

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES- Draft

15th February 2023 5.15pm

Attendees – Karina Stafford, Gary Phillips, Peter Richardson, Nigel Tisdale, Amanda Winley, Victoria Crawford, Catherine Lancaster, Paul Barclaire, Lynne Lillico

Apologies - Malcolm Davison

Business Item	Action																																										
Meeting recorded, solely for the purpose of creating accurate minutes.																																											
Acknowledgement of Country KS: acknowledged the traditional owners.																																											
Minutes of Previous Executive Meeting 18th January 2024 The Executive committee minutes were accepted as a true and accurate record of the meeting. Proposed: Amanda Winley Seconded: Paul Barclaire																																											
Matters Arising None																																											
Correspondence The following correspondence (as listed in the table below) has been received or sent since the last Executive meeting. <ul style="list-style-type: none"> South Lagoon letters to CCC: Response to Chris Gibson stated CCC were aware of illegal opening. Later response to PBEG letter stated CCC unaware that mechanical equipment had been used – had assumed opened by hand. Escalated to Fisheries dept. <table border="1" data-bbox="132 1422 1305 1870"> <thead> <tr> <th>Originator</th> <th>Brief Summary</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Secretary</td> <td>Thanking John Head for the \$750 donation towards defibs</td> <td>28/1/2024</td> </tr> <tr> <td>Secretary</td> <td>To Chris Masters confirming March talk</td> <td>24/1/2024</td> </tr> <tr> <td>Chris Masters</td> <td>Confirming OK for March Talk</td> <td>26/1/2024</td> </tr> <tr> <td>John Quigg</td> <td>Passing on Property Newsletter from Helen Monk</td> <td>29/1/2024</td> </tr> <tr> <td>Chris Gibson</td> <td>His letter and CCC response re South Lagoon</td> <td>31/1/2024</td> </tr> <tr> <td>PBEG</td> <td>Notice of Draft Thematic History CCC</td> <td>1/2/2024</td> </tr> <tr> <td>CEN Jackie Pearson</td> <td>Invitation to CCC deserves a better plan</td> <td>1/2/2024</td> </tr> <tr> <td>PBEG</td> <td>Submission re tree removal 1 Tormaline Ave and also letter re opening south lagoon</td> <td>2/2/2024</td> </tr> <tr> <td>PBEG</td> <td>Submission re development 61 Cornelian Ave</td> <td>2/2/2024</td> </tr> <tr> <td>John Quigg</td> <td>Minutes of General Meeting</td> <td>9/2/2024</td> </tr> <tr> <td>CEN Jackie Pearson</td> <td>Update on CCC deserves a better plan</td> <td>9/2/2024</td> </tr> <tr> <td>PBEG</td> <td>to CCC submission on Thematic History</td> <td>13/2/2024</td> </tr> <tr> <td>Tony Higgins</td> <td>Letter re: validity of Hall upgrade vote at General meeting 3rd Feb 24</td> <td>18/2/2024</td> </tr> </tbody> </table>	Originator	Brief Summary	Date	Secretary	Thanking John Head for the \$750 donation towards defibs	28/1/2024	Secretary	To Chris Masters confirming March talk	24/1/2024	Chris Masters	Confirming OK for March Talk	26/1/2024	John Quigg	Passing on Property Newsletter from Helen Monk	29/1/2024	Chris Gibson	His letter and CCC response re South Lagoon	31/1/2024	PBEG	Notice of Draft Thematic History CCC	1/2/2024	CEN Jackie Pearson	Invitation to CCC deserves a better plan	1/2/2024	PBEG	Submission re tree removal 1 Tormaline Ave and also letter re opening south lagoon	2/2/2024	PBEG	Submission re development 61 Cornelian Ave	2/2/2024	John Quigg	Minutes of General Meeting	9/2/2024	CEN Jackie Pearson	Update on CCC deserves a better plan	9/2/2024	PBEG	to CCC submission on Thematic History	13/2/2024	Tony Higgins	Letter re: validity of Hall upgrade vote at General meeting 3rd Feb 24	18/2/2024	
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Resolved – that the correspondence items be noted and accepted.																																											

