

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES- Draft

18th January 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
Meeting recorded, solely for the purpose of creating accurate minutes.	
Acknowledgement of Country KS: acknowledged the traditional owners.	
Minutes of Previous Executive Meeting 23rd November 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting. Proposed: Peter Richardson Seconded: Gary Phillips Matters Arising None	
Correspondence The following correspondence (as listed in the table below) has been received or sent since the last Executive meeting. <ul style="list-style-type: none"> • Commonwealth Bank Fee increases for holding documents. NT to contact bank to ensure the PBPA deeds can continue to be held at no cost. • Letter from Malcolm McDonald re: the passing on of Council Costs relating to holding the Australia day event. KS believed that whilst the PBPA has been invoiced, the council also has a grant to cover the costs. VC understood that only one grant is available, and an application having already been made, a second grant would not be possible. NT to request Malcolm to contact council to clarify. AW stated that in previous minutes of the executive, Russell Grove had confirmed that the PBPA does not make donations from its funds. VC stated that the Australia Day BBQ clearly states that the money raised goes to the Mingaletta NFP organisation. • KS waiting to hear back from John Quigg (Patonga Exec) re: joint exec meeting hosted at Patonga. KS requested exec members to let her know what joint items we may wish to discuss with them • Words on Wave writers festival. Co-founder to address the next General Meeting 3rd Feb) 	<p style="text-align: center;">NT</p> <p style="text-align: center;">NT</p> <p style="text-align: center;">all</p>

Business Item	Action																																																						
<ul style="list-style-type: none"> • Kay Williams to talk directly to Mary Knaggs re: the draft Central Coast Thematic History • KS has written to the Fussell family thanking them for their \$13,000 donation to the association. Also to Jennifer Gavshan & Karen Kosman for donations of \$180 each. 																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">Brief Summary</th> <th style="background-color: #333; color: white;">Date</th> </tr> </thead> <tbody> <tr><td>Letter from CBA concerning fees for holding documents</td><td>28/11/2023</td></tr> <tr><td>Malcolm McDonald to Exec : Re the passing on of council fees Australia Day</td><td>7/12/2023</td></tr> <tr><td>AED Register : Removal of Tennis AED as a "Public" device</td><td>10/12/2023</td></tr> <tr><td>Peter Romney to Dr Howe re: Building work 61 Cornelian</td><td>11/12/2023</td></tr> <tr><td>KS to Troy Rushton thanking for agreeing to be a sponsor</td><td>14/12/2023</td></tr> <tr><td>KS to Troy Rushton asking if PBPA could lodge Defib in cafe</td><td>14/12/2023</td></tr> <tr><td>KS to John Quigg Patonga - re: Joint meeting - Early March ?</td><td>15/12/2023</td></tr> <tr><td>KS to Val. vt69@gmail.com explaining available Kids activities</td><td>15/12/2023</td></tr> <tr><td>KS to Fussells thanking them for their donation</td><td>15/12/2023</td></tr> <tr><td>NSW Department of Planning & Environment - Name change</td><td>15/12/2023</td></tr> <tr><td>MK to Liesl : lack of National Park regulation enforcement</td><td>19/12/2023</td></tr> <tr><td>From John Vincent : Umina : Concerns re: new airport flight paths</td><td>2/1/2024</td></tr> <tr><td>Peter Romney re: Discussion with CCC on Southern Lagoon</td><td>7/1/2024</td></tr> <tr><td>From Jim Golden : Complaint re: Disco costs</td><td>8/1/2024</td></tr> <tr><td>KS to Jim Golden concerning his disappointment with disco costs</td><td>8/1/2024</td></tr> <tr><td>From Gretskaa@gmail querying Barefoot bowls date</td><td>9/1/2024</td></tr> <tr><td>KS Thank you letter to Jennifer Gavshan for donation</td><td>10/1/2024</td></tr> <tr><td>KS Thank you letter to Karen Kosman for donation</td><td>10/1/2024</td></tr> <tr><td>From Patonga : Kids Day 25/1. Requesting publicity within PBPA</td><td>15/1/2024</td></tr> <tr><td>Words on Waves writers festival : Offering to talk to PBPA</td><td>15/1/2024</td></tr> <tr><td>KS to Word on Waves : Talk to PBPA date set: 5:45 3rd. March</td><td>15/1/2024</td></tr> <tr><td>CCC Draft Central Coast Thematic History - Requesting input</td><td>16/1/2024</td></tr> <tr><td>MK to Open Coast CMP requesting more info</td><td>16/1/2024</td></tr> <tr><td>Letter from Open Coast - Coastal Management Program - have your say</td><td>16/1/2024</td></tr> <tr><td>Open Coast CMP Receipt of Mary Knaggs email</td><td>17/1/2024</td></tr> <tr><td>CCC Community Grants to MK - Successful application</td><td>19/1/2024</td></tr> </tbody> </table> <p>Copies of correspondence on shared drive: https://drive.google.com/drive/folders/1b6GOAKvwwkijnzfJVZI0VxIhX2UfChtY_g?usp=drive_link Login: correspondence@pearlbeachprogress.org.au PW: PBPA#1cor</p>	Brief Summary	Date	Letter from CBA concerning fees for holding documents	28/11/2023	Malcolm McDonald to Exec : Re the passing on of council fees Australia Day	7/12/2023	AED Register : Removal of Tennis AED as a "Public" device	10/12/2023	Peter Romney to Dr Howe re: Building work 61 Cornelian	11/12/2023	KS to Troy Rushton thanking for agreeing to be a sponsor	14/12/2023	KS to Troy Rushton asking if PBPA could lodge Defib in cafe	14/12/2023	KS to John Quigg Patonga - re: Joint meeting - Early March ?	15/12/2023	KS to Val. vt69@gmail.com explaining available Kids activities	15/12/2023	KS to Fussells thanking them for their donation	15/12/2023	NSW Department of Planning & Environment - Name change	15/12/2023	MK to Liesl : lack of National Park regulation enforcement	19/12/2023	From John Vincent : Umina : Concerns re: new airport flight paths	2/1/2024	Peter Romney re: Discussion with CCC on Southern Lagoon	7/1/2024	From Jim Golden : Complaint re: Disco costs	8/1/2024	KS to Jim Golden concerning his disappointment with disco costs	8/1/2024	From Gretskaa@gmail querying Barefoot bowls date	9/1/2024	KS Thank you letter to Jennifer Gavshan for donation	10/1/2024	KS Thank you letter to Karen Kosman for donation	10/1/2024	From Patonga : Kids Day 25/1. Requesting publicity within PBPA	15/1/2024	Words on Waves writers festival : Offering to talk to PBPA	15/1/2024	KS to Word on Waves : Talk to PBPA date set: 5:45 3rd. March	15/1/2024	CCC Draft Central Coast Thematic History - Requesting input	16/1/2024	MK to Open Coast CMP requesting more info	16/1/2024	Letter from Open Coast - Coastal Management Program - have your say	16/1/2024	Open Coast CMP Receipt of Mary Knaggs email	17/1/2024	CCC Community Grants to MK - Successful application	19/1/2024	
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<p>Resolved – that the correspondence items be noted and accepted. Moved: Malcom Davison Seconded: Paul Barclaire</p>																																																							
<p>Membership Applications The following membership application was presented to the meeting and accepted by all.</p> <ol style="list-style-type: none"> 1. Stormey Hine – Beryl Boulevard 2. Hazel Treble - Cornelain Road 																																																							

