

# PEARL BEACH PROGRESS ASSOCIATION INC

## EXECUTIVE MEETING MINUTES

**22 January, 2025 at 4pm at Hall**

**Attendees** – Deidre Page (Chair), Gary Phillips (Secretary), Cathy Lancaster (took minutes), Victoria Crawford, Lynne Lillico, Margaret Westcott, Paul Barclaire, Malcolm Davison, Russell Grove.

**Apologies** – Penryn Maddrell, Robyn Barrett

<b>Business Item 1</b>	<b>Action</b>
<p><b>Minutes of Executive Committee meeting held on 8 January 2025</b></p> <p>The Executive Committee minutes of 8 January 2025 were accepted as a true and accurate record of the meeting. <b>Moved:</b> RG, <b>Seconded:</b> PB</p>	
<b>Business Item 2</b>	<b>Action</b>
<p>Life Membership – Paul Wickham &amp; Greti Reiger.</p> <p>VC is gathering information.</p> <p>GP to prepare certificate.</p>	<p><b>VC</b></p> <p><b>GP</b></p>
<b>Business Item 3</b>	<b>Action</b>
<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>Robyn sent a summary report to the committee members before the meeting.</li> <li>The summary report was discussed and it was agreed that some minor updates were required. Since Robyn was not at the meeting GP will provide Robyn with the feedback and ask for the amendment to be made in time for the report to be sent out with the GM pack on Saturday.</li> <li>Budget – Since Robyn was unable to attend, the budget will be finalised at the Executive Committee meeting in February.</li> </ol>	<p><b>GP</b></p> <p><b>RB</b></p>

Business Item 4 Update from last meeting	Action
<b>Update from last meeting</b> <ul style="list-style-type: none"> <li>a. The Events and Fundraising Sub-Committee presented a report covering the survey responses relating the Events - GP to send letter to thank Malcolm McDonald for preparing this report.</li> <li>b. GM Format - PM is preparing a report with recommendations for improvements to the format of the General Meetings. PM was not able to make the meeting so this will be reviewed at the next Exec meeting</li> <li>c. New Facebook Group - A dozen names were provided for discussion. The majority of the executive voted for 'PBPA Voices'. PBPA Voices will be the name for the new Facebook Group. The group will be launched ASAP as a 3 month trial to see how well it is used and what member feedback is received.</li> <li>d. Report of survey results – DP presented a draft report. All exec members were asked to review it ASAP so it could be sent out before the March GM. Initial feedback was that it needed to be shortened.</li> <li>e. Constitution &amp; Guidelines- VC handed out a list of the feedback she had received so far from the executive. VC urged the rest of the exec to provide any other feedback by the end of January in order to be provided to the working party and any changes considered to meet a timeline to approve the changes in the April GM.</li> </ul>	<p><b>GP</b></p> <p><b>PM</b></p> <p><b>GP</b></p> <p><b>ALL, DP</b></p> <p><b>ALL</b></p>

Business Item 5	Action
<b>Action list</b> <ul style="list-style-type: none"> <li>a. To make the tracking of actions from the Exec and GMs easier to manage and to ensure none get forgotten about, GP recommended the introduction of an Action list. The rest of the executive agreed it was a good idea.</li> <li>b. CL presented the action list she has created for the current actions. The action list will be maintained by CL will be reviewed at each exec meeting.</li> </ul>	<p><b>CL</b></p>

Business Item 6	Action
<b>Sub committees</b>	

Business Item 6	Action
<ul style="list-style-type: none"> <li>a. The Events and Hall Sub-committees provided reports on their activities since the November meeting.</li> <li>b. The Events and Hall Sub-committees also provided updated ToRs for the Exec review and approval. Both were approved by the Executive Committee</li> <li>c. The Environment Group had not submitted an updated ToR so it was agreed that 2023/24 ToR would be approved for the 2024/25. CL to update the dates in the ToR to reflect this.</li> <li>d. All ToR will be updated to list the minimum number of members (quorum) for sub-committee meetings before being sent to members for approval at the next GM.</li> <li>e. GP created a draft ToR for the Finance Working Group. RB &amp; DP to review and finalise for the next Exec meeting.</li> </ul>	<p>CL</p> <p>CL</p> <p>RB, DP</p>

Business Item 7	Action
<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>a. GP briefed the committee on what Cathy had submitted for the Volunteer Grant. This included:               <ul style="list-style-type: none"> <li>i. Three additional Square POS Terminals</li> <li>ii. 1 years Broadband Service</li> <li>iii. The proportion of this years insurance that covers volunteers</li> </ul> </li> <li>b. GP also advised that we could make a submission for the Community Building Partnerships Grant. Perhaps for the Ramp that needs replacing. The grant opens on the 28<sup>th</sup> Jan and needs to be submitted by the 22<sup>nd</sup> Feb. VC agree that the Hall Committee will review the requirement and submit any necessary quotes and supporting material to CL in order to meet the submission date.</li> </ul>	<p>PB , CL</p> <p>VC</p>

Business Item 8	Action
<p><b>Website</b></p> <p>Approval was given to begin work on a new website. Moving from WordPress to WIX as we get a 70% discount via ConnectingUp, it will improve the design and usability and enable more volunteers to</p>	<p>GP</p>

Business Item 8	Action
<p>manage and publish to it. The aim is for this to be completed before June 2025. Cassie Phillips (Graphic &amp; Web Designer) will be contracted to carry out web design and content migration work. Cassie provided a quote of \$1500, and approval was given by the executive for Cassie to be engaged to do the work.</p>	

Business Item 9	Action
<p><b>Certificate of Title for the Hall</b></p> <p>a. The Certificate of Title for the Memorial Hall is currently held at the Commonwealth Bank. The PBPA need to move the Deed to a lower cost storage location.</p> <p>b. Malcom Davison is authorised to pick up Deed from Commonwealth Bank – He will use the authority provided in these minutes along with a copy of the last AGM minutes.</p>	<b>MD</b>

Business Item 10	Action
<p><b>Executive Communications</b></p> <p>In order to improve Executive Communication the protocol for any issue between executive committee members was agreed as follows:</p> <ul style="list-style-type: none"> <li>Where an issue or disagreement exists between two executive members, the first action is to raise it with the other party involved. If this fails to address the problem, the next course of action is for either party to raise the matter with the President.</li> </ul>	

Business Item 11	Action
<p><b>GM Agenda</b></p> <p>The only additional items that will be added to the GM agenda are:</p> <p>a. Life Membership</p> <p>b. Update on the hoons/burnouts from MW</p>	<b>CL</b>

**Meeting Closed – 6:30 pm**

**Next meeting – Wednesday 19 February, 2025 at 4 pm at Hall.**

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