

**PEARL BEACH PROGRESS ASSOCIATION INC
EXECUTIVE MEETING MINUTES**

Accepted as true account by the Executive 17/11/22

October 27th 2022 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 (joined by phone)

Business Item	Action - Who When
<p>Acknowledgement of Country 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.</p>	
<p>Minutes of Previous Executive Meeting 15th September 2022 There was no business arising from the previous minutes. The Minutes were therefore proposed to be accepted as a true and accurate account of the meeting. Proposed: Pauline Toohey Seconded: Victoria Crawford</p>	
<p>Correspondence</p> <ul style="list-style-type: none"> • 14/9/22 From Peter Romey and Tara Mencinsky re meeting to discuss Pearl Beach Lagoon with Leisl Tesch and Gordan Reid (organised by resident on lagoon) • 17/9/22 Reply from Dr Gordon Reid office re invitation to CSC opening 6/11. Inability to attend. • 18/9/22 2nd letter to Ross and Jane Hillyard regarding their outstanding membership fees. • 19/9/22 Reply to Hayley Saunders regarding her email denying debt. • 19/9/22 Email from Dept of Fair-Trading notification of new Association rules for Model Constitutions. • 20/9/22. CC letter from Kay Williams to CCC regarding the potentially dangerous intersection leading to water tower. • 22/9/22 Secretary and President; letter of support for Arboretum's 	

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Business Item	Action - Who When
<p>grant application to rebuild destroyed bridge</p> <ul style="list-style-type: none"> • 24/9/22 From Treasurer to all Exec. 2021-2022 Signed Auditor report • 27/9/22 Mary Knaggs request to approve expenditure for No Parking sign near War Memorial • 30/9/22. Cc'd Paul Toohey's response to those that email regarding changes to village speed limit. • 1/10/22 Letter to President from Shirley Green advising Mah-jong group will discontinue hall use due to lack of players. • 1/10/22 All Executive for decision re urgent repairs to leaking roof in storeroom. Hall committee given go ahead to engage plumber. • 2/10/22 Letters to L. Nolan, Bellamys. B Abbott advising of options to vote in AGM given no email address. • 3/10/22 Email from Carla Luce (11 Diamond) complaining about noise until 11pm. Reply advising curfew is 11pm on Saturday nights. Offer to notify of large group bookings. • 6/10/22 Letter of resignation from Adrian Thurlow as VP effective immediately • 8/10/22 mail from David George advising he had contacted CCC to open lagoon due to heavy rain and flooding • 10/10/22. Cc email to Lynne Lillico from Radio 5-0. Offering join community club. Reply by Lynne regarding upcoming AGM. • 19/10/22. Cc text message to Leisl Tesch acknowledging invitation to opening of CSC and accepting invitation. November 6th 3-4.30 pm. • 25/10/22. Email from Patonga Progress Assn advising of their intention to oppose any roundabout at the intersection of Patonga Rd and Pearl Beach Drive. <p>Tanya alerted the committee to several individual pieces of Correspondence that required f/u.</p> <p>The Register of Executive Committee for 2022-2023 has been collated.</p> <ul style="list-style-type: none"> • Karina requested that a copy of the register be sent to all Executive. • The Committee requested a letter be sent to the previous Executive committee members inviting them to join the new Committee for drinks following the next General Meeting. • The President was requested to write to the State and Federal members inviting them to 2023 Anzac Day ceremony and the formal opening of the refurbished War Memorial. <p>Resolved – that the correspondence items be noted and accepted.</p> <p>Proposed: Tanya Masters Seconded : Lynne Lillico</p>	<p>TM</p> <p>TM</p> <p>KS</p>

Business Item	Action - Who When
<p>Membership Applications Assistant Secretary: Nigel Tisdale had previously emailed a list of new members for consideration by the committee.</p> <ul style="list-style-type: none"> • Patsy Pynn • Elaine Pearce • Geoffrey Cottrell and Marilyn (joint members) • Claire McCormick (Friend) • Muriel Petersen • Kim Burton • David Booth • Claire May • Rick Assender • Peter Slade • Ryan Yari and Lucy Miller • Katherine Lindsay • Ross Lindsay • Irene Butler • Peter Elias • Alan Willis • Jennifer Goetz <p>Resolved – That the above names be accepted as Members/Friends of PBPA. Proposed: Nigel Tisdale Seconded: Karina Stafford.</p> <p>The issue of Membership forms being no longer “fit for purpose” was discussed. The renewed emphasis to join “online” complicates the payment system, causing complications when the payments don’t align with the membership application. In addition, there is the issue of people who join as “Friends”, not realising they will be ineligible to vote.</p> <p>Nigel has contacted the previous Assistant Secretary (Rebecca Jacobs), to discuss looking at a completely new membership application system which will hopefully solve some of the problematic issues that are arising with the webpage etc.</p>	
<p>Financial Reports Treasurer; Amanda Winley presented both the September financial statements and the amended financial reports for the year ending 2022 that had been presented to AGM but held over for further clarification. Amanda requested that it be recorded that the issues raised were to do with the Auditing of the financial report and not any issue with the</p>	

