

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

June 15th 2023 5.15pm

Attendees – Karina Stafford, Tanya Masters, Mary Knaggs, Victoria Crawford, Nigel Tisdale, Lynne Lillico, Amanda Winley, Pauline Toohey, Douglas McDonald, Peter Richardson.

Apologies. Malcolm Davison

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 20th April 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting.</p> <p>Proposed: Pauline Toohey Seconded: Peter Richardson</p> <p>Matters Arising</p> <p>There were no matters arising that will not be discussed elsewhere.</p>	
<p>Correspondence</p> <p>The following correspondence has been received. Tanya alerted the Committee to several individual pieces of Correspondence that required f/u.</p> <p>28/4/23 Form A12 (2021) sent to Dept of Fair Trading by Secretary; reported not to have been previously received/ 27/4/23 Invitation from President to CCC Administrator to attend meeting with Executive. 28/4/23 Email to all Exec. from Peter Ricardson advising of upcoming Community Grants and seeking assistance with completion</p>	

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<p>5/5/23 Email from Ann Parsons regarding entry into Tidy Towns competition; reply by KS</p> <p>9/5/23. CC of letter of thanks to Bunnings from MK (re nesting box materials)</p> <p>10/5/23 Email to CCC ben Fullagar from Secretary with concerns about the opening of Green Point creek.</p> <p>10/5/23 Email from Penryn Maddrill providing environmental information about the opening of Green Point creek</p> <p>12/5/23-18/5/23. Correspondence between KS and the owner of property backing onto creek and subsequently email correspondence between Exec. about supporting a proposal to decision to divert water along the natural water course.</p> <p>15/5/23 Notification to Exec. of date of meeting with Rik Hart and request for Agenda items.</p> <p>19/5/23 Email to all members and friends from Secretary with draft May GM minutes and notification of revised meeting schedule to put to a motion at next GM in July.</p> <p>19/5/23 Email to all Exec from VC regarding past (overdue) dues for cleaning the hall. This had resulted from information not received from previous Treasurer. All agreed re payment.</p> <p>25/5/23 Email regarding formation of a new group Alliance of Local Progress Assn. and an invitation to attend.</p> <p>4/6/23 Email from John Quigg (Sec. Patonga PA) regarding Electricity buy back and sharing scheme meeting. Requesting notification to members at next GM.</p> <p>6/6/23 Email invite to Patonga PA to attend Classic Cinema club</p> <p>6/6/23. Email copies (from LL) of letters sent to Sponsors of Music Scholarship night ; incl. Russell Grove, Dale and Bella Bassatt, John and Jean Irvine and Troy Rushton (Pearly's Café and Shop).</p> <p>9/6/23 Email from MK to CCC Env. And planning (AH) re removal of scrubs and native vegetation along beach front.</p> <p>10/6/23 Email copy of letter from CCC to Patonga PS regarding their camping ground and other public land.</p> <p>Resolved – that the correspondence items be noted and accepted. Proposed: Mary Knaggs Seconded : Lynne Lillico</p> <p>Membership Applications</p> <p>The following membership applications were presented. Ruth (aka Ruby) Slade Chris and Karen Scott Bruce and Jenny Dennis</p>	

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<p>Nigel reported that all members are now in MYOB and invoices to renew Membership will go out in July, hence these new members will not be “written up” until the 1st July, to avoid them being sent a second invoice.</p> <p>There was some discussion about members adhering to the 3 main objectives that form part of our Constitution; most notably involving the ‘protection of our environment’; when it is apparent that some members are ignoring one of the primary objectives of PBPA. Karina suggested that residents who submit a DA and are granted permission, should be welcomed by the community. The time for objections is prior to the DA being approved.</p> <p>Doug pointed out that new members do agree to abide by our Constitution when joining, and most present believed this should remain on the enrolment form.</p> <p>Moved; Pauline Toohey Seconded; Karina Stafford</p> <p>Financial Reports</p> <p>Treasurer: Amanda had previously emailed the April and May 2023 Financial Statements for consideration by the committee. These included ;</p> <ul style="list-style-type: none"> • Balance sheets for April and May • Statement of Cash Flow • Profit and Loss April and May • Profit and Loss YTD • April to June Expenses <p>In terms of Fundraising May was a quiet month, and statements read as a “loss”, due to pre-payments for upcoming events.</p> <p>In view of the financial statements now covering 2 months Tanya asked which of the documents from April and May did the Committee feel should be forwarded to the Members to avoid having to send 8 documents. The suggestion was made that each month’s financials can be emailed to members once presented (via email) to the Executive. Amanda indicated she would consider providing a summary if time permits.</p> <p>Amanda reminded all sub committee convenors and other executive that she had sent an email requesting all payments be finalised by 25th June.</p>	<p>.</p>

