

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES- Approved

23rd November 2023 5.15pm

Attendees – Karina Stafford, Gary Phillips, Peter Richardson (by phone), Nigel Tisdale, Amanda Winley, Victoria Crawford, Catherine Lancaster, Malcom Davison, Paul Barclaire

Apologies - Lynne Lillico

Business Item	Action
<p>NT: Prior to the commencement of the meeting, consent was given by all present for the meeting to be recorded, solely for the purpose of creating accurate minutes.</p>	
<p>Acknowledgement of Country KS: acknowledged the traditional owners.</p>	
<p>Minutes of Previous Executive Meeting 19th October 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting. Proposed: Malcolm Davison Seconded: Nigel Tisdale</p> <p>Matters Arising NT: Reported he had distributed to the exec members, the internal prices for using of the photocopier, as requested in the minutes</p>	
<p>Welcome KS: welcomed the new members to the exec, Catherine, Paul and Gary and the great mix of experience they bring.</p> <p>KS: Reminded the committee of the importance of privacy. Information including emails acquired for the performance of Association purposes, should not be used for any private capacity. Limited use is currently made of the Association email addresses (@pearlbeachprogress.org.au) – with the upgrade of systems it is envisaged that officers will not have to use personal email addresses for Association business.</p> <p>KS reminded exec members that external correspondence directed to the committee should be discussed and responded to as a committee and not by individual members. GP stressed the importance of having a shared area/drive where all the policies and procedures could be held and that new exec members could access. VC added that the Constitution and Guidelines are already available on the website and that the Guidelines are currently under review.</p>	

