

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

24th August 2023 5.15pm

Attendees – Karina Stafford, Tanya Masters, Mary Knaggs, Victoria Crawford, Lynne Lillico, Amanda Winley, Pauline Toohey, Douglas McDonald, Nigel Tisdale (on speaker phone)

Apologies. Malcolm Davison, Peter Richardson

Business Item	Action - Who When
<p>Acknowledgement of Country KS 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 June 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting.</p> <p>Proposed: Pauline Toohey Seconded: Amanda Winley</p> <p>Matters Arising Nigel referred to page 8 of the Minutes where it states that “ roles of Secretary and Assistant Secretary are defined in Constitution.” The current Constitution uses only the word Secretary, however in our revised Constitution it says “Secretary or Assistant Secretary : where these roles are interchangeable. There were no other matters arising that will not be discussed elsewhere.</p>	
<p>Correspondence The following correspondence has been received or sent and had been forwarded to Executive prior to meeting.</p> <p>22/6/2023 Email from MK to Executive team regarding capacity and eligibility to apply for grants from CCC 22/6/2023 Email to all members and Friends TM with notification of GM and Proposed changes to frequency of meetings 26/6/23. Email from Ann Parsons with attachments regarding the TIDY TOWNS competition. 29/6/23 Email from KS to all members regarding the Community meeting topic for 5/8/23 and letterbox drop encouraging new membership</p>	

Business Item	Action - Who When
<p>4/7/2023 F/u from John Quigg re Patonga Power meeting</p> <p>6/7/2023 Reply from CCC Environmental Compliance officer (Rochelle Housego) regarding the removal of vegetation and dune stabilisation from the front of the restaurant.</p> <p>7/7/2023. Email from VC to all Exec. for discussion and decision regarding local artist's "Scrabble Map of PB". General consensus was it is not suitable for our hal; either internally or outside.</p> <p>7/7/2023 Email to all Members from Assis. Sec. regarding voting (YES/NO) for PBPA to become a signatory to "Demerge NSW Alliance</p> <p>8/7/2023 Reply to NT from new owner of "Pearls"; apologising for removing vegetation and blaming the gardeners.</p> <p>10/7/2023 Request from Cathy Lancaster (member) regarding financial report . Further specific requests regarding a variety of fundraising and community activities.</p> <p>11/7/2023 Email from AW to all Executive regarding "non-payment" of sponsorship money promised by PBRE. Further multiple correspondence regarding the sale of PBRE and possible loss of sponsorship for multiple events and in particular defibrillator located near amenities block.</p> <p>Further correspondence regarding this and possible options for others top take over sponsorship. KS to follow up with Accom and Raine and Horne (new owners of PBRE)</p> <p>11/7/2023 Notice from Patonga PA of change of date for their Xmas in July event</p> <p>11/7/2023 Email from Hall Management (VC) regarding change of cleaners and seeking Executive opinion. Exec agreed to change</p> <p>12/7/2023 Email from KS to CCC Environment regarding camping in Paul Landa reserve</p> <p>13/7/2023 Email from Water NSW (Cathy Ahmed) confirming Sec. PBPA to be official contact for Spearpoint approval</p> <p>13/7/2023 Email to all members from NT regarding Hazard reduction burn</p> <p>16/7/23 Results of Voting on survey sent to Members provided by Assis. Secretary</p> <p>17/7/23 Email to Karina and Amanda from Catherine Lancaster requesting certain financial details with regard to particular events.</p> <p>19/7/23 Reply by Karina to Catherine Lancaster regarding her multiple accounting queries and Community activities.</p> <p>26/7/23 Response to MK regarding removal of vegetation on foreshore</p> <p>26/7/23 Thank you letters from Lynne L regarding Oyster Farmer film</p> <p>29/7/23 Letter to Ausgrid from Env.SC (MK) regarding removal of tree in Amethyst Ave.</p> <p>5/8/23 email from Catherine Lancaster with request to recommence Buddies/ Lunch Club</p> <p>7/8/23 Email to all Exec. from Assis Sec. regarding proposed new members. Required due to bi-monthly meetings causing delay in acceptances. All responses indicated acceptances.</p>	

