

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

April 20th, 2023 5.15pm

Attendees – Karina Stafford, Tanya Masters, Mary Knaggs, Victoria Crawford, Nigel Tisdale, Malcom Davison, Lynne Lillico, Amanda Winley, Pauline Toohey, Douglas McDonald, Peter Richardson.

Business Item	Action - Who When
<p>Acknowledgement of Country KS acknowledged the traditional owners . As we gather in the name of the Pearl Beach Progress Association, we acknowledge the GURINGAI people as the traditional owners of the land upon which we meet, and pay our respect to their Elders-past, present and emerging and recognise their continued connection to these lands and waterways.</p>	
<p>Minutes of Previous Executive Meeting 16th March 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting.</p> <p>Proposed: Pauline Toohey Seconded: Lynne Lillico</p> <p>Matters Arising There were no matters arising that will not be discussed elsewhere.</p>	
<p>Correspondence</p> <p>The following correspondence has been received. Tanya alerted the Committee to several individual pieces of Correspondence that required f/u.</p> <p>18/03/23 Email from Hans Hulsbosch for attention regarding cordoning off of public land on corner of Gem Rd and Crystal Ave and Green Pt Rd. Forwarded to CCC</p> <p>18/3/23 Email from Ann Parsons with copy of letter received from Environment Minister regarding cessation of Koala research project in PB and surrounds.</p>	

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<p>19/3/23 Cc Email from Ann Parsons regarding responsible pet ownership and reduction in native species present in the area.</p> <p>22/3/23 Email from Liesl Tesch’s office acknowledging Secretary letter regarding Public Toilets .</p> <p>24/3/23 Email reply to Sec. from CCC Andrew Pearce (Infrastructure) denying allowing PBPA permission to install garbage disposal bin in Ladies toilets .</p> <p>25/3/23 Email letter to neighbours Damian and Michelle at 2a Tourmaline to explain booking system and invite to join PBPA</p> <p>27/03/23 Email Jenny Hughes regarding responsible dog ownership and reduction in native fauna. TM to forward to Environment Sub-Committee.</p> <p>4/04/23 Lengthy email from Bob Syron regarding the original Aboriginal inhabitants of the area .</p> <p>4/04/23 Letter from Dept of Fair Trading to Treasurer regarding failure to submit A12 form for financial year ending 2021</p> <p>13/4/23. Email from Douglas McDonald with photos attached. Notification to Certifier of adjustments to back deck steps to conform with legal requirements</p> <p>16/4/23. Letter from CCC (dated 5/4). Fire Safety Statement and account.</p> <p>16/4/23 Land valuation statement</p> <p>19/4/23. Request from Arboretum Secretary for letter of support from PBPA for grant for Ephemeral Trail . KS reported completing.</p> <p>Resolved – that the correspondence items be noted and accepted. Proposed: Malcolm Davison Seconded : Mary Knaggs</p> <p>Membership Applications The following membership applications were accepted. Magdalen Malone William Bissett</p>	<p>TM</p>

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<p>Nigel requested the Committee’s input regarding the “roll over “ of memberships when said member joins the Association in the few months preceding the end of the financial year when membership renewals are generally due. VC advised that the Constitution is quite clear about membership fees renewals. Memberships are due for renewal at the end of each financial year.</p> <p>Financial Reports Treasurer: Amanda had previously emailed the March 2023 Financial Statements for consideration by the committee. These included ;</p> <ul style="list-style-type: none"> • Balance sheet for March • Cash Movement for March • Profit and Loss Accrual • Profit and Loss YTD • April to June Expenses <p>Amanda pointed out that although the Association’s funds appear to be in excellent shape, there are significant expenses approaching in June and July, including building Insurance. Douglas raised a question about the meaning of “other Income”, which Amanda explained. Douglas also advised that he is currently investigating a number of different insurance companies for quotes.</p> <p>Amanda reported she had rung Dept. of Fair Trading with regard to the missing form A12. (see Correspondence) . She has been advised that completion can be as of today, however Tanya would need to sign the form as she was an office bearer at the time the payment was made. The Secretary to forward signed form to Dept. of Fair Trading.</p> <p>Karina noted that the hall hire profits appears to be down on previous years. Some thoughts regarding the reason for this were expressed; including ;</p> <ol style="list-style-type: none"> 1. The hiring is too expensive 2. Lack of advertising <p>VC advised that in the previous year the Hall committee had produced a document with comparative pricing and available facilities of neighbouring community halls. This is still to be discussed, however as there is pending some refurbishments of the hall, it may be judicious to wait until these are completed before re-evaluating hiring costs etc.</p>	<p>TM</p>

