

PEARL BEACH PROGRESS ASSOCIATION INC EXECUTIVE MEETING MINUTES

February 16th, 2023 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 and recognise their continued connection to these lands and waterways.</p>	
<p>Minutes of Previous Executive Meeting 15th December 2022 The Executive committee minutes of the 15th December were accepted as a true and accurate record of the meeting.</p> <p>Proposed: Peter Richardson Seconded: Pauline Toohey</p> <p>Matters Arising from the Previous Minutes The matter of updating signatures for the Hall Property Deeds being kept at Woy Woy Commonwealth Bank is still to be addressed.</p> <p>KS was advised by the Commonwealth Bank that this will require a motion from the Executive.</p> <p>It was thus moved that : “ Four members of the Executive Committee (named as Peter, Nigel Karina and Tanya) attend the Commonwealth Bank to update and change the signatures of the PBPA Memorial Hall Title Deeds held in safe custody.”</p> <p>Moved: Victoria Crawford Seconded; Douglas McDonald</p> <p>All members Executive present are required to sign the Minutes when prepared , and the four members co-ordinate a time to attend the bank together. All must take 100 point identification.</p>	<p>TM ;KS; NT; PR</p>

Business Item	Action - Who When
<p>Correspondence The following correspondence has been received. Tanya alerted the Committee to several individual pieces of Correspondence that required f/u.</p> <p>9/12/22 Email to John Quigg, Secretary of Patonga Progress Assn. regarding possible joint meetings to discuss issues that impact on both communities. To date this has yet to be organised. It was suggested that Tanya email John Quigg and advise that 4-5 members of the PBPA Executive meet with a similar number from Patonga on a date to be advised. A weekday meeting after 5pm would be preferable. Patonga to advise of several dates that suit them. To attend if convenient Karina, Tanya , Peter , Douglas and Nigel.</p> <p>9/12/22 Email from Bunnings requesting certificate of Currency (Public Liability insurance) prior to BBQ at West Gosford.</p> <p>10/12/22 et al. Multiple communications between Dominique Portier and Karina Stafford regarding the erection of 2.5-3m “noise abating” fence; and requesting the President meet with him to consider his proposals. These have been rejected by the Committee on multiple occasions.</p> <p>Karina advised that she had met with Dominique and he had offered several appropriate options to deal with noise abatement . However, since that meeting occurred she has been advised that Dominique has sold the premises. Hence no further action required.</p> <p>13/12/22. Letter from Karina to Amanda Smith (Accom); thanking for generous donation.</p> <p>13/12/22 Letter from Victoria Crawford to CCC Denly Johns re Fire Safety Statement</p> <p>16/12/22 Email from Mary Knaggs (Sec . Arboretum) cc of Annual Information Statement of Charity.</p> <p>17/12/22 Email from Erwin Elsterman seeking to inform community about vandalism to his property.</p> <p>17/12/22 Email from Larry Nelson wit Copies of project completion certificates for filing in Cloud. TM to review documents and send to AW????</p> <p>18/12/22. Multiple emails to CCC from Victoria Crawford regarding</p>	<p>TM</p> <p>TM</p>

Business Item	Action - Who When
<p>Fire Safety Statement. (see later under Hall)</p> <p>20/12/22. Email to John Quigg (Sec. Patonga PA) indicating joint meeting possible towards the end January.</p> <p>20/12/22. Approval letter from CCC Special Events for early start 26/01</p> <p>21/12/22 Email from Malathi and Nagi Ramaswamy seeking to inform community about harassment and disturbing behaviours by group of youths.</p> <p>22/12/22 Email from Lynne Lillico to Food and Wine Fair stall holders identifying date for 2023 as 28th October.</p> <p>27/12/22. Request from Hungry Travellers owners (forwarded by Alison Phillips) to locate coffee van. This was briefly discussed and noted that this would be an issues for the van owners and CCC. The PBPA has no position regarding this.</p> <p>3/01/23. Email from Carla King- Turner complaining about parking across driveway by hall users. Replied with apology. We might need to consider a sign in the hall regarding smoking/ parking/ excess noise.</p> <p>17/01/23 Emails out from Paul Toohey to Dr Gordon Reid regarding Mobile phone coverage.</p> <p>17/01/23. Email from Peter Romey (President of Environment Group) who has provided proposed Terms of Reference for consideration at the Exec. Committee.</p> <p>20/01/23. Multiple emails from President to CCC regarding the following issues; Parking sign encroaching on pathway Amenities Block Signage regarding dogs on the beach Signage regarding fishing hooks (see below)</p> <p>30/01/23. Nigel Tisdale (signed by President KS) letter to John Stanton CEO Communication Alliance; and subsequent reply. Resolved – that the correspondence items be noted and accepted.</p> <p>Proposed: Tanya Masters Seconded : Lynne Lillico</p>	