Business Item		Action - Who When
<p>9/8/23 multiple cc'd emails from SAG committee regarding Mobile Phone reception and PUMP program</p> <p>10/8/23 Email to all executive from VC with proposed wording to members re special general meeting to confirm, revised Constitution.</p> <p>11/8/23 Email to all executive from Treasurer AW with proposed draft budget for 23/24</p> <p>11/8/23 Email to all members and friends with notice of special general meeting</p> <p>12/8/23 Email to all Executive re trial of items in Bookstore (transferred from office)</p> <p>21/8/23 Advise regarding Informal Session on the Voice at Mingaletta on 29/8 at 5.45</p> <p>23/8/23 Patonga PA advise that Leisl Tesch has confirmed that dredging of Ettalong ferry route is likely to commence quite soon. Dredger has arrived from Queensland.</p> <p>23/8/23 Invitation from Women in Tourism Industry to attend a networking evening on 12/9/23. Let me know if you want further information.</p> <p>21/8/23 Multiple emails re Defibrillator registration.</p> <p>Nigel reported that these were related to a new State wide register of Emergency services.</p> <p>Resolved – that the correspondence items be noted and accepted. Proposed: Mary Knaggs Seconded : Victoria Crawford</p> <p>Membership Applications The following membership applications were presented by email to all executive prior to the meeting.</p>		
NILON	Margaret	Member 49 Tourmaline Ave
SMITH	Warren	Member 31 Crystal Ave
KEENAN	Nikki	Member 1 Pearl Parade
DAVIS	Ricky	Member 18 Tourmaline Ave
DAVIS	Michael	Member 18 Tourmaline Ave
WINTERTON	Edward	Member 14 Pearl Beach Drive
WINTERTON	Margaret	Member 14 Pearl Beach Drive
WHITNEY	Sara	Member 7 Opal Close
LELE	Vinoo	Member 11 Beryl Boulevard
COLLINS	James	Member 18 Diamond Road
NAGY	Cate	Member 4 Pearl Parade
FARMER	Ian	Member 10 Pearl Beach Drive
FARMER	Jenny	Member 10 Pearl Beach Drive
HACKETT	Damian	Member 2a Tourmaline Ave
Holmes - HACKETT	Michelle	Member 2a Tourmaline Ave
BATHO	Tim.	Member 17 Coral Crescent
BATHO.	Anita	Member. 17 Coral Crescent
Moved;	Tanya Masters	Seconded; Lynne Lillico

Business Item	Action - Who When
<p>Financial Reports</p> <p>Treasurer: Amanda had previously emailed the June 2023 and July 2023 Financial Statements for consideration by the committee. These included ;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Balance sheets for June July <input type="checkbox"/> Statement of Cash Flow for June and July <input type="checkbox"/> Profit and Loss June July <input type="checkbox"/> Profit and Loss YTD <input type="checkbox"/> Budget 2023-2024 <p>Amanda reported that the FY 2023 accounts that were presented to the Executive have now been sent to the Auditors. An invoice sent to the previous owner of the Real Estate agency has not been paid and has been reversed. The ownership has now changed hands. Lynne reported she has approached the new owners about continuing sponsorship but was advised this would be unlikely “in the current financial climate”.</p> <p>Some discussion occurred about the signage and funding for the defibrillator maintenance, however it was pointed out that changes have been made with regard to maintenance and it is no longer necessary to maintain a sponsor as costs are significantly reduced. The current sign on the defib unit on the beach is to be removed. Additionally later Amanda confirmed that there was an amount of money set aside for the ongoing maintenance of the defibrillators, which Nigel confirmed would be for replacement pads and batteries.</p> <p>Amanda advised that she had received (and paid) 2 accounts from CCC with regard to Australia Day . Members present did know what this would be for: possibly additional bin cleaning; and the organiser Malcolm McDonald was not at the meeting.</p> <p>In email correspondence from the auditor, the subject of the discontinuance of registration for GST was raised. Tanya queried whether this had been resolved. Amanda reported that 2007, registration had been required to apply for a grant. The GST registration was cancelled in FY 2008 as the PBPA did not meet the required threshold for registration. Re :July accounts. Amanda replied that 402 invoices had been sent out and 231 members have paid as at 22 August 2023.. A reminder to those members that have not paid was sent out with the notice for the next GM.</p>	

