

PEARL BEACH PROGRESS ASSOCIATION INC EXECUTIVE MEETING MINUTES

November 17th, 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.

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 27th October 2022 Amendment to the proposal to form two new subcommittees. Mary Knaggs objected to the formation of the Fundraising and Community Engagement as she felt this was a duplication of subcommittees already. With this amendment, the Minutes were therefore proposed to be accepted as a true and accurate account of the meeting. Proposed: Pauline Toohey Seconded: Nigel Tisdale</p>	
<p>Correspondence Tanya alerted the Committee to several individual pieces of Correspondence that required f/u. She advised that she had been to Commonwealth Bank to change signatory on the Safety Packet. <i>However, bank changes necessitate that two signatures will be required.</i> 30/10/22 Mary Knaggs provided to Executive a comprehensive overview of the Grants for the War Memorial. 30/10/22. Sent individual invitations to immediate past members of Executive to attend next GM for Vote of Thanks 30/10/22 Copy of Registry of Interests; Karina Stafford 30/10/22-31/10/22 Emails to Exec. Comm. regarding agreement to obtain a new and better printer. Cost free except for cost of delivery from Queensland (approx. \$400)</p>	<p>TM and KS to f/u</p>

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<p>1/11/22. Email to all Members and Friends to attend Remembrance Day ceremony and purchase a Rosemary bush. 1/11/22 Copy of Register of Interests; Amanda Winley</p> <p>2/11/22 Email forwarded (RG) from Dominique Portier regarding his suggestion that we build a 3M high fence between the properties.</p> <p><i>Some discussion regarding this ongoing issue. Decision to explain to DP that a DA would need to be applied for as the fence under consideration is greater than 2 metres; and that the PBPA would oppose this application on these grounds together with the fact that the Memorial Hall is a heritage listed building.</i></p> <p>2/11/22. Karina sent individual invitations to the following dignitaries to attend the official opening of War Memorial refurbishments and Anzac Day ceremony 2023. Dr Gordon Reid MP; Matt Keogh MP; Jaimie Cookson; Hon. David Elliot; Edward Sweeney; Ian Weekly; Ms Liesl Tesch MP; Rebecca Cardy; Sefton Willis; Rik Hart.</p> <p>2/11/22 Email from Richard Stewart requesting the PBPA consider repairing or replacing the well-used Book Library near the toilet block.</p> <p><i>PBPA had not been involved in the original Book Library, however we recognise that this is a valuable resource for the community. Possible options: discuss with Phil Barrett and/or Men's Shed</i></p> <p>3/11/22 Libby Nelson, Adrian Thurlow and Rebecca Jacobs inability to attend GM</p> <p>4/11/22 Email from Jaimie Cookson accepting Anzac Day invite.</p> <p>5/11/22 Email from Richard Stewart to President and Treasurer (as above)</p> <p>5/11/22 Copy of document changing authorised PayPal user to new Treasurer</p> <p>5/11/22 Copy of Registry of interests: Tanya Masters</p> <p>8/11/22. Letter and Thank You card written (and delivered) to Jan Heydon for her generous donation.</p> <p>8/11/22 Email from SAG Convenor, Paul Toohey with documentation to formally change the Neighbourhood Safer Place from the toilet block to the Memorial Hall as the CSC. <i>See later discussion</i></p> <p>8/11/22. Copy of Registry of Interests: Victoria Crawford</p> <p>9/11/22. Email from Augusta Miller regarding the sale of 71 Amethyst Ave asking whether the PBPA would mount a similar fight regarding the land.</p>	<p>TM to f/u with new letter identifying PBPA position.</p> <p>KS to f/u</p>