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<p>Moved: Nigel Tisdale Seconded: Karina Stafford</p>	
<p>Financial Reports Treasurer: Due to the length of time since the last meeting Amanda felt it best to provide one set of reports for Dec 23 and the quarter Oct/Nov/Dec 2023, which had previously emailed for consideration by the committee. These included ;</p> <ol style="list-style-type: none"> 1. Balance sheet report / P&L / Cash flow Dec 23 : Actual this year, last year and year to date. 2. Events (Job P&L) year to date Dec 23 3. Balance sheet report / P&L / Cash Flow Qtr Oct, Nov, Dec 23 4. Events (Job P&L) year to date Dec 23 <p>AW stated that these accounts have yet to reflect a write off of \$175 for food spoiled when the fridge was turned.</p> <p>VC stated that the plumbers (Jason) had yet to submit his invoice for installing additional taps in the garden. VC to chase</p> <p>AW drew to the exec attention that a certain individual (Bingo) was not banking event monies within the 5 days as specified by the constitution (cash handling policy). It was agreed that situation should be monitored, and the exec updated in future meetings. VC to follow up</p> <p>Financial reports as listed above_were accepted by the committee. Moved Nigel Tisdale. Seconded Peter Richardson</p>	<p>VC - Done</p> <p>VC</p>
<p>Financial Reporting Conclusion of discussion on this subject as follows:-</p> <ul style="list-style-type: none"> • Exec have full confidence in the treasury function as performed by Amanda and in line with constitutional and guideline requirements. • GP believed that further reports may be useful and agreed to involve a number of exec members to define the format & content of such reports. These would be provided to the May Exec meeting for their consideration. Whilst not being involved in this report specification AW would then let the exec know whether these reports were available from the MYOB system using standard reports without data extraction for manipulation by 3rd party software. NT stated that manipulating data outside of the MYOB carried with it significant risks. • KS stated that any new reports agreed could be produced from the 1st July to coincide with the new financial year. • Management reporting to continue on an Accruals basis • Due to the confidential information held within the MYOB system – 	