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<p>Nigel advised that he had further edited the membership list, as some email addresses and phone numbers had changed. Tanya clarified that in the previous year following the sending out of Membership notices, a number of members and friends who had not paid the previous two year's fees were advised, and deleted from the list.</p> <p>There are some issues regarding the payment of fees for a Pilates class that is changing hands, and reminders will be sent out.</p> <p>Insurance has been paid as has CCC rates of \$9270. There is generally a rebate available which involves an application for a grant to CCC. Mary offered to complete this. Victoria advised that completion of this grant would negate further applications from CCC.</p> <p>Amanda advised that she would combine all monthly reports into one document for mailing to members.</p> <p>The issue of "cash handling" has become somewhat problematic. Prior to purchase of Squares and Efpos machines most donations for drinks and purchases at an event were cash. This had set a precedent of event coordinators reimbursing costs from event takings prior to banking.</p> <p>Amanda pointed out that all monies are required to be banked, as per the Constitution and an invoice produced for re-imburements. (which will be paid by direct credit.) As a result of this cash handling practice, the Auditors will present a "qualified report'. Amanda has drafted a cash handling policy (updating the 2017 policy to align with the new proposed Constitution) which will be provide to all event organisers for distribution to all sub-committee members.</p> <p>Amanda asked about RSA requirements. Lynne advised we are not required to have RSA. Tanya advised that there is a list of members with current RSA's for any events that may require this.</p> <p>Amanda further advised that draft budget templates had been sent out and she had calculated that PBPA requires cash for operational expenses of \$66,000 each year, with the necessity to maintain at least 2 years in cash reserves.</p> <p>Clearly obtaining various grants to support our fundraising activities is ideal. However, the application process is lengthy and arduous which most agree is almost a full time job. Karina has suggested that this be allocated to one of the Vice Presidents.</p> <p>The Financial reports for June and July were accepted by the committee.</p> <p>Proposed ; Pauline Toohey Seconded: Mary Knaggs</p>	

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<p>SUB-COMMITTEES REPORTS</p> <p><u>Events and Fundraising</u></p> <p>Gerarda Luck had emailed an Expenditure list for the Community breakfast. It is a requirement of all sub-committees that expenditure over \$1000.00 be presented to the Executive committee for approval. Part of the scoping sheet included an expense for petrol to pick up items. Tanya queried the necessity for this. Karina reported that some things sold at the Community breakfasts are very profitable and someone must do a return trip to Copacabana every week to pick up items.</p> <p>As a result of this discussion it was decided that a policy would be devised for managing travel expenses <u>solely related</u> to PBPA business.</p> <p>Some further discussion occurred about the interpretation of language used to present financial items to the General meeting. Some of our members have complained about being advised about gross profit only and not being alerted to costs etc. These are sometimes unknown at the time of the GM, and Karina indicate that the reporting to the meeting would be made clearer.</p> <p>The Executive committee all agreed that the Events and Fundraising committee could exceed the expenditure of \$1000 on items specifically for the community breakfast each month which is a great activity.</p> <p><u>Hall Management</u></p> <p>Prior to the meeting Victoria had provided to the Executive detailed reports of :</p> <ol style="list-style-type: none"> 1. Hall Committee meeting notes 15th June 2. Actions taken since 1st July 3. Actions taken since 3rd August 4. Hall committee meeting notes 3rd August 5. Termite inspection report <p>The following items were specifically addressed;</p> <p><u>DA Application</u> : Victoria advised that she is currently processing an application for a grant of \$100,000.00 for the refurbishment of the interior of the hall. This application required a DA, however Victoria has attached an explanatory letter advising that no DA is required in this circumstance.</p> <p>Karina advised that she was aware a member who has experience with reading quotations for building works has offered assistance in deciphering the quote.</p>	

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<p><u>Safety Advisor Group</u></p> <p>SAG report was forwarded to the Executive prior to the meeting. Nigel advised that the SAG committee had made a recommendation to discontinue the Street Contacts. Set members had previously advised their street in the event of an emergency, however it was felt that most people now had the FIRES NEAR ME app and other Emergency apps meaning the street contacts had essentially become redundant. This decision was approved by the Executive.</p> <p>Nigel also raised the issue of the “cat’s eyes”, which it was previously agreed would be paid for by the PBPA and would be installed by RFS. He made a recommendation for the alternate month’s Community meeting topic list; “What’s it really like to be in a fire?” All agreed this would be very topical and useful.</p> <p>Nigel also raised the issue of access to the Cloud secure storage which is managed by the Secretary and able to be accessed by all Executive. Nigel suggested there should be a policy relating to the secure storage?”</p> <p><u>Environment Sub -Committee</u></p> <p>Mary had previously emailed an extensive Environment sub- committee report and spoke to several items.</p> <p>There was a request to have an increase in the allocation that PBE subcommittee has for events and educational material from \$500 to \$1000.</p> <p>Tanya asked about the amount of money that was held by the former PBEG. Mary reported that was currently being used to sponsor prizes etc.</p> <p>The Tree Day 2023 photo competition prize money of \$475 was sponsored.</p> <p>Karina reinforced the need for all activities to a positive ROI. There was no one against the proposal.</p> <p>SHORT TERM WORKING PARTIES</p> <p>Council Liaison;</p> <p>There has been essentially no change to previous report, however work has commenced on CCC23/24 financial year promise of rectification of Diamond Rd. There has also been noted that a new garbage tin has been placed in the amenities block.</p> <p>No updates on the stylised map or traffic calming proposals.</p>	

