

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

20th MARCH 2024 8.00pm

Attendees – Gary Phillips, Peter Richardson (via phone), Amanda Winley, Victoria Crawford, Catherine Lancaster, Paul Barclaire, Lynne Lillico, Malcolm Davison

Apologies – Nil

Chairperson: Gary Phillips
Minute taker: Amanda Winley

Business Item	Action
<p>Meeting recorded, solely for the purpose of creating accurate minutes.</p> <p>Proposal: Amanda will record the meeting. Recording will be available to listen upon request. Recording to be deleted at the time these minutes are approved.</p> <p>For: Gary Phillips, Peter Richardson, Amanda Winley, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison Against: Catherine Lancaster</p> <p>Decision: Amanda to record the meeting. Recording will be available to listen upon request. Recording to be deleted at the time these minutes are approved.</p>	
<p>Agenda item</p> <p>1. Discuss the resignation letters and what will be communicated to the membership regarding them including anything else from the Exec in relation to the accusations within them.</p> <p>Handout provided by Catherine Lancaster.</p> <p>Motion: Release resignation letters as requested and draft a message which includes ‘we are releasing the letters as Nigel and Karina requested, we couldn’t do so before as we couldn’t meet as a group. We now have, and we have asked Karina and Nigel to provide to the executive additional information so the exec can better understand their reasons and to assist this and future executives to work effectively.’</p> <p>For: Gary Phillips, Peter Richardson, Amanda Winley, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison Against: Catherine Lancaster</p> <p>Decision: Resignation letters to be emailed to members with a message from the executive. Message from the executive to be drafted by Victoria.</p>	<p>VC to draft email</p>

Business Item	Action
<p>Agenda item</p> <p>2. Discuss and agree how we address the resignations or the President, Secretary and Assistant Secretary.</p> <p>Discussion Advice received via Victoria on interpretation of the constitution and process to fill the vacant positions emailed prior to the meeting. Gary advised that clause 18.2 cannot be used to replace members of the executive that have resigned. Only 18.5 can be used to replace the members that have resigned. We then discussed whether a mass resignation was an option, but this still requires leaving at least the secretary and treasurer with one of these two also being the public officer. The problem with this option is that the replacements still need to use 18.5 or an election post in the next financial year and after the financial audit. However, we still decided to vote on whether we should all resign.</p> <p>Motion: All resign our positions and agree who would perform what roles until an election</p> <p>For: Peter Richardson, Amanda Winley Against: Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison Catherine Lancaster, Gary Phillips</p> <p>Decision: Retain current executive and use 18.5 to fill the vacant positions</p>	
<p>Agenda item</p> <p>o Appointment of Secretary</p> <p>Discussion: We discussed which positions we needed to fill. The constitution requires a secretary to be appointed within 14 days. We do not need to replace the President as this position is not mandatory.</p> <p>Motion: Donna Higgins to be appointed secretary.</p> <p>For: Gary Phillips, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison, Catherine Lancaster Against: - Abstain: Peter Richardson, Amanda Winley</p> <p>Decision: Donna Higgins has been appointed as secretary, effective immediately.</p>	
<p>Proposal: Present to the general meeting to confirm the executive decision of Donna Higgins appointment as secretary.</p> <p>For: Peter Richardson, Amanda Winley, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison Against: Catherine Lancaster, Gary Phillips.</p>	<p>VC to present at GM 06/04/202 4</p>

Business Item	Action
<p>Decision: The appointment of Donna Higgins as Secretary to be presented to the next general meeting for members confirmation. Since Gary and Pete will not be at the next GM, VC would chair that meeting.</p>	
<p>Agenda item:</p> <ul style="list-style-type: none"> ○ Do we need an Assistant Secretary? ○ If so appointment of Assistant Secretary <p>Discussion: The appointment of an interim assistant secretary was discussed, and the tasks undertaken by the assistant secretary. These tasks can be undertaken by other executive members.</p> <p>Motion: Consideration of leaving the assistant secretary role vacant.</p> <p>For: Gary Phillips, Peter Richardson, Amanda Winley, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison, Catherine Lancaster</p> <p>Against: -</p> <p>Decision: Agreed to leave the position of assistant secretary vacant at this time and assign tasks to other members.</p>	
<p>Agenda item</p> <ul style="list-style-type: none"> ○ Do we appoint a President? ○ If so appointment of President <p>Discussion: The appointment of an interim president was discussed that this position does not need to be filled at this time.</p> <p>Motion: Consideration of deferring the appointment of an interim President</p> <p>For: Gary Phillips, Peter Richardson, Amanda Winley, Victoria Crawford, Paul Barclaire, Lynne Lillico, Malcolm Davison, Catherine Lancaster</p> <p>Against: -</p> <p>Decision: Appointment of a President is deferred.</p>	
<p>Agenda item</p> <ul style="list-style-type: none"> ○ Changes to any signatories <p>No new signatories are required. Malcolm Davison to confirm electronic access to bank accounts.</p> <p>It is confirmed that Malcolm Davison has approval for electronic access to the association's Bendigo Bank accounts.</p>	

Business Item	Action
<p>Agenda item</p> <p>3. Discuss and agree who takes on any of their important responsibilities in the meantime if not filled from within the existing exec or not onboarded in time?</p> <p>Discussion: Responsibilities of the public officer</p> <ul style="list-style-type: none"> ○ Who will be the Public Officer? <p>Decision: Malcolm Davison</p> <ul style="list-style-type: none"> ○ Email communication to members. Who and from which account? <p>Decision: Secretary from the secretary@pearlbeachprogress.org.au account.</p> <ul style="list-style-type: none"> ○ Who will administer the Website? <p>Decision: Gary Phillips</p> <ul style="list-style-type: none"> ○ Who will administer the PBPA Facebook? <p>Decision: defer to the next meeting</p> <ul style="list-style-type: none"> ○ Who will act as Membership Secretary? <p>Decision: Gary Phillips to assist Donna Higgins</p> <ul style="list-style-type: none"> ○ Who else has access to Myob? <p>Decision: Current access is with the Auditor and Treasurer</p> <p>Note: Peter Richardson left meeting 9.32pm</p> <ul style="list-style-type: none"> ○ Who will chair any interim Exec meetings? <p>Decision: Vice President if present, other executive members as required</p> <ul style="list-style-type: none"> ○ Who will chair the next GMs? <p>Decision: Victoria Crawford</p> <ul style="list-style-type: none"> ○ Who will take minutes at any interim Exec Meetings? <p>Decision: Donna Higgins, Secretary</p>	

Business Item	Action
<ul style="list-style-type: none"> ○ Who will take minutes at the next GM? <p>Decision: Donna Higgins, Secretary</p>	
<p>Membership Applications The following membership application was presented to the meeting and accepted by all.</p> <ol style="list-style-type: none"> 1. Jenny Aldrich 2. Leslie Stern 3. Margot Ryan 4. Arthur Braidwood 5. Suzanne Leal 6. David Barrow 7. Paul Darwell 8. Flavia Darwell 9. Peter Dunphy 10. Keith Elvy 11. Melanie Tait <p>Moved: Victoria Crawford Seconded: Paul Barclaire</p>	
Meeting closed at 9.43 pm.	
Next Executive meeting: Wednesday 27 th March 2024 @4.00pm	