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<p>Appointment of a new Auditor Amanda advised that she had sought interest and quotes from 3 possible Auditors.</p> <ol style="list-style-type: none"> 1. \$4500 excl. GST 2. \$65 per hour. VC reported this to be a community organisation which focusses on completing audits for community associations. 3. \$1500 plus GST. Had been recommended to the Treasurer . <p>The general feeling at the meeting was that following a previous experience where the audit of the PBPA's books had required considerable adjustments and follow up the Executive agreed to trial the 3rd company.</p> <p>It was thus proposed that the financial reports be accepted and the new Auditor ; Wisdom Biz Lawyers be appointed on an annual basis.</p> <p>Proposed : Nigel Tisdale Seconded : Peter Richardson</p> <p>SUB-COMMITTEES REPORTS</p> <p>Karina reminded everyone via an email that only the below is required to brought up at the Executive Meeting, with sub- committees having authority and responsibility to make decisions. (without needing to go to the Executive Meeting). Discussion is only requited for the following:</p> <ul style="list-style-type: none"> • Sign off from the Executive if you are planning on going to CCC, media or applying for a grant. • Sign off from Executive if you are planning to spend above your Terms of Reference budget • Answer any questions that another member may have based on the report sent out. <p><u>Hall Management</u> Victoria had previously emailed the Hall Sub-committee recent meeting Minutes. However she wished to raise several issues for discussion.</p> <ul style="list-style-type: none"> • Several people have raised the issue of the second refrigerator and the chairs being moved, which they see as being inconvenient. In particular, the refrigerator is not easily accessible for functions etc. KS reported that movement of the fridge and chairs is easily done utilising the trolley. However there remains the issue of the fridge containing food which is used for the monthly Community breakfast. KS suggests that the Committee can remove these items when warranted. <p>Lynne also felt that the placement of the fridge in the storeroom made it</p>	

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<p>difficult to access, in particular for events such as the Music Scholarship.</p> <p>Lynne advised at the last meeting of the Events and Fundraising Committee there was strong support for the refrigerator to be returned to its original position at the back of the hall.</p> <ul style="list-style-type: none"> • Construction of a flagpole to enable the Aboriginal flag to be flown. This has proved to be difficult, as the current flagpole is very close to the power line, and a 2nd pole cannot be accommodated there. VC has purchased an “indoor flag pole” that can fly all three official Australian flags. <p>There was considerable discussion regarding the correct procedure for raising “non agenda” items at the General Meeting . The issue of a second flag pole had been raised under Other Business, and subsequently immediately voted upon. The issue needs to be properly addressed at a General Meeting.</p> <p>Most felt that since the issue was becoming problematic, the matter should be deferred to a later meeting.</p> <p>Victoria to discuss with the Peggy Todd from Aboriginal group and explain requirement for a DA etc, and reasons for postponement.</p> <ul style="list-style-type: none"> • Victoria reminded the Executive that she would be holding a community forum an hour prior to the next General meeting to discuss multiple issues around refurbishment of the hall with the community. • She thanked Pauline for her generous donation of a BBQ, and Nigel for putting it together and setting it up. The old BBQ will be disposed of via CCC pickup. 	
<p><u>Safety Advisor Group</u></p> <p>Paul Toohey had emailed the PBSAG update to all Exec. prior to meeting. NT addressed the issue of mobile reception and reported that contact with telecommunications companies had resulted in feedback indicating “there are no problems in Pearl Beach”; hence there are no plans augment telecommunications in the area.</p> <p><u>Events and Fundraising</u></p> <p>A summary of proposed activities and events was forwarded to the committee prior the meeting by the convenor; Gerarda.</p>	