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<p>12/11/2022. Cc Multiple emails between Ann Parsons and Taras Mencinsky regarding the PB Lagoon Weir and meetings with Liesl Tesch. <i>Malcolm briefly outlined the lengthy history of the problem with the Lagoon at the northern end of Pearl Beach. Malcolm will write a report for the next Executive meeting and contact Mary and Pete regarding follow up with Central Coast Council.</i></p> <p>12/11/22 Mary Knaggs Information regarding War memorial Landscaping. (See later notes) 13/11/22 cc Treasurer forwarded A12 T2 documentation to Department of Fair Trading. 13/11/22 President Arboretum (VC) Thank you to all who assisted with management for the Jazz in Arboretum. 14/11/22 Copy of Registry of Interests: Douglas McDonald 17/11/22 Copy of Registry of Interests: Nigel Tisdale 17/11/22. Copy of Registry of Interests, Mary Knaggs 17/11/22 Copy of registry of interests: Peter Richardson</p> <p>Resolved – that the correspondence items be noted and accepted.</p> <p>Proposed: Tanya Masters Seconded : Victoria Crawford</p>	<p>MD to write up report.</p>
<p>Membership Applications Nigel presented the following new Members or Friends</p> <ul style="list-style-type: none"> • Megan McClaren • Jacki Stratford • Jeff and Judy Hirst • Hayley Saunders • Jo- Ann Ryan • Jason Hones <p>Proposed and accepted that the above nominations were accepted as Members or Friends</p> <p>Proposed; Nigel Tisdale Seconded : Karina Stafford.</p>	

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<p>Financial Reports</p> <p>Treasurer: Amanda presented the October Financial Statements. The reports had been forwarded to all Executive prior to the meeting. Mary queried the fact that the War Memorial grant had been itemised as a liability.</p> <p>Amanda reported she intends to make some changes to the accounting system that has been previously in use.</p> <ul style="list-style-type: none"> • The financial reports will in future be on an accrual basis. • The MYOB system has been updated, with invoices now being processed through MYOB. • In future the invoices will be processed differently, and all invoices will need to be presented to Amanda prior to Wednesday of each week. They will need to be in PDF format to be processed. Victoria queried that this may be difficult for some receipts that would need to be scanned. • A photograph of the receipt will not be sufficient for the new process. However, receipts can be scanned on the new photocopier in the office. Additionally, the APP Camscanner is free to upload. • Regular hirers are currently being updated and invoices will be sent out in advance of each month with hirers still having 30 days to pay. <p>The issue of outstanding invoices was raised. An outstanding invoice was reviewed, and the decision made to void & move on. Membership had previously been denied to this individual but has since been reviewed & will be followed up with a letter by Tanya & reoffered.</p> <p>It was thus proposed that the financial report and changes identified be accepted.</p> <p>Proposed: Nigel Tisdale Seconded : Peter Richardson</p>	<p>TM</p>
<p>Sub-Committees –</p> <ul style="list-style-type: none"> • Some discussion occurred about the implementation of the new Sub-Committees. Concern about the need for having two subcommittees which essentially have the same purpose. In particular Lynne observed that the new Sub- committee Fundraising and Community Engagement (FACE) appeared to be overlapping an already established Events and Publicity committee, identifying an event that had previously been run by Events as now on the proposed agenda for the FACE Committee. 	

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<p>There is currently only one person who attends both meetings and will act as liaison.</p> <ul style="list-style-type: none"> • Karina advised she thought the two committees should be able to work closely together, and the advantage would be that the workload for fundraising would be shared amongst a greater number of helpers. As suggested at the outset the Events committee would focus on longstanding, previously held annual events, and the FACE committee would augment this by adding additional activities (largely focused at Visitors) and a broader demographic. Lynne will manage Publicity for both committees. • Tanya raised the need for the External Liaison- Government and Grants Committee as this has previously been a task completed by individual committee members as part of their role on the Executive Committee. • Peter reports he is keen to develop an on-going relationship with Central Coast Council in the hope that Pearl Beach would benefit from improved services and greater availability to key people within the administration. He also feels that it is important to investigate the large number of available Grants from all tiers of Government that we could be applying for. Victoria commented that in applying for a grant; there needs to a specific project, as well as clearly outlined quotes and detailed plans. • Clearly there is a need for the Terms of Reference for each Sub-Committee to be specific about the goals, ensure that the Committee does not make binding decisions and report back to the Executive regarding important decisions. Mary suggested that the Terms of Reference should be standardised, with each subcommittee clearly identifying the goals, and agreed to formulate a template for approval at the next Executive meeting. In addition, she will formulate a one-page template for subcommittees to report back to the Executive. Victoria identified the need for a Member of the Executive to be on each sub-committee. • It was agreed that when finalised, the Terms of Reference for each sub-committee would be placed on the website. <p>Safety Advisory Group Nigel briefly reported for the SAG committee, following a report being</p>	<p>MK</p>