Business Item	Action - Who When
<p><u>Toilet Block</u></p> <p>KS has written to CCC requesting that something be done about the disgusting state of the women’s toilets, in particular over the summer holidays. She advised that there was no garbage bin inside the toilets and hence sanitary products, dirty nappies and other detritus was just thrown on the floor.</p> <p>Several members raised the issue that CCC had initiated rebuilding the toilet block, but this had not eventuated. The toilet block has limited disabled access in the women’s section and no disabled access in the men’s section.</p> <p>TM to write to CCC with these concerns and ask when is it likely that the renewal of the toilet block will be re-activated.</p> <p>TM also to write to our local Sate member Liesl Tesch and ask about NSW Government’s advice about installing sanitary pad containers and associated bins, and additionally point out there is currently no disabled access for males.</p> <p><u>No Parking Sign</u></p> <p>KS has written to CCC requesting that the “No Parking” sign adjacent to the pathway leading to ‘Pearls”, and the beach be relocated to correctly orient the arrow leading to parking to the other side.</p> <p><u>Dogs on the Beach</u></p> <p>KS wrote to council regarding the replacement of signs indicating the appropriate place for dogs to be on the beach.</p> <p>This raised the issue of the terrible problem of someone placing poisonous baits along the beach. KS had previously organised a number of neighbours to clear the beach of baits and a number of signs have been put up around the area to warn people of the potential danger.</p> <p>Membership Applications</p> <p>Nigel presented the following new Members:</p> <ul style="list-style-type: none"> • Ian McGill • Debra McGill • Coralee Kenny • Mark Kenny <p>Proposed and accepted that the above nomination be accepted.</p> <p>Proposed: Nigel Tisdale Seconded : Lynne Lillico</p>	<p>TM</p>

Business Item	Action - Who When
<p>Financial Reports</p> <p>Treasurer: Amanda had previously emailed the December 2022 Financial Statements for consideration by the committee prior to the General meeting on 4th February. She has additionally forwarded the January 2023 Financial Statements to all Executive prior to the meeting.</p> <p>PR had asked about providing an annual estimate /budget of income and expenditure. Amanda provided a Profit and Loss report to the Executive for the financial years from ending 30/06/18 to 30/06/22 and a full year estimate for FY 2023 and FY 2024. The 2023 and 2024 budget amounts are estimates and subject to change based on event income, hall maintenance/ upgrade maintenance etc.</p> <p>The grant incomes and expenditures monies are listed separately in the report to not skew the year on year comparisons and give clarity to usual annual and expenditure results.</p> <p><u>Additional financial information for presentation to GM</u></p> <p>PR suggested that a ‘snapshot’ of the previous month was all that was necessary for a General meeting, given that individual members receive the full Treasurer’s report included in their reminder re the General meeting.</p> <p>Members would still be able to ask the Treasurer about concerns based on the full report.</p> <p><u>Review of Land Valuation</u></p> <p>The Secretary has not to date, received the current Land Valuation for PBPA property. DM checked online and reported it is likely to be 1.9 M. It has been reported that the valuations in Pearl Beach in general have increased substantially, thus predicted to substantially increase our costs for the next financial year. This matter was deferred until the March meeting.</p> <p>Review of CSC infrastructure This discussion was moved to the next meeting.</p> <p>It was thus proposed that the financial report and changes identified be accepted.</p> <p>Proposed Pauline Toohey Seconded : Nigel Tisdale</p>	

Business Item	Action - Who When
<p>SUB-COMMITTEES REPORTS</p> <p><u>Hall Management</u></p> <p>Victoria reported that the Committee had not held a recent meeting. However she reminded those present that would be a working Bee next Monday 20th Feb. to address a number of necessary cleaning, repairs and painting tasks.</p> <p>She reported that the fans had been cleaned, and several kitchen jobs had been addressed, including the repair of the back door.</p> <p>However, the skylight in the storage room which has been leaking has become problematic, with multiple attempts to repair the leak failing to do so. VC and Hall committee suggest that it will be more beneficial and cost effective to remove the skylight and replace with roofing material. The quote for \$1170.00 was agreed to.</p> <p>There are several items on the “wish list”, some of which are more urgent than others.</p> <ol style="list-style-type: none"> 1. Resurfacing the floor. VC has obtained several quotes ranging from \$9000 to \$15000. One quote at the lower end is for an oil based surface which appears to be the most durable. 2. Several quotes have been requested for painting the interior walls. VC is seeking further quotes . 3. The committee is continuing to investigate the feasibility of lining the ceiling, so that air-conditioning can be installed successfully without undue loss of cooling or heating through the roof. LL raised a concern about the impact of this on acoustics in the hall. <p>The issue of obtaining of a grant to complete some of these tasks was raised, with a number of grant options currently available or soon to be.</p> <p>PR and MK to report on available options. As VC pointed out some of these grants require considerable financial detail and possible co-contributions.</p> <p>Jeanne and Kerry have completed a stocktake in the kitchen, identifying available crockery, utensils etc for about 100 people. They will build that up to cater for 120 people.</p>	