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<p>KS: Revised guidelines will include a Code of Conduct for the whole membership.</p> <p>KS: Stated that a Conflicts Register also exists for exec members to record any conflict they may have. Agreed that this Register to be shared in the cloud storage for the exec. Other requests to be considered case by case. NT to action.</p> <p>KS: Reminder - correspondence to the Executive should be discussed by the Executive and an appropriate response determined and sent through the appropriate channels. Individual members of the Exec should not respond.</p>	NT																																												
<p>Correspondence The following correspondence has been received or sent since the last Executive meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #333; color: white;"> <th style="text-align: left; padding: 2px;">Date</th> <th style="text-align: left; padding: 2px;">From</th> <th style="text-align: left; padding: 2px;">Topic</th> <th style="text-align: left; padding: 2px;">Summary</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">6/11/2023</td> <td style="padding: 2px;">Stephanie Wood</td> <td style="padding: 2px;">Hall Piano</td> <td style="padding: 2px;">Advice received. No need for extra wheels - Tune annually and have sign "Move this piano with great care"</td> </tr> <tr> <td style="padding: 2px;">11/11/2023</td> <td style="padding: 2px;">Stephanie Wood</td> <td style="padding: 2px;">Request for sand on tree roots near amenities block</td> <td style="padding: 2px;">Request made to council but was not addressed properly. Peter Richardson to follow up</td> </tr> <tr> <td style="padding: 2px;">14/11/2023</td> <td style="padding: 2px;">Karina</td> <td style="padding: 2px;">Police Talk</td> <td style="padding: 2px;">Thanking Rachael (senior constable) for talk after the AGM</td> </tr> <tr> <td style="padding: 2px;">14/11/2023</td> <td style="padding: 2px;">Mary Knaggs</td> <td style="padding: 2px;">Deferred Lands Review of Environmental Zones for the Deferred Lands</td> <td style="padding: 2px;">Asking for confirmation of receipt of submission</td> </tr> <tr> <td style="padding: 2px;">14/11/2023</td> <td style="padding: 2px;">Karina</td> <td style="padding: 2px;">Tennis court AED</td> <td style="padding: 2px;">Thanking Paul Blinkhorn for offer to pay half of cost of new AED plus ongoing insurance cost</td> </tr> <tr> <td style="padding: 2px;">16/11/2023</td> <td style="padding: 2px;">Rose Brown Mason</td> <td style="padding: 2px;">Central Coast Public Toilet Strategy</td> <td style="padding: 2px;">Inviting insights and opinions on this topic</td> </tr> <tr> <td style="padding: 2px;">17/11/2023</td> <td style="padding: 2px;">Glenda Green</td> <td style="padding: 2px;">Monthly Membership Emails</td> <td style="padding: 2px;">Thanking the PBPA for everything they do and in particular for the "modernisation" of the communication which helps her share information on events.</td> </tr> <tr> <td style="padding: 2px;">18/11/2023</td> <td style="padding: 2px;">Stuart Gann</td> <td style="padding: 2px;">Sponsorship / Donation</td> <td style="padding: 2px;">Following request from Karina, Stuart is discussing with his management what they can offer.</td> </tr> <tr> <td style="padding: 2px;">19/11/2023</td> <td style="padding: 2px;">Andrew Leigh</td> <td style="padding: 2px;">RFS Thank you day</td> <td style="padding: 2px;">Andrew, RFS President, thanking PBPA for the event</td> </tr> <tr> <td style="padding: 2px;">20/11/2023</td> <td style="padding: 2px;">Mary Knaggs</td> <td style="padding: 2px;">Dune Vegetation</td> <td style="padding: 2px;">Note to Rhys Richards, CCC, advising that CCC has provided no update on the replacement dune planting (removed 8/6/23)</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Peter R to address with Council the tree roots item</p> <p>Resolved – that the correspondence items be noted and accepted. Moved: Nigel Tisdale Seconded: Karina Stafford</p>	Date	From	Topic	Summary	6/11/2023	Stephanie Wood	Hall Piano	Advice received. No need for extra wheels - Tune annually and have sign "Move this piano with great care"	11/11/2023	Stephanie Wood	Request for sand on tree roots near amenities block	Request made to council but was not addressed properly. Peter Richardson to follow up	14/11/2023	Karina	Police Talk	Thanking Rachael (senior constable) for talk after the AGM	14/11/2023	Mary Knaggs	Deferred Lands Review of Environmental Zones for the Deferred Lands	Asking for confirmation of receipt of submission	14/11/2023	Karina	Tennis court AED	Thanking Paul Blinkhorn for offer to pay half of cost of new AED plus ongoing insurance cost	16/11/2023	Rose Brown Mason	Central Coast Public Toilet Strategy	Inviting insights and opinions on this topic	17/11/2023	Glenda Green	Monthly Membership Emails	Thanking the PBPA for everything they do and in particular for the "modernisation" of the communication which helps her share information on events.	18/11/2023	Stuart Gann	Sponsorship / Donation	Following request from Karina, Stuart is discussing with his management what they can offer.	19/11/2023	Andrew Leigh	RFS Thank you day	Andrew, RFS President, thanking PBPA for the event	20/11/2023	Mary Knaggs	Dune Vegetation	Note to Rhys Richards, CCC, advising that CCC has provided no update on the replacement dune planting (removed 8/6/23)	PR
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<p>Membership Applications The following membership application was presented to the meeting and accepted by all.</p> <ol style="list-style-type: none"> 1. Marilyn Crameri – 50 Diamond Road <p>Moved: Nigel Tisdale Seconded: Karina Stafford</p>	
<p>Other Business</p> <p>KS: Proposed that the Executive Committee revert to meeting monthly and the trial for General Meetings every other month continues until April 2024</p> <p>Decision: Agreed by all by show of hands</p>	
<p>What is our key focus for 2024 & what activities fall out of that?</p> <p>General discussion on objectives for next year. Key areas identified:</p> <ol style="list-style-type: none"> 1. Phase 1 of Hall renovations (VC) 2. Maintaining strong financial procedures and proper books of account (AW) 3. Review of Systems (IT) : emails, website, membership and cloud storage (NT) 4. Enhance the existing liaison with council (CCC) for the betterment of Pearl Beach environment and residents. (PR) 5. Fundraising in general (ALL) 6. Environment – the protection and enhancement of. (special mention of the Lagoon). (GP) <p>KS: When considering Fundraising this needs to be thrown totally open with more focus on grants and sponsorship. If Phases 1, 2 & 3 of the hall refurbishment for our members are to be achieved then a lot of money needs to be raised. It is important to keep 2 years minimum of running costs (approx. \$100k) as a buffer in the bank (3 years would be better but 2 years has been agreed at this time). The renting opportunities for the Hall will improve if it gets the renovations being discussed.</p>	
<p>What are we each going to lead/contribute to achieving the above goals this year?</p> <p>It was agreed that all would consider what their contribution was going to be & send it through to NT by the 10th of January to be collated & circulated prior to the next meeting where it will be further discussed. Every Executive member</p>	