Business Item	Action - Who When
<p>previous Treasurer's report.</p> <p>There were 4 specific issues which have now been rectified.</p> <ol style="list-style-type: none"> 1. Note regarding Members funds has been updated. 2. Notes to and from the financial statements have been updated 3. Income tax has not been updated. There is no need to update. 4. Other notes have been updated. <p>Members of the new Executive Committee noted the update.</p> <p>The AGM Financial reports for 2021-2022 have now been signed by the new President and Treasurer and will be presented to the next General Meeting.</p> <p>Amanda reported that the Auditor suggested that PBPA may need to register for GST. Further should this registration occur then it is suggested that it be maintained. The turnover threshold for a 'not for profit' organisation before being required to pay GST is \$150,000.00</p> <p>Victoria suggested that the large Government grant (for CSC) should be exempt from GST consideration as the grant did not involve a "supply" to the Government.</p> <p>Further Victoria pointed out that if the PBPA is registered for GST then we will need to charge GST on all our services and sales. eg hessian bag for sale for \$20 will now be \$22 etc.</p> <p>Additionally, it will require a 3 monthly activity statement which will increase the workload of the Treasurer.</p> <p>Karina requested Amanda to follow this up & provide clarification.</p> <p>The issue of the AGM not appointing an Auditor for 2022-2023 was raised. Amanda reported that it may be beneficial to pay an Auditor. Malcolm suggested investigating the charity that audits "not for profit" organisations such as ours.</p> <p>Lynne raised the issue of the current Debit card limit being insufficient (\$100). Karina advised that the 2 previous debit cards had been cancelled, due to the 2nd debit card not being able to be located. It was proposed that 2 new Debit cards be provided with limits of \$250 on each. These will be kept by Karina and Lynne.</p> <p>It was proposed that the financial reports be accepted. All agreed.</p> <p>Proposed : Nigel Tisdale Seconded : Malcolm Davison</p>	<p>Amanda to f/u</p> <p>Malcolm</p>

Business Item	Action - Who When
<p>Karina raised the issue of the whereabouts of the Title Deeds for the hall. Malcolm advised that it being stored at the Commonwealth Bank. Malcolm produced a copy of the deed. Tanya to scan the copy to the cloud. The only current signatory to gain access to the safety packet is the previous Public Officer, Vic Clarke. The current Public Officer, Tanya will f/u with changing the signatories.</p> <p>Sub-Committees – Sub committees are dissolved following AGM. The Executive will review the subcommittees and appoint a Convenor who will request membership of the committee at the next General meeting. This allows for all members to have the opportunity to assist with the work of the committees. The current subcommittee conveners were requested to provide an overview of the previous year’s activities and events.</p> <p>Safety Advisory Group Paul Toohey had sent a comprehensive update which was addressed by Nigel Tisdale, a member of the SAG committee. Paul Toohey was again appointed as the convener of SAG. There were a few items that needed to be addressed by the Executive.</p> <ol style="list-style-type: none"> 1. The official launch of the Community Support Centre has been changed to 11th Dec at 10am. The local member Leisl Tesch has been notified of the change of date. There will be a community sausage sizzle on the day & the RFS will also have a fire truck & volunteer there. 2. The question of the building insurance was raised. At a previous Executive meeting several options to reduce the ever-increasing cost of Insurance were explored. The previous Executive committee decided that when the CSC was fully completed, this would be an appropriate time to request a review of the Insurance, given the now much safer building in terms of fire. The policy is due for renewal in June 2023. Peter Richardson (VP) will take over the task of addressing the review of Insurance of the building. 3. Request to change the material to be used for the lean-to housing the generator, which will be more expensive. The SAG committee advised that the Budget for the CSC is likely to be overspent and requested permission to spend a further \$1000 on the change in material (to weatherboard). This was agreed to by the committee. 	<p>TM</p>