Pearl Beach Progress Association Inc.
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www.pearlbeachprogress.org.au
ABN 33 688 265 112

Business Item	Action
<p>Moved: Peter Richardson Seconded: Catherine Lancaster</p>	
<p>Membership Applications The following membership application was presented to the meeting and accepted by all.</p> <p>1. Meredith Ramsey – Pearl Beach Drive</p> <p>Moved: Karina Stafford Seconded: Nigel Tisdale</p>	
<p>Financial Reports Treasurer Amanda Winley: Financial reports for the month of January 24 had previously been emailed for consideration by the committee. These included;</p> <ol style="list-style-type: none"> 1. Balance sheet report / P&L / Cash flow Jan 24: Actual this year, last year and year to date. 2. Events (Job P&L) year to date Jan 24 <p>AW comments:</p> <ul style="list-style-type: none"> • Cash at bank : \$\$200,978.70; Donations \$1,625 (from Jennifer Gavshan & Karen Kosman and John Head) towards defibs – Arboretum have also ordered their new defib); CCC grant \$3,910 (rate relief) • Misc income \$243.90 – some photocopier recharges (including \$80 to Peggy and then also the Arboretum); Community BBQ \$3,393 gross; Kids disco \$2,612 gross; Bingo \$555 net – to be discussed later • Expenses : \$625 - new set of photocopier cartridges; other minor items; electricity is negative \$63.46 due to a rebate; Australia Day expenses \$468.92 – to be discussed later; some bank charges • Net profit for the month of January 2024 is \$8,578.34 bring the year to date total to \$34,714.78 <p>Donations for specific items such as defibs are “ring fenced” and tagged in the accounts under the code DEFIB.</p> <p>Photocopier costs were for a complete set of new colours (this is the 3rd set since having photocopier – the 2nd set has just been put into the machine, so the 3rd set is a ready spare). Look into using access codes for the photocopier to better identify where the usage is occurring.</p> <p>Net cash in the bank has increased by \$5,873.32</p> <p>Pete Richardson: Good results for the month and showing a good overall financial position year to date.</p>	<p>NT</p>



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<p>Accounts for the month were approved and adopted. Moved Paul Barclaire Seconded Peter Richardson</p>	
<p>Other Financial Matters</p> <ul style="list-style-type: none"> • Amanda Winley : Cash handling policies. An expense claim for \$75 cash advance for the Bingo has been submitted by Malcolm McDonald. There is no supporting documentation and AW is unable to determine how the “numbers” for the Bingo series of events add up. The Association has had poor compliance to cash handling procedures in the past and AW is conscious that the Association gets audited and wants to ensure that the proper cash handling procedures (which is documented in the Constitution) are followed as we are responsible to the members. Victoria agreed to discuss with Malcolm McDonald with the aid of a spreadsheet he has produced. • Australia Day costs of \$468.31(CCC \$199, ribbons & pins etc. \$269.31) plus a new tarpaulin not returned. The Australia Day BBQ is run by Peggy with proceeds going to the Mingaletta Association however the PBPA has incurred all the costs of the event. Decision: Full costings to be completed before next year’s Australia Day events and agreement by the executive committee to bear those costs if the event is to go ahead. The BBQ is clearly run for the benefit of Mingaletta. <p>Investment: Victoria Crawford – bearing in mind that the Association has agreed to keep a 2 year (apprx \$100k) buffer for operating expenses in the “bank” we should be looking at ways this buffer can earn some income. Arboretum has an account earning 4.5% (from St. George) Decision: Treasurer & President to investigate fixed term options for 6 and/or 12 months. Whilst Bendigo may offer slightly lower rates the fact that the Association is applying for a Bendigo Bank grant should be taken into consideration.</p> <p>Selling Books on Ebay: Gary Phillips stated that Alison Phillips is currently selling 60-70 books on ebay on behalf of the PBPA. The ebay account name being used cannot easily be identified as belonging to the Phillips or the PBPA. Gary questioned how these sales should be accounted for as they currently are simply added to the Book Fair proceeds. Decision: Continue to use the current eBay account name as it has some track record and credibility. Sales description should contain wording such as “sold on behalf of the PBPA”. Gary/Alison & Amanda to work together to come up with acceptable working practices.</p> <p>Draft Budget</p> <ul style="list-style-type: none"> • Events & Fundraising : Some information has been provided by Gerarda 	<p>VC</p> <p>AW & KS</p>

