**PEARL BEACH PROGRESS ASSOCIATION INC**

**EXECUTIVE MEETING MINUTES**

**23 October 2024 at 4pm at the Pearl Beach Memorial Hall**

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

**Apologies –** Malcolm Davison

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| **Business Item 1** | **Action** |
| **Minutes of previous Executive meeting**  The 27 September 2024 Executive committee minutes were accepted as a true and accurate record of the meeting – minor typographical errors were noted.  Proposed: Victoria Crawford Seconded: Margaret Westcott  **Matters arising:**   1. VC to discuss the AED maintenance costs with the Tennis Club. 2. VC and DP will explore possible sponsorship for ongoing AED costs – as well as discussing sponsorship of certain events/raffles. 3. The Style Guide will be finalised by VC and MW. 4. It was decided that nothing further should be done re noise complaint from neighbour.   **Minutes of General Meeting**  These are ready for the General meeting**.** | **VC, DP, MW** |

| **Business Item 2** |
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| **Correspondence**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date | In/Out | From | To | Subject | | 28/9/24 | Out | PBPA Secretary | PBPA Membership | Mail for 20 October AGM | | 29/9/24 | In | Amanda Winley | PBPA Secretary | Request for PBPA website to be updated. | | 29/9/24 | Out | PBPA President | Amanda Winley | Response to website request | | 30/9/24 | In | Hamish Duncan | PBPA President | Feedback on PBPA | | 1/10/24 | Out | PBPA Secretary | PBPA Membership | Advice of new committee names for 2024/25 and that there will be no election as there is only one nominee per position. | | 8/10/24 | In | Shannon O’Connor Red Cross  Emergency Services | PBPA | FREE Emergency Redi workshop Tuesday 6th November 2024 | | 17/10/24 | In | PB Environment Group | PBPA Secretary | Proposed Toilet block response to CCC | | 18/10/24 | Out | PBPA Secretary | PBPA Membership | PBPA Auditors report, and Toilet block information | | 19/10/24 | In | Kay Williams | PBPA Secretary | More info on Hawkesbury Nepean River System from CCC seeking input. | | 19/10/24 | In | PB Environment group | PBPA Secretary | Update on Toilet Block recommendations | | 20/10/24 | Out | PBPA Secretary | PBPA Members | Update on Toilet Block recommendations |  1. DP will draft a response to the complaint from Hamish Duncan and share it with GP and VC. 2. GP offered to train the Executive Committee on the use of the shared drive and the naming conventions that shall be used. 3. GP to respond to Red Cross – he will organise a FB post. 4. VC to attend to the submission re the proposed toilet block – due 24/10. 5. GP will ask PBEG to consider if response required re Hawkesbury Nepean River system. |

| **Business Item 3** | **Action** |
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| **Finance**  The Treasurer’s Report wascirculated. |  |

| **Business Item 4** | **Action** |
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| **Signatories to Bank Accounts**  Presently: VC, GP and MD  To add: RB and DP – VC will give them the paperwork then they can go individually to the branch. | **VC,RB&DP** |

| **Business Item 5** | **Action** |
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| **Membership renewal**  1.GP to send letters to last year’s members that have not rejoined that they must do so by 30 November or else they will need to complete new paperwork to become a member.  2.GP indicated that the Constitution needs to be revised on this point and wishes to join the Constitution Working party | **GP** |

| **Business Item 6** | **Action** |
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| **Remote access to General Meetings**  Votes were taken (GP abstained):   1. Continue to offer remote access – 6 in support/3 against 2. Leave mention of policy on Agenda notice – 5 in support/4 against 3. Increase minimum number of members seeking remote access from 3 to 5 – 9 in support. 4. This will need to be further discussed at GM. |  |

| **Business Item 7** | **Action** |
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| **Sub-Committee and working parties**  Hall Management   1. A wooden strip is to be placed near walls to prevent marking of walls by stacked chairs. 2. The kitchen/storeroom area is being considered by a group of suitably qualified volunteers for redesign options – various hall users will be consulted. 3. There is concern about damage caused by hall hirers bringing in heavy equipment – perhaps this can be dealt with by way of a bond?   Events & Fundraising   1. It is a very busy end of year period – many functions are being planned. Concern expressed over the fast sell out of the Christmas dinner. Advertising and booking process should be considered for next year. 2. Lunch Club dates should be listed as events. | **VC, LL & CL** |

| **Business Item 8** | **Action** |
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| **Member Survey**   1. VC to finalise survey – it will then be circulated to Executive Committee for comment within 2 days. 2. GP to work out email lists. 3. GP needs to know if Executive Committee would like survey to be sent to other contacts. | **VC, GP & all exec.** |

| **Business Item 9** | **Action** |
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| **Mental Health Training**  CL expressed concern that we are well short of the 22 people needed as participants for the training. MW offered to help improve the poster. CL will follow up this offer. | **CL, LL & MW** |

| **Business Arising** | **Action** |
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| 1. The terms of reference for the Hall subcommittee, The Events and Fundraising Committee, the Environment Group, the Guidelines Working Party stay the same. 2. A new Convenor of the E& F committee is required – to be determined at next E & F Committee meeting. |  |

**Meeting Closed** – 6:30 pm

**Next meeting – Wednesday 27 November 2024 at 4 pm**