Business Item	Action - Who When
<p>4. The Defibrillators</p> <p>A significant problem has arisen regarding the upgrade to 5G, which is a result of the extremely problematic reception available in Pearl Beach. The cost to change was significant. However, the connectivity between the defib cabinets and the mobile phone tower is unreliable. This results in difficulty gaining access to the cabinet as the person requiring assistance cannot access the 4-digit code required to open the Defib.</p> <p>The code has now been placed in line of sight inside the cabinet.</p> <p>The Committee passed the following resolution. “That the SAG committee formally advise Aust Deb of cessation of the service and negotiate a final account. They will also seek a refund or buyback of the system installed.”</p> <p>Hall Management</p> <p>Victoria provided an overview of the requirements for maintaining the hall and managing hall bookings etc.</p> <p>Victoria was reappointed as Convenor, with Malcolm agreeing to continue to assist. VC pointed out that Jeanne who has taken on the role of Hall Booking Officer continues to require support with the bookings.</p> <p>In addition, Victoria requested there would be a need for some new members to join this committee as the workload is too onerous for 3 or 4 people. Backups are needed to show prospective hirers through the hall as well as a backup person to set up the microphones.</p> <p>There is also a need to support Pim Sarti with cleaning and someone to take responsibility for putting out the bins.</p> <p>Events/Publicity</p> <p>Lynne had forwarded a copy of the Events report to the Secretary for members of the Executive outlining the years activities and funds raised.</p> <p>Karina suggested that the Committee needed to look at the Terms of Reference and suggested that this subcommittee should be called “Signature Events and Publicity with Lynne taking on responsibility for all publicity for all sub-committees.”</p> <p>Mary felt that there were too many events currently being held.</p> <p>Lynne was reappointed as the Convenor of this subcommittee.</p>	

Business Item	Action - Who When
<p>Karina proposed that the Executive establish two new ongoing subcommittees:</p> <p>Fundraising and Community Engagement which she volunteered to convene. There was no objection.</p> <p style="padding-left: 40px;">She hoped this committee would introduce some new activities to the community such as a regular monthly Friday night social drinks” and a monthly community breakfast BBQ as well as take more responsibility for fundraising</p> <p>External Liaison – Government & Grants – Peter has agreed to be the convenor.</p> <p style="padding-left: 40px;">This group will aim to work more closely & systematically with all levels of government as well as identify grants that that the PBPA should consider applying for. Doug McDonald also volunteered to help as he is particularly interested in finding a solution to better manage storm water in our village. He pointed out he is not referring to curb and guttering which has been rejected by the community on multiple occasions in the past.</p>	
<p>Two short term Sub-committees were also proposed.</p> <p>PBPA Constitution & Guidelines</p> <p style="padding-left: 40px;">As these have not been reviewed since 2018 and given the introduction of new Fair-Trading rules for Model Constitution it is timely to review ours.</p> <p style="padding-left: 40px;">Victoria was appointed Convenor of this committee. Tanya volunteered to assist and suggested that the person who had last updated the Constitution, Gabby Pritchard be invited to join the committee.</p> <p>Communications Sub-Committee</p> <p style="padding-left: 40px;">Karina proposed that all key people are brought in to look at a broader communications plan that ensured a co-ordinated approach to maximise opportunities & better utilise Lynne’s publicity expertise. Karina volunteered to convene this & asked Lynne to help. RFS, Margaret Westcott and anyone else involved in putting out communications to residents & visitors, will all be invited to join.</p>	

Business Item	Action - Who When
<p>Other Business – War Memorial Upgrade/Landscaping</p> <p>Mary explained to the new members on the Committee that the War Memorial refurbishment had received two grants of \$10,000.00 each.</p> <p>One of these has not been fully spent and can hopefully be used for landscaping around the area. Mary has prepared a suggested plan which she will forward to all.</p> <p>As part of preparations for Remembrance Day, Malcolm suggested that members of the Community who had a particular affinity with this occasion could be asked to sponsor a rosemary bush in memory of their loved one.</p> <p>This was thought to be an excellent idea.</p>	<p>Send landscape plan – MK</p>
<p>Other Business –</p> <ul style="list-style-type: none"> Committee members were requested to complete a “Conflict of Interest” statement. It should be noted that it is a requirement under the Constitution that “Executive Committee members have a duty to disclose any conflict of interest between their own affairs and the affairs of the Association.” 	
<p>Other Business-</p> <ul style="list-style-type: none"> As the hour was getting quite late, any further business was held over until the next Executive meeting. <p>Meeting closed at 7.10pm.</p>	
<p>Executive Meetings will be held monthly on the 3rd Thursday at 5.15pm (with the exception of January.)</p> <p>Next General Meeting 5th November. There will be no General Meeting in January 2023.</p>	