Business Item	Action - Who When
<p>PBPA Constitution Review</p> <p>A Special General Meeting will be held prior to the next General meeting on 2nd September to vote on the new Constitution. If this is passed by the members, it will be forwarded to Department of Fair Trading for approval. The committee will then commence working on the accompanying notes.</p> <p>As part of this discussion the issue of Life Membership was raised. Tanya had located an undated letter in the cloud which defined nominations being presented to the AGM, however the Executive felt that it was the role of the Executive to consider and make nominations for Life Membership. Following the identification and acceptance by the Committee the nomination would be disclosed at the AGM or at another suitable time. The following nominations were considered and accepted;</p> <p>Paul Barclaire; Victoria to nominate and Paul would be presented with Life Membership at the AGM in November. John and Jean Dengate : Lynne to nominate and the presentation would be made at the next Scholarship concert. **remove this before putting on webpage.</p> <p>OTHER BUSINESS</p> <p>Potential topics for bi-monthly Community meetings</p> <ul style="list-style-type: none"> <input type="checkbox"/> “What’s it really like to be in a fire?” All agreed this would be very topical and useful. Douglas has had experience of this and may be able to assist. <input type="checkbox"/> Chris Masters on his latest book “Flawed Hero” <input type="checkbox"/> Good feedback from Music gathering <input type="checkbox"/> Sam the IT man <p>Community Thank you drinks for RFS</p> <p>And farewell to Lindsay and Jamie . Karina to organise and confirm a date.</p> <p>Confirmation of AGM dates for members and Closing dates for. Nominations The AGM has for several years been held on the 2nd Saturday in October, with the long weekend being on the first.</p> <p>However with the new Constitution only being able to passed by the members on September 2nd and needing to be sent to Department of Fair Trading for approval, it was felt that moving the AGM to November would be beneficial.</p>	<p style="text-align: right;">**</p>

Business Item	Action - Who When
<p>Hence the 11th November was agreed to.</p> <p>If the Department of Fair Trading has not responded in time Victoria will ring to clarify the use of the new Constitution, which has a specific addition about the use of electronic voting, in conjunction with paper voting.</p> <p>Consideration was then given to nominating a Returning Officer. Several names were mentioned. The decision was made to ask Malcolm McDonald to consider the position.</p> <p>At the previous Executive meeting in June, Karina asked that the Executive team complete a “position description” which were distributed to the team prior to the meeting, with the exception of the two Vice Presidents who are currently away.</p> <p>Tanya asked what was the purpose of these role statements. Karina advised that they would be for distribution to anyone wishing to nominate for the Executive in future; to ensure they have insight what the role entailed.</p> <p>Tanya to reprint the statements on letter head.</p> <p>The Lunch Club Catherine Lancaster has asked to re- establish the group which catered for the social needs of the most elderly in the community. Catherine has suggested a variety of activities, with sandwiches being provided. All agreed this is a worthwhile contribution to a community. Catherine will need to liaise with the Hall management to see what days are currently available. Lynne will follow up with Catherine.</p>	

Business Item	Action - Who When
<p>Other items discussed</p> <p>Apologies to Lynne for not including Publicity in the reports. Karina suggested that Lynne should provide a brief summary of Publicity events to the Executive since the previous meeting.</p> <p>Karina has asked that Agenda items be sent to Tanya by the week before each meeting, and that all Reports are distributed by Monday night prior to the meeting to give everyone a chance to read thoroughly.</p> <p>Douglas raised the issue of formulating a spreadsheet of important dates, and key actions so that all new incoming teams can be aware of items that are pending.</p> <p>Victoria indicated that in general the Hall Committee is aware of due dates pending, eg Hall Insurance. However most agreed that a current spreadsheet would be useful. Douglas has sent a calendar of items to Amanda.</p> <p>The meeting closed at 7.15pm</p> <p>Next Executive Meeting. Next meeting October 19th at 5.15 pm</p>	