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<p>Please respond to email asap. Doug advised that the Insurance is due for payment on 30th June.</p> <p>Tanya raised the question of whether it is possible to create a statement that has all relevant data to an event together. eg event Profits minus event Costs. Amanda explained that this is already provided to Karina on a monthly basis and could be problematic with some events as often the costs cover an extended period of time.</p> <p>Amanda raised the issue of PBPA collecting monies on behalf of another charity. PBPA cannot issue a tax deductible receipt for said donations . We are not a deductible gift recipient (DGR). In addition to this PBPA has to pay bank fees for donations using non cash methods. (ie cards; EFTPOS) As this possibly puts PBPA in an awkward position, Karina suggested that outside agencies should collect their own monies and have their own collection procedures .</p> <p><u>Budget for 2024</u></p> <p>Amanda advised that she would resend the budget for 2024.</p> <p>All sub-committees are advised to have their (s-c) draft budgets to Amanda by the end of August .</p> <p>The Financial Reports were thus accepted by the committee.</p> <p>Proposed ; Victoria Crawford. Seconded Karina Stafford</p> <p>SUB-COMMITTEES REPORTS <u>Hall Management</u></p> <p>Victoria apologised for having belatedly sent the hall committee report, however the sub-committee had not been able to meet before the 14/6. VC then provide all present with a summary of the sub-committee's 4 Stage Masterplan.</p> <p><u>Stage 1</u> Installing plasterboard insulation in roof ; Painting the ceiling (white) and resurfacing the floor. This will initially require an electrician to disconnect the electrical work in the ceiling, remove unwanted fairy lights (will need to purchase new ones) and remove (and subsequently replace) the exhaust fans. The sub-committee estimates that electrical work will be around</p>	

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<p>\$15,000.00 as this will be a time consuming process.</p> <p>Removing the wall between the office and the hall, relocate the photocopier and other essential equipment to the “Book Store”. It is likely that the current cupboards in both the office and in the back of the hall will remain in place as they are essential storage units.</p> <p>There was considerable discussion about the necessity for the wall to be moved. It was pointed out that it is “technically” a wasted space which gets very little use and removing the wall would let in more light to the hall.</p> <p>Immediately following the meeting Lynne sent an email to all Exec. outlining her reasons for being against the proposal. In particular she felt that the office serves as an integral part of the management of functions and provides easy and quick access to necessary spare tickets, raffles etc.</p> <p>VC requested that sub-committee have access to \$65,000.00 to be able to start work on Stage 1 as soon as possible.</p> <p>The Executive committee agreed. This was followed by a vote of thanks to Victoria and the Hall committee.</p> <p><u>Stage 2</u> Painting the hall interior</p> <p><u>Stages 3 and 4</u> Exterior work and beyond, including the back area of the hall (kitchen, storerooms etc)</p>	
<p><u>Safety Advisor Group</u></p> <p>Paul Toohey had for emailed a SAG report to the Executive prior to the meeting. Nigel advised that there was nothing further to report.</p> <p><u>Events and Fundraising</u></p> <p>Gerarda Luck had emailed an Events and Fundraising report to the Executive prior to the meeting. There were no queries . Lynne reported that the caterers engaged for the Christmas dinner were not available for the Saturday initially proposed. The Community Christmas dinner would now be held Friday evening 1st December.</p>	

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<p><u>Environment Sub -Committee</u></p> <p>Mary had previously emailed the Environment report and spoke several items. In particular she discussed potential speakers for the community workshops/talks which would be in lieu of the August G M.</p> <p>One consideration is to hold a forum on “ The Voice Referendum” to provide members with non -political accurate information for both sides of the debate . Karina offered to speak with Dr Gordon Reid about this .</p> <p>SHORT TERM SUB -COMMITTEES</p> <p>Council Liaison</p> <p>Peter had emailed a comprehensive statement regarding questions and answers provided by Boris, in response to the Executive committee and working party’s main areas of concern.</p> <p>Karina expressed concern about the increasing number of Real Estate Agency signs appearing on CCC land around the village, especially as frequently multiple copies of the same sign are displayed. Tanya pointed out the PBPA are also increasingly displaying signs on the corners of all intersections. However, most signs are small to medium size and are generally only there a day or two before being removed.</p> <p>The Executive possibly needs to revisit replacing the old sign on the corner of the intersection.</p> <p>PBPA Constitution Review : a short term working party. Victoria had provide a few concerns that had been raised by six members following the distribution of the 2nd draft. Points which required Executive feedback included</p> <ol style="list-style-type: none"> 1. The suggestion that only permanent residents who had been members of PBPA for at least 12 months and had attended several GM should be allowed to be nominated for an Executive Position. <p>There was some discussion about this with the suggestion that nominees should have at least attended some GM. However the Executive committee unanimously voted against this point.</p> <ol style="list-style-type: none"> 2. The “inclusion of postal votes” for the AGM was rejected; with the Executive agreeing that only electronic voting or paper voting <u>on the day</u> would be included. 	

