

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES

26/07/24 at 4pm in the Memorial Hall

Attendees – Victoria Crawford (Chair) Gary Phillips, Lynne Lillico,
Margaret Westcott, Malcom Davison, Cathy Lancaster

By Phone - Donna Higgins (Secretary)

Apologies – Paul Barclaire

Business Item	Action
<p>Minutes of previous Executive meeting The 26 June 2024 Executive committee minutes were accepted as a true and accurate record of the meeting</p> <p>Proposed: Lynne Lillico Seconded: Cathy Lancaster</p> <p>Matters arising All June action matters completed.</p> <p>Minutes of General Meeting 6 July 2024 These were discussed and are ready for the General meeting.</p>	

Correspondence	
<p>Correspondence A letter was received from Kevin Brooks, a CCC West Ward candidate offering to speak at a PBPA meeting. It was decided that as there are forums on the peninsular where candidates speak, that is sufficient.</p>	

Correspondence				
The following correspondence (as listed in the table below) has been received or sent since the last Executive meeting.				
In/Out	Date	From	To	Subject
In	28/6/24	Arboretum Secretary	PBPA Secretary	Arboretum decision to donate unused defibrillator to PBPA
Out	28/6/24	PBPA Secretary	Arboretum Secretary	Thank you for donation of defibrillator
Out	29/6/2024	PBPA Secretary	PBPA ' Membership	July General meeting mail out.
In	31/6/24	Bob Lee for Umina Blue	PBPA Executive	Request for meeting re access difficulties to PB rock pool

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		Swimmers		
In	31/6/24	Amanda Thomson	PBPA Executive	Complaint re Remote attendance policy
In	5/7/24	Pim Sarti	PBPA Executive	Request for restocking Tree Walk brochures and plaque cleaning
In	5/7/24	Mary Knaggs	PBPA Executive	PB Environment group to look after Tree Walk brochures and plaques
In	6/6/24	Cally Osmond	PBPA Executive	Film of Burnout at top of hill
In	6/6/24	Kay Williams	PBPA Executive	Tourism- Central Coast Visitor Guide a possible addition for marketing
In	1/7/24	Kerry Caloyannidis	PBPA Executive	PBPA relevance, roles reputation
In	1/7/24	Peter Doddrell	PBPA Secretary	Reports people not receiving GEM
Out	1/7/24	PBPA Secretary	Peter Doddrell	Suggesting people may find GEM in junk mail as only 3 emails bounce back.
In	7/7/24	Amanda Thomson	PBPA Executive	Complaint re cut off times for online attendance
Out	7/7/24	PBPA VP	Amanda Thomson	Reply re complaint
In	10/7/24	Daniel Pinczewski	PBPA Executive	Seeking support for complaint re proposed development at 36 Coral Crescent
In	16/7/24	Victoria Crawford	PBPA Executive	Invitation to opening of verandah extension at Arboretum
Out	17/6/24	Mary Knaggs PBEG	Daniel Pinczewski	Supportive submission re complaint for proposed development at 36 Coral Crescent.
In	17/7/24	Daniel Pinczewski	Mary Knaggs PBEG	Thank you for very impressive submission
In	18/7/24	Patonga PA	PBPA Executive	List of local issues for prospective CCC Councilors
In	18/7/24	PB Arborteam	PBPA Executive	Advice re PB Tree Day competition
Out	19/7/24	PBPA Secretary	PBPA members	Reminder to take cash to Christmas in July lunch for raffle tickets
In	23/7/24	Peter Doddrell	PBPA Secretary	Seeking Cinema Club contact re possibility of evening movie singalong

Business Item	Action
<p>Membership New member - Caroline Blackburn Annual membership payments are currently being received and the final date to maintain membership is 30 September. Follow up reminders to be discussed.</p>	VC, GP
<p>Finance</p> <p>Money In 1 June – 30 June Money out 1 June – 30 June \$2,683.70 \$22,272.48</p> <p>Current bank balance \$175,213</p> <p>\$100,000 in fixed term deposit</p> <p>The Treasurer is still completing the Draft budget. The application form for Hall rental is to be revised, ensuring insurance requirements are clarified.</p>	VC

Business item	Action
<p>Complaints A complaint was received re the cut off time for seeking remote access for General Meetings. A letter has been sent to the member, reiterating the remote access policy. A letter was received from a member re criticisms of Executives/roles and suggestions for change. A letter will be sent thanking her for her input and explaining that her thoughts will be considered by the Executive. A three-five year strategy plan will soon be developed by the Executive.</p>	DH

Business item	Action
<p>Assistant secretary responsibilities/IT cluster It was agreed that the IT role should be assigned to an Executive member with the appropriate skills, rather than assigned to on particular position. As Executive members change, the next assistant secretary may not have the IT skills for that role. A list is to be compiled of all components of the cluster. It was suggested that people outside the Executive members may be able to assist with some aspects, although only Executive members should have access to shared folders.</p>	GP

Business item	Action
<p>AGM Due to timing for the finalisation of the end of the year accounts, and the time frame for the audit, the AGM will not be possible until October. All Saturdays in October are already booked, as well as some Sundays. Therefore, the date for the AGM will be Sunday 20 October at 4pm.</p> <p>Call for nominations 15 September Nominations will close 30 September Online voting will commence 6 October Voting will close 3pm 20 October</p> <p>The Constitution will be thoroughly checked, to ensure all processes are correctly followed.</p>	VC

Business item	Action
<p>Sub-Committee Reports Hall Management <u>Hall committee</u> to meet 4 August. <u>Events and fundraising</u> Thank you letters to be sent to Bev Lapacek for her organisation of the Christmas in July lunch and to Amalfi's for voucher donation 28/7 Dr John Irvine's Book Launch \$10 BYO drinks and nibbles. Other planned activities include:</p> <ul style="list-style-type: none"> • Charity walk • Children's disco • Spanish paella night • Monthly Sunday Morning Tea at the Hall • Melbourne Cup <p>Responsibility for final kitchen clean up to be clarified for each event.</p> <ul style="list-style-type: none"> • Tasks to include washing up, the floor, taking out the rubbish. • If people are to be employed for this, costs will need to be included in the scoping sheet. • Volunteers for a roster will be sought <p>The Santa Photos on the Beach has been a PBPA fundraising event for 2022/23. The Events committee had applied and was granted exclusive use of the site for photographs again this year however a Pearl Beach community group obtained the support of both the state and federal politicians, have an agreement with Coast Shelter as a charity, have a photographer, Santa and website developed for bookings, using the email list kept by the photographer of those who had Santa photos last year, and have already commenced advertising. Therefore, the PBPA Events committee will not pursue this activity.</p> <p><u>Environment group</u> A response for support for objections to a building application for 36 Coral Crescent has</p>	<p>DH</p> <p>VC</p>

Business item	
Letter confirming this to be sent to Danny Pinczewski, along with an invitation to join PBPA and a membership application form. <u>Guidelines working party</u> – no report <u>Council Liaison</u> – no report	DH
Business item	
Style Guide This is almost ready to be distributed for comment. The aim of the Guide is to provide guidance, to streamline the process for corflutes, banners and fliers. The facebook page and web page will need to be included in the process for uniformity of branding.	MW GP
Business item	
Other business <u>Member survey</u> A survey is being developed and will be sent to Executive members by Monday for input. Once the survey has been sent to members and responses collected, the results will be use to help the next committee develop a 3-5 year plan for PBPA.	VC

Meeting Closed - 6.15pm

Next meeting – Wednesday 28 August 2024 at 4 pm