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<p>previously circulated to the Executive.</p> <ul style="list-style-type: none"> • The CFU trailer has now been refurbished. The SAG committee would like to place the trailer outside the hall for a short period of time. All were in agreement. • The opening of the CSC on 11th December has been scaled back due to the inability of any invited politicians being able to attend. • The opening is now the same day as the December Community Breakfast, which has changed its times to 8.30 -10.30 after requests from the Community. Hence just prior to 8.30 the CSC will be officially opened. Media releases are being prepared. • Lynne requested a photo of Paul Toohey or Karina near the new tanks for publicity. • Paul T had previously sent out the documents regarding <u>designating the Memorial Hall as a Neighbourhood Safer Place.</u> <p>The following motion was put and unanimously passed:</p> <p>“That the PBPA apply for the Memorial Hall to be designated a Neighbourhood Safer Place “</p> <p>Moved; Karina Stafford Seconded: Peter Richardson</p> <p>The President or Public Officer to sign the statement outlining this proposal.</p> <ul style="list-style-type: none"> • There were some further discussions about the current Safer Place, which is the toilet block on the beachfront. This newly designated Safer Place (the Hall) will now mean the Community have two options, depending on the type of emergency, and in the case of a Bushfire, the direction of the wind etc. • Neighbourhood Street contacts. Nigel reported that members of the SAG will shortly be meeting with Street Contacts who advise new neighbours about a variety of Fire Safety activities, and generally distribute a Red Bag for important papers etc to be stored in the event of an emergency. Nigel requested the Executive consider changing the Membership application for inclusion in the bundle. The current Membership application form has become obsolete in relation to payment of fees, nomination by current members etc. These are no longer required when applying online. The EC agreed to this proposal with some minor changes that fulfill the requirements of the current Constitution. 	<p>KS. Or TM</p>