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<p>Luck, more information is to be supplied. Budgeted income (from 2023)for the year is \$106,000. Actual to date is \$111,000 – Awesome effort. Of the \$111k only \$4k relates to grants</p> <ul style="list-style-type: none"> Budgeted expenses are \$93,431 ; Actual expenses to date are \$76,800. Does not include capital works. Budgeted profit year to date is 13,000 ; Actual profit is \$34,713 Re-forecasting is an option but deemed to be of little value at this time. Most of the operating costs have been provided by Victoria. Karina: There are not many events during the remaining period of Feb – June. The first 2 quarters in the FY are where most of the events happen. Nigel Tisdale: Hall Hire revenue appears low. Victoria: Bookings are light. Last year we had complete weekend bookings which we have not had this year (plus planned time out for refurbishment) Hall maintenance costs to be checked. Victoria thought that \$6k had been included for fencing. Gary Phillips : Should we be including some IT costs for the reworked Website? Arboretum are using WIX which as a not for profit pay \$13 per month 	<p style="text-align: center;">VC</p> <p style="text-align: center;">NT</p>
<p>Subcommittee Reports</p> <p>Hall Management – Victoria Crawford Hall Refurbishment.</p> <ul style="list-style-type: none"> Victoria : Whilst at the last Executive Meeting it had been agreed to put the Stage 1 proposal to the members at the general meeting (3rd Feb), the executive has received a letter questioning whether the vote taken at that meeting was in order since the item did not explicitly appear on the agenda. As agreed at an earlier Hall subcommittee meeting today (15th Feb) it is proposed that a notice be sent out to members to hold a general meeting on the 2nd March when the motion could be tabled before the members for them to vote on. Victoria will prepare a “one-pager that says what it is all about” so that stage 1 work can continue. Karina: Asked Victoria to share with the meeting the report written by Bruce Swalwell. Bruce Swalwell & Peter Romey had provided Chris Arkins Principal of Leading Engineering Firm, Steensen Varming Engineering Australia with details of the Hall. The report was written based on the advice given by Chris Arkins as to the suitability of the materials and works proposed under stage 1 of the hall ceiling upgrade. Victoria distributed some hard copies to the meeting. Karina: Stressed that with any subcommittee or executive committee, if a decision is reached by a majority then all members including those in the minority should support that decision at General meetings Peter Richardson: Whilst understanding that subcommittees should be empowered to conduct the detailed project analysis and bring summary 	

