

## PEARL BEACH PROGRESS ASSOCIATION INC EXECUTIVE MEETING MINUTES

December 15<sup>th</sup>, 2022, 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 -<br>Who<br>When |
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| <p><b>Acknowledgement of Country</b><br/>Acknowledged the traditional owners<br/>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><b>Minutes of Previous Executive Meeting 17<sup>th</sup> November 2022</b><br/>The Executive committee Minutes of the 17<sup>th</sup> November were accepted as a true and accurate record of the meeting.<br/><br/>Proposed: Pauline Toohey    Seconded: Lynne Lillico</p> <p><b>Matters Arising from the Previous Minutes</b><br/>The matter of updating signatures for the Hall Property Deeds being kept at Woy Woy Commonwealth Bank is still to be updated.<br/>Tanya and Karina to co-ordinate a time to go to bank as two signatures are required.</p> | TM and KS               |
| <p><b>Correspondence</b><br/>Tanya alerted the Committee to several individual pieces of Correspondence that required f/u.</p> <p>19/11/22 Email to all Exec. with subsequent discussion and confirmation regarding wording for new Membership application to be paced in the Welcome letter.</p> <p>20/11/22 Lynne Lillico Publicity and press release for opening of CSC.</p> <p>20/11/22. Email and subsequent letter to Hayley Saunders advising her of availability of hall for teaching Yoga</p>  |                         |

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| <p><i>Further discussion ensued following subsequent correspondence between both parties with regard to changes in guidelines for use of the hall since Hayley last taught there.</i></p> <p><i>In particular there remain issues regarding candle lighting , which is considered to be a fire hazard and may impact on our insurance; storage of equipment , which is no longer feasible due to the management requiring the space and other minor issues which are to be negotiated</i></p> <p>21/11/22 Email Dominique Portier advising of PBPA’s position regarding the proposed 3 M high fence between the two properties.</p> <p><i>Subsequently a lengthy reply from Mr Portier has been received, outlining a number of inaccuracies with regard to Events being held in the hall and the levels of noise .</i></p> <p><i>The meeting discussed these issues at length, and agreed that a further letter should be written suggesting that he apply to CCC to build the wall inside his own boundary. Further we accept his proposal to finance acoustic treatment of the roof above the deck, in consultation with specialists appointed by PBPA.</i></p> <p>22/11/22 Email CC to Paul Toohey of signed statement from President giving formal permission to use the hall as NSP (Neighbourhood Safer Place)</p> <p>22/11/22 Email cc From Paul Toohey to Jim Killeen requesting site inspection for NSP and later reply.</p> <p>24/11/22 Email from all Executive and SAG From Paul Toohey and Ben Kearney regarding permission for PowerPass to enable purchases from Bunnings</p> <p>24/11/22. Email to all Exec. From Victoria C regarding speaking with the current Yoga teachers.</p> <p>30/11/22 Email from Alison Phillips to Lynne L re publicity and volunteers for Summer Book Fair</p> <p>30/11/22. Email to all Exec from Peter Richardson advising of positive meeting with Liesl Tesch.</p> <p>1/12/22 Emailed letter to Thomas and Louise Fussell from Secretary and President thanking them for their generous donation.</p> <p>2/12/ 22 Reply from above saying keen to contribute to Community .</p> | <p>VC is to f/u and talk with HS</p> <p>TM to f/u with new letter identifying PBPA position.</p> |

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| <p>5/12/22 Emailed letter to Ross and PB Real Estate thanking for generous donation used to purchase goods for raffle.</p> <p>7/12/22 Email to Secretary from Libby Nelson ( Immediate past Treasurer) with copy of documents sent from CCC advising successful application to have rates reduced by half.</p> <p>7/12/22 Email to Secretary from Steven Parsons advising registration of Bush Care and PBPA in Clean Up Australian on 6.03.23</p> <p>7/12/22. Email from President to Danielle Sayers confirming Public Liability Insurance for Australia Day.</p> <p>9/12/22 Multiple letters to PBPA from CCC. All postmarked 30/11/22.</p> <ol style="list-style-type: none"> <li>1. Dated May 22 advising need to submit Fire Safety Statement .</li> <li>2. Dated Sept 22 thanking for payment and noting inadequate Fire Safety Statement</li> <li>3. Dated Sept 22 indicating a penalty would ensure if the matter was not dealt with immediately.</li> </ol> <p><i>Victoria advised she has contacted the CCC with regard to the above. She has been advised that the previous Fire statement does not comply with current standards . In order to rectify this issue the PBPA will be required to install a Fire Safety door into the Kitchen; install Emergency lighting and placer a 2<sup>nd</sup> fire hose on the back deck.</i></p> <p><i>There is additionally the issue of location of the Certification for the deck extension and overhead.</i></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.</p> <p><b>Resolved</b> – that the correspondence items be noted and accepted.<br/>         Proposed: Malcolm Davison    Seconded : Mary Knaggs</p> | <p>VC obtaining quotes for these</p> <p>M K to f/u with the Builder and Project Manager</p> |
| <p><b>Membership Applications</b></p> <p>Nigel presented the following new Member : Anthony Maestri</p> <p>Proposed and accepted that the above nomination be accepted.</p> <p>Proposed; Nigel Tisdale    Seconded : Peter Richardson</p>   |   |

