

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

26 March, 2025 at 4pm at Hall

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

Apologies Malcolm Davison

Business Item 1	Action
<p>Minutes of Executive Committee meeting held on 26 March 2025</p> <p>The Executive Committee minutes of 26 February 2025 were accepted as a true and accurate record of the meeting.</p> <p>Moved: LL Seconded: PB</p> <p>No dissent</p> <p>No matters arising</p>	

Business Item 2	Action
<p>Minutes of General Meeting held on 1 March, 2025.</p> <p>The minutes were noted as having no issues and were ready to send out prior to the April GM</p> <p>No matters arising.</p>	

Business Item 3	Action										
<p>Correspondence</p> <p>Correspondence since 26 February 2025</p> <table border="1"> <thead> <tr> <th>In</th> <th>Date</th> <th>From</th> <th>To</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>7/03/25</td> <td>Tony</td> <td>Secretary</td> <td>Enquiry as to when</td> </tr> </tbody> </table>	In	Date	From	To	Subject	1.	7/03/25	Tony	Secretary	Enquiry as to when	
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1.	7/03/25	Tony	Secretary	Enquiry as to when							

		Higgins		Survey results will be made available.
2.	3/3/25	CC Council	Assist Secretary	Informing that PBPA was successful in gaining Community Support Grant - \$4099.05 as rates relief.
Out	Date	From	To	Subject
1.	4/3/25	Secretary	Members	The Autumn edition of GEM is available
2.	15/3/25	Secretary	Tony Higgins	Advise that summary report of survey results has been made available.
3.	15/3/25	Secretary	Members	Provide link to Summary Report – Survey Results
4.	12/3/25	Convenor, PB Environment Group	CC Council	Submission in respect of proposed development – 42 Beryl Boulevard.
5.	21/3/25	Publicity Officer	Fussels	Describing how their donation will be used
6.	3/3/25	Assist Secretary	CC Council	Thanking Council for giving Community Support Grant

Business Item 4	Action
<p>Finance</p> <p>a. RB will circulate the detailed February financial statements to the Executive Committee as well as simpler information for the GM.</p> <p>b. RB is finalising hall hire invoices but needs access to hall hire calendar. This will be incorporated into new website – (hopefully available in April). In interim, she will need assistance from VC. RG emphasised the need for invoices in advance.</p> <p>c. The Finance sub-committee recommends use of Square</p>	<p>RB</p> <p>RB, GP & VC</p>

<p>for online payments and as the electronic payment method and Humantix to issue all tickets. The fees will be passed onto the consumer. The Executive Committee agreed with this course and using signage to display fee. Fees to be met by the consumer will begin with Easter Book Fair. Ticketing via Humantix will begin with Music Scholarship performances.</p> <p>d. The use of debit cards is to be reviewed – RG and VC have use of this – a third one for person responsible for office supplies?</p> <p>e. The Finance Subcommittee recommends change from MYOB to Zero. Zero is \$7/month more expensive but a lot easier to use. GP will investigate whether a discounted offer includes costs of conversion to Zero. Executive Committee agrees that the change should be made by 1/6 or before this if introductory offer is suitable.</p> <p>f. The Finance Subcommittee will reconsider term deposits and will streamline items appearing on P&L statement.</p> <p>g. The draft Terms of Reference for the Finance Subcommittee were approved.</p>	<p>GP</p>
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Business Item 5	Action
<p>Membership: Samuel Steele, Teljya Oka-Pregel</p> <p>Their memberships were approved – members will be informed at next GM</p>	

Business Item 6	Action
<p>. Update Guidelines and Constitution</p> <ul style="list-style-type: none"> • Reformatted Guidelines with minor changes – nearly ready. • VC presented four changes to the constitution. GP suggested changes to two of them. The Executive committee voted unanimously to accept the four proposed changes including the 	<p>VC</p>

Business Item 6	Action
amendments suggested by GP. VC will present this at GM. The aim is to call a Special GM in May – 5:00pm followed by ordinary GM at 5:10pm.	

Business Item 7	Action
Survey results – no substantial comments have been received – will be raised at GM.	RG

Business Item 8	Action
Long Term Plan – will be called Strategic/Operational plan. Draft will be circulated to members. VC to update draft.	VC, CL

Business Item 9	Action
Action list – GP reviewed these	

Business Item 10	Action
Responsibility for office supplies	
This will be raised a GM – perhaps someone will volunteer for this role?	

Business Item 11	Action
Other business	
RB raised concerns re Santa photos – This is to be added to E&F subcommittee agenda	
RG has completed ATO form re tax status for 23/24 tax year.	

Business Item 11	Action
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Meeting Closed – 6:00pm

Next meeting – Wednesday 23 April, 2025 at 4 pm at Hall