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<p>Hall Management</p> <ul style="list-style-type: none"> • Victoria produced a comparison of charges and conditions for comparable local halls for the Executive to consider with a view to reviewing our fees etc, • A summary of activity and event bookings through to next April had previously been forwarded. • Victoria advised that there had been an application for a permanent Yoga/ Sound Healing class in the hall on either Saturday or Sunday. • It was agreed last year that the hall would not be rented on the Weekend as it diminishes the ability to rent to clients wanting the hall all day/night. • The new applicant is willing to be flexible. • There was some discussion about the impact this would have on the previous Yoga teacher who has now been advised that she is clear to reinstate her Yoga classes should she wish to. • It was agreed she should be given the opportunity to consider this proposal prior to allowing another class. Both Yoga teachers are known to each other. Tanya to write to previous yoga teacher. Karina to meet with the previous Yoga teacher to discuss. <p>Events/Publicity</p> <ul style="list-style-type: none"> • Lynne went through the most recent events that had occurred. She felt that the Remembrance Day service had been very moving with those that purchased rosemary bushes to commemorate the restored War Memorial planting them on the day. Bushes were purchased by the following people whom we would like to acknowledge . <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Purchaser</p> <p>John Steinbeck</p> <p>Douglas Mc Donald</p> <p>Mary Knaggs</p> <p>Peter Richardson</p> <p>Peggy Todd</p> <p>Andrew Cordwell</p> <p>Harry Michael</p> <p>Russell Grove 2 bushes</p> <p>Vickii & Malcolm Davison</p> </td> <td style="width: 50%; vertical-align: top;"> <p>In memory of:</p> <p>Wilfred Steinbeck</p> <p>Bill Steinbeck</p> <p>Ted Steinbeck</p> <p>Duncan McDonald</p> <p>Sargent Alan Knaggs</p> <p>Maurice Richardson</p> <p>Edward John Bracken</p> <p>Bernard Paul Cordwell</p> <p>No name</p> <p>No Names</p> <p>Norman Morris</p> <p>Athol Maguire</p> </td> </tr> </table>	<p>Purchaser</p> <p>John Steinbeck</p> <p>Douglas Mc Donald</p> <p>Mary Knaggs</p> <p>Peter Richardson</p> <p>Peggy Todd</p> <p>Andrew Cordwell</p> <p>Harry Michael</p> <p>Russell Grove 2 bushes</p> <p>Vickii & Malcolm Davison</p>	<p>In memory of:</p> <p>Wilfred Steinbeck</p> <p>Bill Steinbeck</p> <p>Ted Steinbeck</p> <p>Duncan McDonald</p> <p>Sargent Alan Knaggs</p> <p>Maurice Richardson</p> <p>Edward John Bracken</p> <p>Bernard Paul Cordwell</p> <p>No name</p> <p>No Names</p> <p>Norman Morris</p> <p>Athol Maguire</p>	<p>TM and KS</p>
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<ul style="list-style-type: none"> • Bev’s 80th birthday bash raised \$4500.00 for the Guide Dogs Association which was an amazing effort. • Jazz was a great success which all those in attendance enjoyed. Victoria has sent out a thank you email to all those who helped make the afternoon a success. The cost of Musicians and outgoings for the afternoon was covered by the generous sponsorship of the following people: Pearl Beach/ Accom. Real Estate; Leonie Bell, MOA Blinds, the Allen Family, and an anonymous donation. • There will be a different musical event next year. Tribute Band : The Beatles will hopefully encourage a large attendance • Summer book Sale will be held on 28th December • Distribution of media and PR materials for recent events; including Central coast Council, Central Coast Tourism and Your Guide Central Coast. • Lynne reported she will also be putting out a Press Release about the situation with NSW Water insisting on charging thousands of dollars for our community to put in a Spear Pump to assist with the CSC in the event that the water supply in the two tanks is exhausted. <p>Fundraising and Community Engagement (FACE)</p> <ul style="list-style-type: none"> • Karina reported that the initial Community breakfast had been a great success with about 120 people attending for their free egg and bacon roll and to meet other members of the community. Costs had been covered by generous sponsorship from Coles Umina and Umina Meats • This committee’s future events will focus on weekend and holiday visitors to Pearl Beach with planned Kids Discos (including Face Painting and Balloon Twisting) & a Family Bush Dance scheduled for the school holidays. • The Committee has initially considered 4 Kid’s Discos which the PBPA would be required to pay a deposit of \$239 for each event. It is quite likely that these costs will be fully covered on the day. 	

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<p>However, in consideration of possible inclement weather impacting on the number of visitors to Pearl Beach it was suggested we review after two Kid's Discos to decide whether additional sessions would prove successful and profitable.</p> <ul style="list-style-type: none"> Accom Real Estate has been approached to add a PBPA Events brochure to their "Renter's Package". 	
<p>Other Sub-Committees: Communication Strategy; Constitution and Guidelines and External Liaison and Government and Grants are yet to meet and formalise their Terms of Reference .</p>	
<p>OTHER BUSINESS</p> <p>War Memorial Upgrade/Landscaping</p> <ul style="list-style-type: none"> Mary had forwarded a revised Landscaping plan for the area around the War Memorial and down the side and back of the building. Some changes have been made due to cost quoted. The labouring will now be completed predominantly by volunteers. Margaret Moore has volunteered to manage the landscaping and planting. Additionally Tony Maestri has agreed to complete significant work. The Executive Committee is very grateful for this support to beautify our grounds. <p>Australia Day</p> <ul style="list-style-type: none"> In the past few years and prior to the impact of Covid 19, the commemoration of Australia Day has been limited to a small celebration, mainly for children. Karina has been able to locate some previous documents relating to the management of the day and has applied to Central Coast Council for a limited license. Suggested activities would include a sandcastle competition, children's races on the beach and the traditional Rock to Rock run along the beach. It is also proposed to have BBQ set up with proceeds going to Mingaletta. The Australia Day celebration requires significant contribution from volunteers to help with all aspects of the morning. However, many of 	TM