Business Item	Action - Who When
<p>Victoria reported that the committee have sought quotes to regularly clean the roof, blow leaves from the deck and back yard, and manage the bamboo on the southern boundary. Quotes are excessive or not forthcoming.</p> <p><u>Fire Safety Statement</u></p> <p>The issue of the CCC pursuing further alterations and adjustments in order to sign off the Fire Safety Statement is still in progress. Several things have already been addressed, including new Fire Exit signs on all the doors.</p> <p>The gas bottles for the BBQ have been removed from the enclosed shed. After some discussion it was decided to relocate them under the deck, with chains attached to avoid theft.</p> <p>VC reported that the CCC is persisting with addressing specific areas of concern, which in the Executives view are unnecessary eg There is a request that the door into the kitchen should become a Fire Safety door.</p> <p>DM has some experience in these areas and will assist VC with managing this issue.</p> <p><u>Safety Advisory Group</u></p> <p>Nigel reported that Paul Toohey (convenor) had made a presentation to the General Meeting held on 4th February, which included the following:</p> <ul style="list-style-type: none"> • The neighbourhood alert program had been progressing slowly over the holiday period. The Committee are considering a different approach, which would involve new residents receiving a QR code to provide information about the Community, membership of PBPA, fire hazards etc. • He had updated the members regarding mobile phone reception difficulties, but to date has not received positive feedback from either Vodaphone or Telstra. • A meeting regarding the issue of excessive payment for placing a Spearpoint in the yard has successfully obtained a grant for \$5000. • The BBQ held Bunnings West Gosford raised \$2800. 	<p>VC and DM</p>



Business Item	Action - Who When
<p><u>Beach Safety</u></p> <p>Paul Toohey met with CCC Craig Healy and Andrew Ugarte from SLA NSW and they agree to install and Emergency Response Beacon Beach entrance of Agate Ave. The SLA will cover the cost for the first 3 years from a NSW Govt. grant and thereafter the cost will be borne by CCC for maintenance and communication.</p> <p>The RFS had advised that an Open Day will be held on 25th March, hopefully encouraging potential new members for Community Fire Unit to come and find out what their role and commitment would be.</p> <p>The RFS and NT have been working to clear away overgrown grass etc from the fire hydrants, and CCC has started repainting them to ensure visibility. In addition NT has place the map of the location of all fire hydrants in PB on the website. This is hoped to encourage members living near a hydrant to ensure it is kept clear of vegetation.</p> <hr/> <p>Events and Fundraising. New Amalgamated Committee.</p> <p>LL reported that the new committee had drafted the Terms of Reference and these would be presented to the members at the next General meeting (4th March) for ratification. TM to send out to members with other papers prior to the meeting . LL briefly outlined upcoming events and fundraising activities.</p> <ul style="list-style-type: none"> • Easter Book Fair 2023. Saturday 8th April; Alison Phillips is in need of as many helpers as possible. The Fair coincides with the PB Art Trail, which limits the number of volunteers . • Trivia has been moved due to that date being set for the State Election. The Trivia will now be on 22nd April. • Anzac Day dawn service will be on the beachfront, followed by a later service at the hall to “officially open” the refurbished War Memorial . • The current State member, Liesl Tesch has agreed to attend, however things may change following the election. TM to invite the “new” member should that occur. • Disco: possibly Sat 13th May. DJ under discussion. 	<p></p> <p>TM</p> <p>TM</p>