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<p>proposals/reports to the Executive, in this particular case, where there seems to have recent discontent, perhaps the Executive should have had a bit more detail. Victoria: This matter has been presented and discussed at a number of General & Executive meetings and it is a shame that this additional information wasn't requested at the Exec Meetings of the 15th June and 19th October. However, Victoria agreed that the current reporting form could be improved and even use attachments to provide greater detail.</p> <ul style="list-style-type: none"> • Victoria will provide the “one-pager” explaining what is to be done and why it is being done in that way. Nigel asked if the document would answer the previous questions raised at General meetings such as – where does air conditioning fit into the upgrade? - Victoria confirmed the document would address this. This document along with the “words” to be used on the agenda would be provided to Nigel by Wednesday 21st Feb as Victoria leaves for her holidays on that day, and consequently she would not actually be at the General meeting 2nd March. • Gary Phillips commented that if the document sets out what is to be done and why it is being done like that, and he is supportive of the document then he would be happy to present it at the General meeting. Victoria and Gary to discuss later. • Victoria stated she was happy to talk to Tony Higgins who had written the letter questioning the validity of the vote on 3rd Feb. even though she had previously received legal advice that the vote would be valid as the matter of stage 1 Hall upgrade had been presented and discussed at several previous General meetings. • Nigel: Received agreement from the meeting that the motion only needed to be presented at a General meeting which required 7 days notice • Karina: General meeting to be called for 5pm Saturday 2nd March. Victoria had spoken to Chris Masters who is happy to start his talk at apprx 5:15pm • Peter: What does this all mean in terms of doing the work? • Victoria: We have a competitive quote from Bill \$40,000, electrician \$5,000 (may flex a bit), and with a contingency the figure is \$55,000. Insulation is rated 5 (comments around the meeting that this was a good rating as other builders had quoted to only use insulation with rating of 2.5). Work involves V-line board, single panel and not sheets which would show the joints, includes painting and scaffolding. Peter commented that in his experience this was a very good quote; Victoria commented some of the quotes were around \$70k. • Nigel: How are we addressing the choice of paint colour. Long discussion then ensued on the emotiveness of colour choice: light colour would show all the black lights and wiring, dark colour would not provide reflective light. It was discussed whether the colour choice should be voted on at the same time as the main motion or separately. 	<p style="text-align: center;">VC</p> <p style="text-align: center;">VC/GP</p> <p style="text-align: center;">VC</p>

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<p>Decision: Choice of colour would not be included in the main motion. Following the motion if passed, a question would be put to the members for a show of hands whether their preference was dark or light.</p> <p>Conclusion: Karina: “Okay, so if everyone's comfortable with that, we have a decision and there's no other issues, concerns or questions?”</p> <p>No further issues, concerns, questions were raised.</p> <hr/> <p>Environment At the top of this month’s report, confirmation from the Executive committee was sought for</p> <ul style="list-style-type: none"> • Cathy Lancaster joined the subcommittee - confirmed • “No Dogs” sign in the visitor’s guide / map – agreed at last meeting <p>Amanda asked if we could be more positive concerning the dog signs and perhaps show where dogs are allowed. All agreed that it was easier to have symbols showing where dogs are not allowed.</p> <p>Nigel: Suspect that once progress is made with the council, the content of the map will probably require a separate working party to encompass everyone’s views.</p>	
<p>Working Party Reports</p> <p>CCC Liaison – Peter Richardson</p> <p>Report had been circulated by email</p> <ul style="list-style-type: none"> • Peter reported that at the last working party meeting, the group had agreed to assume some of the disbanded Safety Advisory Group responsibilities. <ul style="list-style-type: none"> ○ Pool Cleaning, ○ Pool repairs and safety considerations ○ Existing beach items – such as yellow tubes, signage, defibs & testing of emergency beacon Currently liaising with Craig Healy on the council • However the working group were not prepared, as they felt they were not qualified, to cover the general banner of safety : meaning the risk assessment and the raising of safety issues across the village. • Karina requested Nigel and Peter to come up with a revised Terms of Reference for “new” Safety Advisory Group which the executive 	

