

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

8 January, 2025 at 4pm at 36 Diamond Road

Attendees – Deidre Page (Chair), Gary Phillips (Secretary), Cathy Lancaster (took minutes), Robyn Barrett (Treasurer), Victoria Crawford, Lynne Lillico, Margaret Westcott, Penryn Maddrell, Paul Barclaire, Malcolm Davison

Apologies – Russell Grove

Business Item 1	Action
<p>a. Minutes of Executive Committee meeting held on 27 November 2024</p> <p>The Executive Committee minutes of 27 November 2024 were accepted by all as a true and accurate record of the meeting.</p> <p>Matters arising: See Business item 6.</p> <p>b. Minutes of Executive Committee meeting held on 23 October 2024</p> <p>These were accepted via email circulated to all Executive Committee members in December.</p>	

Business Item 2	Action
<p>Minutes of the General Meeting held on 2 November 2024</p> <p>These were approved by the committee for sending to the members for their approval at the GM on 1 February 2025.</p>	

Business Item 3				
Correspondence since 23 October 2024				
In	Date	From	To	Subject
	22/10/24	Damien Hackett	VP2 and Secretary	Noise from hall (southern neighbour)
	24/10	Meals On Wheels	PBPA ' Secretary	Seeking publicity in the PB community
	12/11/24	Carla Luce	PBPA ' Secretary	noise from hall (northern

Business Item 3				
				neighbour)
	12/11/24	Jan Hohne	PBPA President & Secretary	burnouts at top of hill
	7//1124	Vick Brown	PBPA Hall Committee	suggestions re hall maintenance
	16/12/24	Hayley Saunders	VP2	Complaint re yoga signage,
	15/12/24	Kerry Caloyannidis	Post on The Community Hub, Facebook page	Asking availability of Zoom for public meeting on 19/12.
	15/12/24	Kerry Caloyannidis	President	Enquiry about publishing survey results.
	30/12/24	Pauline Toohey	President	Complaint about lack of communication when advertising Christmas Carols.
Out	Date	From	To	Subject
	7/11/24	President	Hamish Duncan	Feedback on his letter
	11/11/24	Assistant Secretary	Meals on Wheels	A short article can go in GEM
	20/11/24	President	Owners, 7 and 11 Diamond Rd	President telephoned owners to discuss complaints and find a way forward
	15/12/24	VP2	Hayley Saunders	Feedback on her letter re signage.
	16/12/24	President	Kerry Caloyannidis	A summary of survey results will be prepared.
	15/12/24	VP2	Kerry Caloyannidis	Cannot operate Zoom for public meeting.
	20/12/24	VP2	Tom and Louise Fussell	Thanking them for donation.
	2/1/25	Publicity Officer	Food and Wine Fare Exhibitors	Informing of 2025 date and thanking for wine donations for raffle
		VP2	Vick Brown	VP2 and PB have spoken to Vick about his suggestions

Business Item 4	Action
<p>Finance</p> <p>a. Robyn presented the July-December 2024 Financial Reports. While being very comprehensive it was felt that it was too detailed for the exec and the members to understand. RB will therefore prepare a similar report covering Profit and Loss and for the Executive Committee meeting on 22 January</p> <p>b. DP can now approve payments and will be a backup for VC.</p> <p>c. The Finance Committee will include RB, DP, GP. The Convener will be RB. It's initial activities will include:</p> <p style="padding-left: 40px;">i. Whether the PBPA should pass on merchant fees.</p> <p style="padding-left: 40px;">ii. We really need a better process and form to manage this</p> <p>d. Due to the issues we have with the PayPal account and that we are no longer using either both will be closed.</p>	<p>RB</p> <p>RB, DP, GP</p> <p>RB, VC</p>

Business Item 5	Action
<p>Membership</p> <p>a. Lizanne & Julian Knights – their membership applications were accepted. CL to send welcome letter, add them to the Member Database, to contacts and file the application form.</p> <p>b. They made a donation of \$500 – DP to thank them. CL to provide DP with contact details.</p>	<p>CL</p> <p>DP, CL</p>