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| <p><b>Financial Reports</b></p> <p>Treasurer: Amanda presented the November Financial Statements. The reports had been forwarded to all Executive prior to the meeting.</p> <p>She reported Bendigo Bank has a new system and the PBPA will be receiving new Tyro Eftpos machines as part of this process. American Express merchant account has now been updated with the new contact details.<br/>PayPal account will now be part of the balance sheet.</p> <p>Victoria advised that the Arboretum was still finalising the Jazz fundraising . The PBPA and Arboretum share the profits equally, which it was pointed out would be minimal had it not been for the very generous donations of \$14,000.00 reported previously.</p> <p>Victoria raised the issue of the “hall cleaning costs” noted in the report. She noted that the cost seemed a lot more than previously paid.</p> <p>The current cleaning contract was queried. The hall cleaning had been managed by the previous Treasurer. All agreed that the responsibility for the cleaners and the cleaning contract for the hall should be moved to the Hall Management Committee.</p> <p>Victoria also queried the reason that “Hall Refunds” have gone through as “expenses”.</p> <p>There was further discussion about which address the Energy Australia accounts, are sent. El gas has been rectified and are now being sent to treasurer@pearlbeach progress.org.au<br/>Follow up is required to clarify the postal correspondence of this account.</p> <p>Peter asked about various Grants and how they were recorded. The granting account issues have been identified and acknowledged at each General Meeting. As advised previously the Grant for the CSC came in the 2021 financial year but was mostly not spent until the following financial year.<br/>She reported there is some “tidying up” of the reports still to be completed.</p> <p>Amanda advised that she would prepare a half -yearly report at the end of December.</p> <p>Mary asked about the purchase of Rosemary Bushes and advised that this cost needs to put against the NSW War Memorial Grant</p> |                                  |

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| <p>It was thus proposed that the financial report and changes identified be accepted.</p> <p>Proposed: Karina Stafford      Seconded : Peter Richardson</p>  |                   |
| <p><b>SUB-COMMITTEES REPORTS</b><br/> <b>ONGOING</b><br/> <b>Hall Management ( ongoing sub-committee)</b></p> <p>Victoria referred to her Terms of Reference for the Hall Management committee and requested that given the additional functions for this committee, an increase of funds available to \$2500 for a single activity would be appropriate, with amounts over this requiring approval by the Executive Committee.<br/>         This was agreed to by all present.</p> <p>Victoria advised that when a hall booking is taken, there is some “leeway” at either side of the booking to allow for setting up and packing up. She requested that Committee members please check the calendar of events before coming into the hall.<br/>         Please refrain from coming into the hall when it has been booked.<br/>         One suggestion was for a sign on the door noting “Hall in Use”.</p> <p>In view of the neighbours’ recent complaints about excess noise coming from the hall and deck, Victoria is undertaking to draw up a list of “noise producing” events that have occurred / will be occurring over the next 12 months.</p> <p>Some further discussion regarding use of the hall by individuals with specific requests eg use of incense.<br/>         It was decided that these requests would be negotiated individually and if necessary specific clauses built into individual contracts for lease of the Memorial Hall.<br/>         A list of concerns with options for rectification about a particular individual contract was provided to the Executive prior to the meeting.</p> <p>A Master plan is being developed for the Hall – including maintenance and long-term plans. One proposal is to survey the entire community about their concerns and ideas. This had been last done several years ago, and the dynamics of the population has changed since that time.</p> |                   |