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<ul style="list-style-type: none"> Lynne requested that a debriefing meeting be held with the organisers and helpers for Book Fair to consider suggestions for next year. <p><u>Environment Sub -Committee</u></p> <p>Mary provided a report from the Environment Committee prior to the meeting. Mary reported the group is considering holding environment related talks to the community, and suggested that the hour prior to the general meeting would be a suitable time.</p> <p>SHORT TERM SUB -COMMITTEES</p> <p>PBPA Constitution Review : a short term working party.</p> <p>Victoria briefly spoke about issues including the need to regular review of the Guidelines that accompany the Constitution . Doug noted that there is no information in the Constitution that actually refers to the Guidelines. Victoria will provide a document to the Secretary for distribution to the Members prior to the next General Meeting.</p> <p>Council Liaison</p> <p>Peter reported that his contact at the CCC, Boris had not been able to attend the community meeting at Patonga (see below). However, Peter has contacted Boris who has advised that all outstanding items that had been presented to him by the working party would be addressed in writing in the near future.</p> <p>OTHER BUSINESS</p> <p>Meeting with CCC Administrator; Rik Hart</p> <ul style="list-style-type: none"> Several members of the PB community attended the meeting with the CCC Administrator at Patonga . Mr Hart explained to those present about the current financial status of the CCC. He outlined the requirement for the council to not spend on “new” initiatives; however maintenance of current infrastructure will continue to budgeted. Following the meeting Karina spoke with RH and identified 3 areas in PB that required maintenance. The amenities block, roads and deteriorating Arboretum bridge. 	<p>KS</p>

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<p>Karina has invited RH to meet with the Executive along with individuals from some sub-committees to discuss PB issues. Rik Hart has agreed, and Karina will follow up with an invitation.</p>	
<p>Community Notice Board</p> <p>Limited progress being made to date. Amanda (who owns the rights to the tea towel map being utilised for this project) reports that she has been in touch with the original graphic designer she used to discuss any potential changes.</p> <p>Nigel will use the mock up with the current additions and send it out to the Executive for suggestions with regard to sign posting or additional PB attractions.</p> <p>Pauline reported that Craig Healy has indicated that the CCC would not be in favour of the sign being placed on the amenities block , as it could provide obstructions to the pathway. However he as indicated his willingness to have the CCC construct a sign on a different part of the beachfront.</p> <p>Bequest Leaflet</p> <p>Karina provided a copy of a “bequest leaflet’ which had initially been suggested by Tom Glynn.</p> <p>All agreed the idea would be worth moving forward with and some made suggestions about changes that could be made with the leaflet.</p> <p>Some discussion followed regarding the best way to advertise, and it was thought that a combination of letterbox drops, the Gem and the Website would be good options.</p> <p>Consideration of reduction in number of Executive and General Meetings per year.</p> <ul style="list-style-type: none"> • Karina raised the issue of the changing the number of meetings that should occur annually. Prior to that she expressed her disappointment that the secretary had offered a personal opinion about the matter on the Executive email. • Karina suggested that in past years (quoting 70’s and 80’s) the frequency and number of meetings was seen as measure of success by some. She now feels that success should be measured by customer service. Karina suggested that the Executive are voted in to “get things done”, and believes this will be accomplished by holding fewer meetings; thus enabling the Executive to complete more matters in the intervening period. 	

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<ul style="list-style-type: none"> • Important information can be emailed by the Executive between meetings <p>The decision was made to trial alternate monthly meetings. Although there are generally no meetings held in June or December, the next Executive meeting would therefore be June 15th. However, Amanda will forward the financial statements monthly to the committee as done previously .</p> <ul style="list-style-type: none"> • Karina suggested this should also apply to General Meetings. Varying opinions were expressed . All agreed that general meetings were not just being a forum for imparting information to the community , but also a social interaction for members of the community. Discussion took place about talks/ meetings/ functions being organised between General Meetings. • The meeting agreed to present the option to the next General meeting on 6th May with members of the Executive formulating a proposed plan that would be presented to the meeting. <p>Security Cameras.</p> <p>Doug raised the issue of security cameras. He pointed out that the Patonga community has found this to be a successful strategy to safety and security concerns. The committee agreed to refer this matter to the Safety Advisory Group to possibly consider a trial. There has been an increase in nuisance behaviour, in particular, with adolescents knocking on people’s doors the leaving.</p> <p>Other</p> <p>Mary requested the Executive no longer sit together at the front of the general meeting, as it is seen by some members of the community as unnecessary.</p> <p>Lynne also suggested that care be taken with what is being put on the Association’s social media, as this is being picked up by local media and published, which in some cases is inadvisable.</p> <p>The meeting closed at 7pm</p> <p>Next General Meeting : May 6th</p> <p>Next Executive Meeting : June 15th</p>	

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