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<p>needs to help in driving our fundraising to the next level.</p> <p>Decision : Agreed by all by show of hands.</p> <p>Subcommittees</p> <p>Due to the AGM timing, subcommittees will not have the opportunity to be ratified this year. PBEG representative on the Executive Committee is now Gary Phillips, working on their new Terms of Reference for PBEG</p> <p>Decision : Agreed by all by show of hands. Existing subcommittees and working parties to continue for the time being. New Terms of Reference and list of volunteer members, to be prepared by currents convenors and submitted to the Executive by 10th January 2024. To be considered by Executive at their meeting on the 18th January 2024 for ratification at the next General Meeting on 3rd February 2024.</p>	<p>GP</p> <p>Sub</p>
<p>Budget for 2024 A Budget for Income & Expenses (including maintenance and refurbishment) to be prepared after Terms of Reference and scope ratified. Each Sub-committee to work with AW to provide the necessary detail.</p>	<p>Sub</p>
<p>Public Officer: Nigel Tisdale appointed Public Officer. Moved VC. Seconded MD. Agreed by all</p>	
<p>Signatories: @Bendigo Bank. Pauline to be replaced by VC @Commonwealth. Tanya to be removed. Moved: KS. Seconded AW Agreed by all</p>	
<p>Stylised Map : Further discussion on content. CL stated that in her view the council would not allow installation on liability grounds. Agreed by all that PR would discuss with council and reach an agreement in principle before any further time is spent on this.</p>	
<p>Tennis Court Defibrillator: Update – The stolen AED has been replaced @cost \$2,395. In discussion with Paul Blinkhorn (Tennis Club) they have agreed to pay 50% and the \$100 annual insurance fee, but no further maintenance costs. It was also agreed that the device be moved from the public area to a locked storage area which is open when Tennis or Bowls is being played. The Safety Advisory Group (PBSAG) to manage the relocation.</p>	
<p>Increase in Membership Fees: Held over to future meeting</p>	
<p>Flowchart of future communications: KS reminded the committee that</p>	

Business Item	Action
information concerning, and the related publicity of events should first go to Lynne (LL), it can then go onto the Website / Social Media / Signage etc.	
Proposed change of Email Host (from Pair to Google): Explained by NT and agreed by all. Moved NT. Seconded KS	
Patonga PA – Security Camera: KS informed the committee that the Patonga Progress Association had installed at a cost of approx \$3,000 a security camera to record the number plates of cars near their war memorial. Decision: By show of hands it was agreed that the committee would not be recommending the installation of any cameras by the PBPA at this time.	
<p>Financial Reports Treasurer: Amanda had previously emailed the October financial statements for consideration by the committee. These included ;</p> <ol style="list-style-type: none"> 1. Balance sheet report Oct 23 2. Profit and Loss YTD & last year comparisons 3. Profit and Loss Oct 23 & last year comparisons 4. Cash Flow report Oct 23 5. Profit and Loss – Job Report (showing events : Movie club etc.) <p>CL asked for an explanation of the item “Retained Earnings” on the Balance Sheet. AW explained that this figure of \$373,919 represents the accumulated surpluses made by the Association since its inception (ie increase in value to the members due to making surpluses). It is retained because it has not been distributed to the members (like Dividends are to shareholders).</p> <p>Financial reports for <u>October</u> were accepted by the committee. Moved PB. Seconded KS</p>	
Other Points Raised	
Book / Office store on rear deck. A number of concerns were raised both within the committee and externally (Alison Phillips) over the workability of the “Book” storage shed. VC explained that the removal of the office from within the hall had been requested by members consulting with the hall committee. As a previous manager of the book sales VC has some ideas and will work with Alison to see what can be achieved under the current trial arrangement of the office and book storage being co-located.	VC
Road Visibility: PR stated he would discuss with PB the point raised concerning visibility on Pearl Beach Drive obscured by brush – PR to raise with council	PR

Business Item	Action
Kitchen: Based on the successful extensive use of the existing coffee plungers at the BBQ events it was agreed to monitor the usage of the coffee plungers before any decision to purchase new ones.	
Gas Renewal : VC reported receiving an email from the Gas company related to setting the frequency of delivery. Whilst VC has no “official” status with the Gas company it was agreed that she would respond to the email	VC
Insurance: With the departure of Doug McDonald from the executive committee Malcolm Davison has agreed to look after Insurance matters.	
Next General Meetings: KS confirmed the following dates: February 3rd – General Meeting, March 2nd – Guest Speaker – Chris Masters - Logie Award–winning Australian journalist and author, April 6th – General Meeting, May 4th – Guest Speaker – Stephen King – ‘How to get the best out of your mobile phone, ipad and Apps’, June 1st – General Meeting	
VC announced that she had signed up “Best of British Rock” for the 12 th October 2024 with the possibility of a second concert in the hall.	
Meeting closed at 6.58pm.	
Next Executive meeting: Thursday 18 th January 2024	