Business Item	Action - Who When
<ul style="list-style-type: none"> Scholarship Concert 18th -19th May will require sponsorship. Pearly's Café last year sponsored a prize, but no reply has yet been received regarding 2023. <p>KS suggested that the committee ask Russel G to become "Sponsorship officer". He has negotiated with many contributors in the past with great response. It seems better to have one person responsible than multiple individuals approaching potential sponsors.</p> <ul style="list-style-type: none"> Movie afternoons will recommence in May. Beatles rebooted concert is set for October 8th with profits to be shared with Arboretum Community Christmas party is scheduled for 9th Dec. Bev Lapacek has agreed to return to co-ordinating the dinner and will seek a quote from Two Turkeys for catering. Two Turkeys catering have indicated they would like to hold functions in the hall this year. <p>Some discussion ensued about the income PBPA receives. In past a small donation has been made, however this may not cover the cost of renting the hall to another group. To request a 'definitive proposal'.</p>	
<p>SHORT TERM SUB -COMMITTEES</p> <p>PBPA Constitution Review : a short term working party.</p> <ul style="list-style-type: none"> VC reported that a second meeting would be held this week. It is hoped to come up with a draft report for the next GM. <p>Communication Strategy : a short term working party.</p> <ul style="list-style-type: none"> KS reported that this group had held a second and final meeting last week. Unfortunately the facilitator, Tam Boucher has been unable to produce the minutes due to illness. <p>KS reported that it was helpful to have representatives from Tennis, the Arboretum and the GEM. The new streamlined Gem has been very successful. Additionally 400 copies were printed over Christmas holidays and were all distributed to visitors and holiday makers.</p> <ul style="list-style-type: none"> It was agreed that emails promoting events should be sent via the Assistant Secretary. These will largely be generated by LL and sent to NT for distribution. 	<p>LL and NT</p>

Business Item	Action - Who When
<p>PB Environment Group</p> <p>Mary K reported that PB Environment was keen to become a Sub-Committee of the PBPA which was agreed to by the PBEG members. The proposed Terms of Reference had been circulated to the Executive.</p> <p>The following proposition was put to the Executive :</p> <p>“ It is proposed that the PBEG become a sub-committee of the PBPA.”</p> <p>The motion was carried unanimously .</p> <p>Proposed : Tanya Masters. Seconded : Nigel Tisdale</p> <p>The Terms of Reference will be distributed to all members prior to the next GM and presented to the next General Meeting for ratification.</p>	<p>TM</p>
<p>OTHER BUSINESS</p> <p><u>Central Coast Council Liasion</u></p> <p>PR advised that approximately 100 road defects have been logged with the CCC. He expects at the end of the week all defects within Pearl Beach will be logged onto the CCC system.</p> <p>Proposals for heavy patching are expected to be submitted in approximately 2 weeks.</p> <p>The issue of the fading double yellow lines on the S bend leading into Pearl Beach was raised, which hopefully can be re-painted.</p> <p>Australia Day review</p> <p>Whilst some have suggested that the holding of events on Australia Day is generally a community activity, Others suggest that the event has always been co-ordinated by the Executive. Clearly any future events held on this day would require volunteers from across the community, as the number of helpers this year was low.</p> <p>This discussion was postponed until a later date.</p>	

Business Item	Action - Who When
<p>Community Notice Board</p> <p>There has been considerable discussion over several years about the possibility of placing a map on the back of the toilet block with an outline of Pearl Beach and identification of places of interest to visitors. There is the possibility that QR codes could be added to provide further and more specific information. KS provided a sample picture taken from a tea towel that is currently on sale in Pearly's.</p> <p>AW advised that she owns the rights to this design and is willing to allow the PBPA to use the design free of charge. KS thanked her for her generosity.</p> <p>Further investigation is necessary and the item was moved to the next meeting. In the mean time consideration should be given to all to explore possible artists who would have the skill and motivation to complete this map.</p> <p>RFS Initiatives</p> <p>Following discussion at the previous GM about the increasing loss of "blue cat's eyes " along roads in PB, this matter was discussed. These objects are a necessary reflection of light during the night or when a large fire is burning causing decreased vision.</p> <p>The following motion was adopted unanimously ;</p> <p>:" that the PBPA pay to purchase the necessary number of blue cat's eyes, which has been identified to be approximately \$1100.00".</p> <p>The RFS have volunteered their time to install them across PB</p> <p>Moved : Karina Stafford. Seconded : Pauline Toohey</p> <p>Building Insurance</p> <p>The issue of the upcoming payment for insuring the building was raised. The current members who had been on the committee in 2021-2022 reported this had been discussed at great length due to the marked increased in the premium.</p> <p>The previous VP (Adrian Thurlow) had investigated options available. It was decided that the best course of action would be to wait until the Community Support Centre was completed with its accompanying sprinklers of the roof and surrounds, then request new quotes. It was seen as preferable that a broker actually inspect the hall prior to approaching insurance companies for quotes.</p>	<p>NT</p>

Business Item	Action - Who When
NT will approach AT and follow up.	
<p><u>Signatures of Executive Committee members present; DATE</u></p> <p>Karina Stafford</p> <p>Tanya Masters</p> <p>Amanda Winley</p> <p>Lynne Lillico</p> <p>Peter Richardson</p> <p>Malcolm Davison</p> <p>Nigel Tisdale</p> <p>Pauline Toohey.</p> <p>Mary Knaggs</p> <p>Victoria Crawford.</p> <p>Douglas McDonald</p>	