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| <p><b>Safety Advisory Group ( on-going sub-committee)</b><br/>           Nigel advised that the Paul Toohey had recently emailed the SAG revised Terms of Reference to the Executive Committee .</p> <p>He reported that the Memorial Hall was now the primary Neighbourhood Safer Place. In extenuating circumstance, the Toilet Block would become a secondary Neighbourhood Safer Place.</p> <p>He reported on the issue of mobile phone coverage. John Stanton from Communication Alliance has reported that the existing Telecommunication Companies have been provided with 40M dollars to improve mobile phone coverage in remote and small community areas. Pearl Beach is eligible to receive an upgrade , however the community is not “on the list” currently. SAG believe the Community needs to start lobbying for Pearl Beach to become an eligible area.</p> <p>Nigel also reported that the CCC had recently cleaned the Rock Pool in time for School Holidays. The cleaning and re-filling is dependent on tidal movement.</p> <hr/> <p>Prior to the Events Committee’s report, Tanya raised the issue of the various sub-committees. Following the last General Meeting, it became apparent that the previously nominated sub-committees had not been formally ratified by the Members, and therefore there was an opportunity to re-consider the Committees.</p> <p>In particular, the apparent overlapping of the Events and Publicity Committee and the Fundraising and Community Engagement Committee. In reviewing the Terms of Reference for these committees, both identify “Fundraising” and “Supporting the Local Community/ Engaging the Community “ as their primary purpose. Tanya proposed that these two Committees should be able to work together and be amalgamated into one committee.</p> <p>Considerable discussion followed with various views being expressed.</p> <ul style="list-style-type: none"> <li>• The role of Publicity Officer should be separate to the committees or become a Working Party. All agreed that Lynne is doing a fantastic job in this area, both raising the profile of Pearl Beach and encouraging more people to attend functions. Victoria suggested that addition people could work with Lynne, particularly in the area of social media.</li> <li>• Some new members felt they were unwelcome on the Events</li> </ul> | <p>NT and SAG to draft letter.</p> |

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| <p>Committee and that their views and suggestions were disregarded.</p> <ul style="list-style-type: none"> <li>• Clearly many of the events proposed by both groups seems to be very similar. With both groups having unique proposals and events.</li> <li>• It was suggested that all committee members are essentially working towards the same goal which is to raise funds for the benefit of the Pearl Beach Community and to encourage the community to attend community functions.</li> <li>• It seems that the problem is basically a breakdown in communication and relationships, which in a small community like Pearl Beach should be able to resolve to find a way to work together.</li> </ul> <p>It was thus moved that the two subcommittees be disbanded and a new Sub-Committee titled <u>All Community Engagement</u> be established.</p> <p>It was further agreed that a new Convenor be appointed to oversee the new Committee, and various <u>Working Groups</u> would be established to work both independently and together.</p> <p>It was agreed that both groups be invited to a meeting in late January to form the new committee, elect a convenor and complete the Terms of Reference in preparation for the next General Meeting on 4<sup>th</sup> Feb. Karina was asked to step into chair this group initially.</p> <p>Further, the Working Groups being established would continue to work on community events and fundraising activities that had already been planned for the year, however it was important for all Working Groups to join as one committee at least monthly.</p> <p>Moved ; Tanya Masters. Seconded : Karina Stafford</p> <p>A vote was taken, with 10 members in favour and one abstaining. The motion was carried.</p> <p><b>Events/Publicity</b></p> <p>Lynne had provide a report to the Committee prior and highlighted key points.</p> <p>1.She asked Karina to update on the Christmas dinner. Karina advised it had been a great success, and all appeared to enjoy themselves. MD reported that some tables towards the back of the room, did not receive adequate quantities of food, and that he was disappointed that the event included fundraising, when it was intended to just a “community event”.</p> <p>KS indicated that the organising group for 2022 had volunteered to cover for Bev Lapacek who was away on holidays and would hand back the</p> |                                  |

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| <p>organisation of the Community Christmas dinner back to Bev for 2023.</p> <p>2. Lynne reminded about the Community Christmas Carols with treats generously supplied by <u>Umina Chemsave</u>.</p> <p>3. The Support Centre Opening had been successful, with publicity being prepared and sent to Coast News, Peninsula News and ABC radio.</p> <p>4. Summer Book Sale 28/12/22 being managed by Alison Phillips. Always in need of volunteers to assist on the day and in setting up.</p> <p>5. Family Bingo has been changed to Thursdays to allow for Salsa group. Thank you to Malcolm McDonald who will manage all 4 dates.</p> <p>6. Australia Day. Still under construction! Malcolm McD is investigating opportunities to hold the event possibly with reduced format. He has contacted Peggy and others offering to help.</p> <p>7. Sausage Sizzle at Bunnings West Gosford 4-5/2/23. Paul Toohey and Malcolm McD. Co-ordinating event.</p> <p>8. Future Events include: Easter Book Fair, Trivia night 25/3/23, Annual PBS scholarship concerts and Anzac Day ceremony which will include the official opening of the refurbished War Memorial.</p> <p>Lynne raised the issue of the piano not being in good repair and is likely to need to be replaced. Possibly a donation or application for a grant.</p> <p>Additionally she advised that the Summer GEM had now been produced in the new format and in colour. It is available via email and multiple hard copies had been printed to distribute to renters and visitors to Pearl Beach She thanked Margaret and Nigel , for their assistance with the new formatting.</p> <p><b>Fundraising and Community Engagement</b></p> <p>Karina reported on the FACE committee’s very successful “Santa Photo’s” project. She advised that they could have made even more money had there been more “Santa’s “ available.</p> <p>Victoria reminded the committee that part of her role was to keep a record of all persons with Working with Children ( WWC) checks. She is required to keep a list together with d.o.b of participant.</p> |                   |