Business Item	Action
<p>access would be limited to those that had a functional need rather than to those just requesting interesting information as in the case of CL</p> <ul style="list-style-type: none"> The exec were asked to vote on whether to provide CL with detailed printouts and backing documents (some 50 pages & 6 hours of preparation) relating to the BBQ event held in Nov 23. Amanda abstained with the remaining members agreeing that the information could be provided to CL on the understanding that it remained strictly confidential. VC asked whether expense receipts had to submitted promptly. Amanda responded that submitted expenses are reimbursed promptly and it was up to the individual as to how long they held onto their receipts before claiming. It was however important that expenses relating to one year were not substantially held over into the new year as this would misrepresent annual figures. GP suggested that the guidelines / constitution should be amended to include clarification as to who has access to information and at what level of detail, whether that information is stored in the MYOB accounting system or in the association CLOUD storage 	
<p>Subcommittee Reports</p> <p>Hall Management – Victoria Crawford Hall Refurbishment.</p> <ul style="list-style-type: none"> Final ceiling insulation + painting quote received from another supplier - \$40k + 10% contingency. Electrical in addition (Matt, who knows our site, could do this at \$80 ph). References have been followed up. Ceiling work can go ahead with or without the removal of the office walls. Continued mixed response from some of the community concerning the benefits, where does air conditioning / exhaust fans fit into the renovation, overall lack of insulation on walls etc. Phasing out of gas heating for health reasons VC - this renovation has been discussed at a public meeting and 3 general meetings GP - in his review of minutes there has never been a vote on whether to proceed or not. VC – ceiling is filthy & something needs to be done GP – suggested a paint only quote for comparison purposes VC – there is to be a meeting of the hall subcommittee on the 1st Feb to reach a consensus and make a recommendation at the general meeting on the 3rd Feb. for a vote. KS – Aware that the community have raised significant funds and is keen to see them put to good use on the hall works. VC stated that there are few commercial hires in the early part of the year which would 	VC

Business Item	Action
<p>be ideal to start the renovations work.</p> <p>Hall Hire</p> <ul style="list-style-type: none"> New hall hire fees were presented. VC has already sent these updated agreements to the commercial hirers so they have reasonable notice and these should be back by the end of the month (\$35 per hr + 15 mins setup & 15 mins clean up time). Different arrangement agreed for Cruz Salsa classes) \$30 first hour + \$10 per 30mins thereafter until the end of Feb, to assist him in building up his numbers which has fallen to 4 regulars. Exec agreed the structure of fee categories as set out in the fee document presented to exec (not just to hall committee). KS requested that the section stating “Hirers to be informed with 8 days notice” should include that the notice is in writing. KS requested a separate section for kitchen cleaning. VC agreed that the cleaning instructions for the kitchen after an event need to be clearer – as set out in a check / tick list. VC to instruct Jeanne that all check lists need to be completed and signed by the hirer. 	<p>VC / Jeanne</p> <p>VC</p>
<p>Office / Book store</p> <ul style="list-style-type: none"> VC has requested users of this space to complete a survey which she will collate and analyse so that further discussions and decisions can be made on the location of the office. 	<p>VC</p>
<p>Hall Sprinklers</p> <ul style="list-style-type: none"> VC approached 2 companies to check the sprinklers on the roof – both declined. A volunteer who has the expertise has agreed to do it, but the insurance needs to be checked to see if that individual would be covered. AW has a copy of the insurance and will provide this to Malcolm who has taken over insurance responsibilities from Doug. Malcolm to investigate if volunteers are covered when working on the roof. 	<p>AW</p> <p>MD</p>
<p>Garden</p> <ul style="list-style-type: none"> New taps are in – someone needs to attach the new hoselink reel. VC to action 	<p>VC</p>
<p>KeyLock</p> <ul style="list-style-type: none"> New keylock attached to the book store wall that has keys to the book store / office and kitchen back door / toilets and back shed. Key code was provided to the exec members. 	
<p>Terms of Reference</p> <ul style="list-style-type: none"> VC to update with a quorum number as requested by KS. TOR approved by the exec. TOR will be circulated to the members for ratification at the next general meeting. As amended the exec committee unanimously approved the Hall Management TOR and 	<p>VC</p>

