Alison Phillips and a Pearl Beach table organised by Mary Knaggs.</p> <p>-Discussions are ongoing with Troy Rushton regarding the possibility of running breakfast BBQS at Pearlies.</p> <p>-The Music Showcase is next weekend. Lynne Lillico reported difficulties communicating with the Conservatorium. They raised prices with no discussion, have not advertised the events and there are problems with them returning calls</p>	<p><b>GP</b></p> <p><b>PR</b></p>

Business Item	Action
<b>Guidelines working party – Code of Conduct</b> This will be sent to the Executive committee after the working party give its final approval. Then it will be sent with the General Meeting mail to all members and finally, to the June 1 General Meeting with a motion for approval.	<b>VC</b>

Business item	
<b>Facebook</b> The Executive committee has given approval for Alison Phillips to run the PBPA Facebook page, which carries factual posts regarding the PBPA events.	

Business item	
<b>Draft Budget</b> The Treasurer requested any suggestions to be included in the upcoming budget, along with hall costs, general marketing, insurance, rates, gas.	

Business item	
<b>Executive meetings</b> It was decided that the Executive committee would now meet on the 4 <sup>th</sup> Wednesday of each month at 4 pm.	

Business item	
Member survey The Coast Defibrillators	

**Meeting Closed:** 11.50 am

**Next Executive Meeting:** Wednesday 26 June at 4pm