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| <p>Kerry Caloyannidis had distributed a report prior to the meeting with key points;</p> <ol style="list-style-type: none"> <li>1. Christmas and New Year raffles are being organised. Looking for contributions for hampers and lolly guessing competition.</li> <li>2. Possible cake stall and BBQ at Book Fair to co-ordinate with Alison P.</li> <li>3. January ; Kids Disco with RockSloth Entertainment. Kids must be accompanied by parent. BBQ sausage sizzle available.</li> <li>4. Bush Dance 21/01/23</li> <li>5. Disco 18/2/23</li> </ol> <p>Multiple other events still being confirmed.</p>   |                   |
| <p><b>External Liason – Government and Grants</b></p> <p>Peter Richardson had previously provided a draft Terms of Reference for this committee, however in doing so he felt that this group was better focussed on External Liaison, in particular with Central Coast Council and targeting infrastructure maintenance. He felt that the SAG committee also draws on external advice as required.</p> <p>Peter proposed that :</p> <p>This sub-committee becomes a Working Group.<br/>       This was agreed to by all members of the Executive.</p> <p>Moved : Peter Richardson. Seconded : Mary Knaggs.</p> <p>Mary Knaggs has previous experience in suitable identification and applications for different types of grants. Mary agreed to identify suitable grants for PBPA projects, where each grant application ( and if successful, acquittal) will have a separate Project Manager suitable to the task in hand.</p> |                   |
| <p><b>SHORT TERM SUB -COMMITTEES</b></p> <p>It was agreed by vote that both the short - term committees below would be time-limited sub- committees for ratification by the Members. The motion was passed unanimously.</p> <p>Moved : Victoria Crawford                      Seconded : Pauline Toohey</p> <p><b>PBPA Constitution Review</b></p> <p>Victoria reported that the group has held a preliminary meeting . Unfortunately, Russell Grove has stood down from the committee for health reasons.</p>  |                   |

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| <p><b>Communication Strategy</b><br/>           Karina reported that this committee has met once and discussed some of the issues around ensuring consistent messaging &amp; appropriate communications to residents and visitors. There were several issues raised, including how visitors find out about what is happening in Pearl Beach. The group will meet again in early February</p> <p><b>OTHER BUSINESS</b></p> <p><b>War Memorial Upgrade/Landscaping</b></p> <p>Mary reported that the landscaping has been completed and suggested that a letter of thanks be sent to Margie Moore, Tony Maestri and Barry Martin.</p> <p><b>Australia Day</b><br/>           Karina has applied and received an application to hold the event. Malcolm McDonald has agreed to co-ordinate in conjunction with Peggy Todd. This is not a fundraising activity, but rather part of a community engagement activity and Malcolm is seeking more helpers.</p> <p><b>Conflict of Interest Statements</b><br/>           Some discussion regarding the statements and whether they should be made public. It was unanimously agreed that the Secretary should keep a copy of all statements for future reference.</p> <p><b>Life Membership</b><br/>           Lynne reported that she wished to nominate John and Jean Irvine to become Life Members. Victoria suggested that an outline of their lengthy service to the community be compiled. VC suggested that perhaps the most appropriate time for presenting this would be at the annual musical scholarship afternoon.</p> <p>Victoria also nominated Robert Lillico as another recipient. All agreed.</p> <p>The meeting closed at 7.30pm</p> <p><b>Next Executive Meeting. 17<sup>th</sup> February.</b><br/> <b>NB.</b> There is still the possibility of a joint meeting with Patonga Progress Assn . towards the end of January, following the advise from the previous meeting to contact PPA regarding this.</p> | <p>TM or KS</p> <p>TM</p> |
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Pearl Beach Progress Association Inc.  
9 Diamond Road Pearl Beach NSW 2256  
[www.pearlbeachprogress.org.au](http://www.pearlbeachprogress.org.au)  
ABN 33 688 265 112