Business Item	Action
<p>committee could then implement and look to recruit new subcommittee members</p> <ul style="list-style-type: none"> • Victoria : Please ensure that this new TOR includes the ongoing management and maintenance of the hall in regards to the “Neighbourhood Safety Place” facilities – such as <ul style="list-style-type: none"> ○ Sprinklers ○ Water tanks ○ Spearpoint ○ Generator ○ Batteries <p>Victoria stated that the hall committee have neither the expertise to cover these areas or the ability to find people who can. Victoria has been unable to find a plumber to service the sprinkler system.</p> <ul style="list-style-type: none"> • Karina: Once the new Safety group is convened they will need to liaise with an individual on the Hall committee. 	
<p>Other Business</p> <p>Calling a General Meeting on the 2nd March to table the Hall upgrade motion</p> <ul style="list-style-type: none"> • Karina: Already agreed earlier in this meeting to call this General meeting <p>Code of Code - Victoria</p> <ul style="list-style-type: none"> • Should attempt to finalise and sign off for next Exec meeting and approved at the April General Meeting • Has had minimal feedback. Feedback given – no need to include the section on turning off mobile phones. Still need to appoint a code of conduct ‘referee / counsel’. • There has already been an incident in hall between 2 individuals – each of whom had witnesses and their stories were different. Recognise the role of the referee/counsel could be tricky. Victoria to create a job description for this role • Deadline for further feedback: 28th February 2024 <p>Style Guide - Victoria</p> <ul style="list-style-type: none"> • No further update from the sheet already circulated. Feedback sought • Victoria will discuss with Nigel updating the map as to where signs can be located (including the northern end of the village) • Victoria has spoken to the president of the NSW RFS who has confirmed that signs may be attached to the RFS fire signs so long as the fire sign is not obscured in any way • Karina; We need to add to the style guide what size posters / banners can go where 	<p>VC</p> <p>All</p> <p>VC / NT</p>

Business Item	Action
<p>to the committee for consideration / amendment. Timescales flexible but ideally to get the survey out mid-year. Peter suggested passing the questions by John Utting (Garnet Road) who is a researcher and familiar with surveys of this type. Peter to make contact.</p> <p>Music Scholarship – Lynne</p> <ul style="list-style-type: none"> • Presented a letter to be included in the GEM with the hope of getting some sponsorship (\$500=\$1,000) towards the Rising Stars scholarship – letter approved with some amendments • Russell Grove is sponsoring People’s Choice in the name of Francis • Pearlies are sponsoring the Pearl Beach Scholarship • Two concerts on the one day worked well last year • Sponsorship still needed for the payment of the adjudicator and the accompanist. Often difficult to obtain sponsorship for this as there is no award with the sponsors name on it. Lynne requested the Association donate \$500 to cover the adjudicator and the accompanist. Decision: Agreed by all to donate the \$500 for this purpose <p>Piano tuner (Grand Piano) covered by the ticket sales. Victoria: Small upright in Hall does not need to be tuned when it is moved.</p> <p>Donations</p> <ul style="list-style-type: none"> • Cannot ask for donations towards alcohol. Donations towards food is acceptable. • Donation jar for after the general meetings. Decision: Will not be continued. Cost of after general meeting refreshments to be absorbed by the Association. <p>Grants – Cathy Lancaster</p> <ul style="list-style-type: none"> • Email circulated. • Grants for hall refurbishments unlikely • Possible areas where applications could be successful <ul style="list-style-type: none"> ○ Functions / activities for the disabled or disadvantaged ○ Senior’s Week grant ○ Lunch club for seniors as an Association event • Bequests • Not yet ready to put anything in the GEM <p>Gary</p> <ul style="list-style-type: none"> • Reply to Tony Higgins letter. Victoria already agreed to handle this • When is the General meeting trial of every other month going to conclude. Decision: Discuss at March Executive meeting. 	<p>PR</p>

Business Item	Action
<p>Lynne</p> <ul style="list-style-type: none"> • Would like a letter of thanks to Klara Kay, Editor of Your Guide Central Coast, thanking her for her support and free advertising. Decision: Agreed <p>Karina</p> <ul style="list-style-type: none"> • To approach the magazine “The Coast” to see if they would list Santa Photos at Pearl Beach in their list later in the year <p>Amanda</p> <ul style="list-style-type: none"> • Requested the return of the November BBQ financial details, receipts, invoices etc from Cathy Lancaster as agreed in the signed confidentially letter. Cathy refused to return the information. 	<p>Done: NT</p>
Meeting closed at 7:00 pm.	
Next Executive meeting: Thursday 21 st March 2024 @5:15pm	