Business Item 6	Action
<p>Updates on actions from November's meeting</p> <p>a. Events: The Events and Fundraising Committee has been given a spreadsheet (prepared by GP) of the results of survey (relating to events). It is hoped that the findings and recommendations will be ready for review at the next Exec Meeting. CL to check progress.</p>	<p>CL</p>

Business Item 6	Action
<p>b. Welcome Pack: MW discussed the contents by email prior to the meeting then showed the Executive Committee the pack at the meetings There are to be two packs – one for residents and another for visitors. MW and DP will meet to finalise the contents for the packs.</p>	MW, DP
<p>c. GM Format: PM presented her findings and initial recommendations. Since there was concern about what was being recommended and what extent both positive and negative feedback from the survey was used PM was asked to consider that feedback and bring back to a subsequent exec meeting</p>	PM
<p>d. Strategic Plan: VC handed a copy to all, feedback is sought – to discuss at next meeting</p>	All
<p>e. Publicity and Communications Strategy: GP presented the status of this initiative and shared the scoping document for feedback. The scope of the initiative was confirmed by the committee. GP said he welcomed any additional feedback over the next week</p>	GP, All
<p style="padding-left: 40px;">i. The committee raised the idea that the dormant PBPA Facebook Group should be re resurrected ASAP. PBPA Facebook Group will be for members and Friends only and allow both to create their own posts. The current name is Pearl Beach Lifestyle which was felt not to be suitable so it was agreed that we should all come to the next meeting with a recommendation for the name. A vote will be held to agree which one we use.</p>	All
<p style="padding-left: 40px;">ii. GP will then rename the Group and invite all members and friends to join using an email that will explain its purpose.</p>	GP
<p>f. Survey: A summary report of the survey results is to be prepared – GP has gained an AI summary but this needs to be reviewed to determine if it is a fair representation – MW and DP to do this. After the report is prepared it will be reviewed and approved by the Executive and then published via email, Website, Facebook and the GEM etc.</p>	MW, DP

Business Item 7	Action
<p>Guidelines and Constitution</p> <p>a. VC advised that the next meeting of Working Group is on 12 February – the draft Guidelines should be ready for review by Executive Committee at its February meeting.</p> <p>b. VC advised that changes to the Constitution must be part of the Special Resolution which requires 21 days’ notice. VC advised that she believed that there should be enough time to make the changes, get it approved by the Executive Committee and add the Special Resolution to the General Meeting in April. GP expressed the need to revise the Constitution and Guidelines, so they address the current issues with membership. Several committee members thought the allowance of relatives of members needs to be reviewed – there may be other provisions that should be considered. VC requested that the executive committee members provide VC with any issues/changes required ASAP, in order to meet the proposed timeline.</p>	<p>VC</p> <p>All</p>

Business Item 8	Action
<p>Style Guide</p> <p>VC has only received feedback from GP. If any other have any feedback they need to provide it by the next eexecutive meeting</p>	<p>ALL</p>

Business Item 9	Action
<p>PBPA Meetings and Communication</p> <p>a. DP expressed the need for better viability of when all PBPA meeting are being held, the agenda content and the minutes from each. Currently the Executive committee have no viability and nor are the minutes stored on the PBPA Cloud Storage as the Executive and GM Minutes are. To address this the following actions were proposed and agreed by the executive committee:</p> <p>i. A calendar will be created and published that will contain all PBPA related meetings, including:</p>	<p>GP, CL</p>

Business Item 9	Action
<p>Executive, General, Annual General, Sub-committee and Working Groups. All conveyors/secretaries will be requested to ensure at least the next scheduled meeting is always on the Calendar.</p>	
<p>ii. The Sub-committees and Working Groups will be requested to include the Assistant Secretary when sending out meeting agendas.</p>	CL
<p>iii. The Sub-committees and Working Groups will be requested to send copies of the minutes from their last meeting to the assistant secretary at least 7 days before the next scheduled executive meeting.</p>	CL
<p>iv. CL will create folders on the PBPA Cloud Storage to archive all Sub-committees and Working Group minutes.</p>	CL

Business Item 10	Action
<p>Other agenda items:</p> <p>Grants and sub-committee ToR and Expenditure Limits were deferred to the next meeting</p>	CL

Meeting Closed – 6:10 pm

Next meeting – Wednesday 22 January 2025 at 4 pm at Hall.