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<p>the Executive have indicated they will be away from PB on the day. Tanya will email Members and Friends and seek volunteers to assist with the organisation of the day and individual events.</p> <ul style="list-style-type: none"> Further discussions about management of Australia Day have been tabled for the agenda at the next Executive Meeting on 15th December. <p>Conflict of Interest Statements</p> <ul style="list-style-type: none"> 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.” Part of the form requests information about the intended action where a conflict is perceived. There was some discussion about perceived conflicts relating to several private declarations. However, no current declarations conflicted with being a member of the Executive team. <p>Executive Minutes</p> <ul style="list-style-type: none"> Discussion took place about whether the Executive Minutes should be uploaded to the Website. It was moved by Karina Stafford and Seconded by Douglas McDonald and agreed “that after the following meeting when the Minutes were passed as being a true and accurate account of the meeting, the Minutes would be uploaded to the Website.” Where there may be an issue with Privacy laws, minutes will be edited to protect individuals. <p>Joint Executive Meetings with Patonga Progress Assn Executive.</p> <ul style="list-style-type: none"> This was raised last year and agreed that we would attempt to meet at least annually (or twice if possible) to discuss the issues that are relevant to both Associations. This has not eventuated to date. Tanya to email the Secretary of PPA To discuss a possible joint meeting. 	<p>NT</p> <p>TM</p>
<p>Environment Group</p> <ul style="list-style-type: none"> In the lead up to the election for the 2022/2023 Executive, several potential new members along with a number of current members of the Executive had expressed the view that the PBEG should be asked to become a Sub-Committee . Mary had emailed a thorough overview of the establishment of the Pearl Beach Environment Group and the history relating to the reason it was not originally made a Sub-Committee of PBPA. 	

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<ul style="list-style-type: none"> • Of relevance, one of the three main objectives of the PBPA in the current Constitution is to “enhance and protect the environment and encourage nature conservation within the village’. • In 2020 the Executive had formed a view that the Environment Group did not encompass all interested Pearl Beach parties and therefore “cannot become a sub-committee”. It should be noted that all Rate Payers and people who live in Pearl Beach can become Members or Friends of PBPA. • Mary pointed out that the resolution from November 2020 would need to be rescinded. Additionally, the current members of PBEG would need to agree. These issues will be further discussed with the PBPA members possibly at the General Meeting in February 2023; if the resolution by the members of PBEG supports the proposition. 	
<p>Life Membership</p> <ul style="list-style-type: none"> • Lynne raised the issues of Life Membership for several individual members of the PBPA who have contributed significantly to the PBPA. • Pim Sarti, who is a Life Member has recently resigned, after many years gardening around the hall, cleaning and doing a multitude of other jobs. She will be greatly missed. In order to thank Pim for her dedicated service to PBPA, Karina suggested that as part of the landscape refurbishment, a new larger tree could be dedicated to Pim. All agreed. <p>Due to the late hour it was decided that further discussion about this would be carried over to the next meeting.</p>	
<p>Executive Meetings will be held monthly on the 3rd Thursday at 5.15.pm. Next Executive meeting 15th December .</p> <p>Next General Meeting 3rd December There will be no General Meeting in January 2023.</p> <p>The meeting closed at 7.20pm.</p>	