Business Item	Action
<ul style="list-style-type: none"> MD – concerned that people are being rewarded for only seeking DA approvals after the event. KS believes this can only be improved via CCC relationship, as writing letters does not seem to achieve anything beneficial <p>The exec committee unanimously approved the Environment TOR and report.</p>	
<p>Working Party Reports</p> <p>PBPA Guidelines – Victoria Crawford. – WIP – no meeting held since last exec</p> <p>Code of Conduct (COC)</p> <ul style="list-style-type: none"> VC circulated a draft COC for comment KS believes that online email, social media and text messaging needs to be included as a way of bullying. Also, that a member under review should refrain from attending meetings as well as activities together. Exec members to review and provide feedback to VC. Updated version to be circulated to the members before the next general meeting for their comments Overall the exec members expressed approval for the draft COC. <p>Style Guide</p> <ul style="list-style-type: none"> VC circulated a draft Style Guide for review and comment. Feedback to VC. <p>Location of signs</p> <ul style="list-style-type: none"> Provide list of areas where signs are best placed. NT & VC to work on list / map <p>PBPA URL</p> <ul style="list-style-type: none"> GP suggested the association might invest in an additional shorter URL as pearlbeachprogress.org.au is very long for signage. KS commented that any URL needs to be logical & memorable. <p>The exec committee unanimously approved the Guidelines working party TOR and report.</p>	<p>ALL</p> <p>ALL</p> <p>NT & VC</p>
<p>CCC Liaison – Peter Richardson</p> <ul style="list-style-type: none"> Happy to pick up SAG items that require council liaison (Beach / Pool – Craig Healy, traffic calming etc.). Check with CCC if pool was cleaned before Christmas. VC reported that someone had slipped over and broken their arm. 	<p>PR</p> <p>PR</p>

Business Item	Action
<ul style="list-style-type: none"> Public toilet consultation – Talk of possible new toilet block similar to the one built at McMasters (individual toilets, outside basins). PR to discuss with CCC next steps Foreshore – In bad repair, collapsing retaining beach walls, trip hazards around play area, exposed roots (VC wrote to council as elderly friend tripped over roots – no response from CCC). PR to liaise with PBEG on foreshore planting. PR to push council on basis of safety issues and dilapidations. <p>The exec committee unanimously approved the CCC Liaison working party TOR and report.</p>	<p style="text-align: center;">PR</p> <p style="text-align: center;">PR</p>
<p>Other Business</p> <p>Executive member’s areas of contribution towards 2024 goals</p> <ul style="list-style-type: none"> All exec members had submitted those areas that they hoped to contribute to. Important that everyone commits to delivering. KS stated that we should be looking at the big picture and moving on from spending time nit picking on small issues managed by sub-committees. Next steps being to put some time frames around activities <ul style="list-style-type: none"> Nigel / Gary – Improving IT infrastructure for the members Gary / Cathy – Plans for obtaining sponsorship / grants / donations and bequests.. KS believes that Grant Application is a skill and when a potential grant has been identified then perhaps a professional grant writer could be commissioned (Christine O’Brien may have a suitable contact). KS has provided GP with the Bendigo bank grant application and the bequest form created by Tom Glynn last year. There is considerable competition for grants. <p>Conclusion on Beach Defibrillator</p> <ul style="list-style-type: none"> Previously discussed <p>Use of printer & printer costs</p> <ul style="list-style-type: none"> To monitor costs access codes should be implemented. VC to provide Peggy Todd with an invoice for her printer jobs <p>Volunteers</p> <ul style="list-style-type: none"> Create a list of the smaller tasks which we can then tap people on their shoulders to get them to assist (eg locking / unlocking of beach defib, linen washing etc.) <p>Confirmation of Guest speaker for March community meeting (Chris</p>	<p style="text-align: center;">NT</p> <p style="text-align: center;">ALL</p> <p style="text-align: center;">NT-Done</p>

Business Item	Action
Masters) <ul style="list-style-type: none"> KS requested NT to write to Chris to confirm 	
Other <ul style="list-style-type: none"> Working With Children Qualifications: These to be held by Victoria (designated and registered with Kids Guardian). VC to write up process – KS is a contact VC – Suggested carrying out a membership survey (May?) with a follow up. (Jane Singleton was going to be the facilitator last time). VC to circulate copy of last survey and exec members to provide suggested questions Key register is held by Jeanne. A member running Pilates classes has an outstanding key deposit of \$50 for a lost key. AW to contact the member and ask which key she is currently using and ensure that outstanding invoices for the Pilates classes are paid. If the original key was lost it was decided to waive the \$50 lost key deposit. VC – Stated that all events BINGO, Australia Day, Anzac day etc. should go through the events subcommittee so that all events are run in accordance with approved policies and guidelines. Any person running a future event should be provided with a copy of the cash handling policy. This does not apply to groups of individuals using the hall for non fundraising activities but who may still self- fund for things such as tea & biscuits etc. VC – Due to law changes the association cannot collect money for drinks after meetings – however non-specific donations can still be taken at that time to help cover the general running costs of the association. 	<p>VC</p> <p>All VC</p> <p>AW</p>
Meeting closed at 7:30pm.	
Next Executive meeting: Thursday 15 th February 2024 @5:15pm	