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<p>3. The issue of the change of name for the Association will be put to the members. This presents some difficulty with logistics and timeframes. If the change of name is accepted by the community then this has to be officially accepted by government which may be time consuming process.</p> <p>The working party will meet at the end of this week and determine the final draft to be put to the members at either a Special GM in September or the AGM in October.</p> <p>OTHER BUSINESS</p> <p>Meeting with CCC Administrator; and follow up meetings with Boris Bolgoff.</p> <p>Karina reported that a very constructive meeting had been held with Rik Hart and members of the Executive Committee.</p> <p>Several important issues were discussed including:</p> <ol style="list-style-type: none"> 1. A waste bin in the amenities block , and extra large bins to cater for extra visitors and tourist over Christmas and Easter breaks. This issue remains unresolved. 2. The grassed area between Agate Ave and Pearl Beach Pde will be mowed more frequently from November to April (new schedule is every 3 weeks) 3. Stylised map. Jeanette Williams (Manager of Engineering Services Service) is happy for community to take responsibility for it. The Council has agreed to mount the map in position. 4. Tennis court ; New blocks have been placed around the tennis court car park. <p>Peter will email the Executive the extensive reply he received from Boris regarding several other roads and maintenance issues.</p> <p>Proposed additional roles within Executive committee and corresponding duties.</p> <p>Karina raised the issue of “spreading the workload” . She pointed out that Victoria has responsibility for Hall Management and Constitution, both of which are extensive and may need some additional assistance. Victoria indicated that she is quite happy with the current situation; the Constitution “hard work” is already completed and Hall sub committee is made up a multiple people who each make significant contributions. There is already in place a “job description” statement for the Hall Committee.</p>	

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<p>For example, Doug has taken on the role Fire Safety and Risk Assessment. Nigel suggested it would be useful to have a “key date” checklist.</p>	
<p>There was further discussion about the role of Government and Local Grant seeker/ writer/ co-ordinator; and Karina suggested that it could be a role undertaken by a VP. Peter had initially volunteered for the role to seek out grant possibilities and organise completion of paperwork. He re-iterated his willingness to take on this task, however he is about to embark on 6 months travel, so it would be helpful to have another person assisting with this task in the interim. Mary has offered to help with this on a number of occasions. Both she and Victoria are well versed in applications in their role in the Arboretum. It was agreed that Mary and Peter would liaise with regard to this and Peter would keep in touch whilst absent from the village. However, it may be beneficial to have someone else involved, as Mary applies for the same grants on behalf of the Arboretum & PBPA. Some saw this as not being problematic. It was suggested by Pauline that there may also be someone in the membership who has particular expertise in these areas.</p> <p>Nigel suggested that we need a “key date” document ; so that everyone is aware when insurance is due for example; electricity bills are due; fire safety statements should be ready ; to name a few. Tanya suggested this is the role of individual sub committees, but it would be helpful to have this documented in one place. (eg Cloud)</p> <p>Job Descriptions Karina suggested we need a more organised approach to all roles and job descriptions. Karina has requested that the roles of President, Treasurer, Secretary ; Assistant Secretary be formally defined. The roles of Secretary and Assistant Secretary and Treasurer are already formally defined in the Constitution. The previous Secretary Vic also devised in conjunction with the previous Assist. Secretary an extensive job description of roles and responsibilities. These would be reviewed and updated.</p> <p>An additional job description would be useful in the area of Council Liaison, as this position has proved to be mutually beneficial.</p>	

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<p>Feedback from Central Coast Tourism Association Karina attended and reported that data on CC tourism suggests that people want to do multiple things when they visit a place. This suggests that the current practice of combining the Book Fair with food offerings and the Art Trail is the best way to encourage tourists.</p> <p>Feedback from the Peninsula Residents Association Karina and Mary attended and reported that this group had be formed in response to having no local council representation . Designed to join forces with other local associations and have a more influential voice with the Council Administration. It is predominantly an environmental group. The Peninsula news is open to writing local environmental stories. One proposal is to organise a community meeting to teach people about how to understand DA applications.</p> <p>Membership Drive prior to AGM Karina suggested giving consideration to a membership drive prior to the next AGM in order to ensure that as many local and part time residents have the opportunity to become involved in the Community . Nigel suggested that one way to do this would be to provide blank Membership forms at various events and gatherings in PB. A letter box drop could also be a way to encourage new members. Karina will organise this.</p> <p>Central Coast Friends of Democracy Jane Smith (1st mayor of the Central Coast) approached the PBPA to support a proposal to demerge the current CCC. The PBPA does not believe they could speak on behalf of PB Members without a vote being taken. This will be discussed at the next GM and an electric vote taken if there is support.</p> <p>Next Executive Meeting Tanya advised that following the new trial pattern of meetings on alternate months would mean that our next meeting will be August and then October which is the AGM. Tanya proposed that we meet on <u>August 17th</u> and then again the following month on September 21st in preparation for the AGM. All agreed. The meeting closed at 7.05 pm</p>	

