

## PEARL BEACH PROGRESS ASSOCIATION INC EXECUTIVE MEETING MINUTES

March 16<sup>th</sup>, 2023 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 - Who When
<p><b>Acknowledgement of Country</b>            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><b>Minutes of Previous Executive Meeting 16<sup>th</sup> February 2023</b>            The Executive committee minutes were accepted as a true and accurate record of the meeting.            Proposed: Lynne Lillico      Seconded: Pauline Toohey</p> <p><b>Matters Arising</b>            The matter of updating signatures for the Hall Property Deeds being kept at Woy Woy Commonwealth Bank is still to be addressed. A date is currently being organised.            All Executive signatures still to be completed.</p> <p>The joint Pearl Beach and Patonga Progress Executive Committee meeting has been organised for 21<sup>st</sup> March.</p>	
<p><b>Correspondence</b></p> <p>The following correspondence has been received.            Tanya alerted the Committee to several individual pieces of Correspondence that required f/u.</p> <p>23/2/23 Email to “Hungry Hippo” with Executive’s decision re coffee van.</p> <p>23/2/23. Email to Liesl Tesch regarding assistance in having toilets cleaned and upgraded.</p>	TM

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<p>24/2/23 Email to CCC Administrator requesting toilet upgrade and improved cleaning.</p> <p>27/2/23 Email to John Quigg ( Sec. Patonga PA)</p> <p>04/3/23 Email from Debra Scleger NAISDA requesting to speak at GM about The Voice</p> <p>10/3/23. President response to above suggesting April GM . ??? Replied</p> <p>10/3/23 Email from Ric Hart (CCC) reponing to request for toilet upgrade. He reported that toilets are “cleaned daily”. Discussed and decision made to reply to CCC. It was suggested that PBPA would supply a lidded garbage bin and TM to request that the cleaner empty the garbage bin in the ladies’ toilets on a daily basis.</p> <p>13/3/23 Email to all members and friends requesting assistance at Book Fair.</p> <p>13/3/23. Email form Tony Higgins raising his concerns about “encouraging” tourism and other issues. Discussed and decision made to reply containing following points # café has not made any complaints regarding the Community breakfast. A member of the Fundraising and Events Committee has met with Troy to discuss other mutual interests. # PBPA are not actively encouraging tourism, but rather taking advantage of visitors presence to raise funds which otherwise would be gleaned from the PB community.</p> <p>13/3/23 letter from Denly Johns Environment Officer CCC regarding Fire Safety Statement. ( see below : HALL)</p> <p><b>Resolved</b> – that the correspondence items be noted and accepted. Proposed: Tanya Masters      Seconded : Victoria Crawford</p> <p><b>Membership Applications</b> Nigel reported there were no new Members .</p> <p><b>Financial Reports</b> Treasurer: Amanda had previously emailed the February 2023 Financial Statements for consideration by the committee. These included ;</p> <ul style="list-style-type: none"> <li>• Balance sheet for February</li> </ul>	<p>TM</p> <p>TM</p>

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<ul style="list-style-type: none"> <li>• Cash Movement for February</li> <li>• P&amp; L for Feb for the last 5 years</li> <li>• Profit and Loss for Feb 2023 and 2022</li> <li>• Profit and Loss YTD</li> </ul> <p>Additionally, AW had provided and abbreviation version for inclusion at the next GM.            All members will still receive the full Financial Statements via email, together with the reminder about next GM</p> <p><u>Review of Land Valuation</u>            Neither the Treasure nor Secretary have received the official statement of Land Valuation to date, but AW is aware of a substantial increase .            It was decided that any change to the financial reporting of the land valuation would occur in the end of financial year statements.            AW requested that Invoices being submitted should be mindful of the following:</p> <ul style="list-style-type: none"> <li>• If the invoice is a reimbursement to self, then it can be written out in your name.</li> <li>• If the Invoice is to a third party, please address it to :              Treasurer at PBPA              9 Diamond Rd              Pearl Beach</li> </ul> <p>AW reported that previous problems that had occurred with regular and on time payments by some hirers of the hall had been reduced considerably.            VC reported that there remains some issues with some hirers extending their allocated time into the next hall booking, creating disruption to the following hirer. VC is attempting to discuss with the parties involved.            It was thus proposed that the financial report and changes identified be accepted.</p> <p>Proposed : Amanda Winley      Seconded : Victoria Crawford</p> <p><b>SUB-COMMITTEES REPORTS</b></p> <p><u>Hall Management</u></p> <p>Victoria had previously emailed the Hall Sub-committee report.            VC reported she needs to further investigate someone to clean the roof on a regular basis. The person engaged needs to have their own insurance and public liability insurance.            VC advised that refurbishment of the hall interior would require a grant</p>	

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<p>to cover the cost as it is expected to be more than \$70,000.00. The hall committee intends to make recommendations to the Executive and thence the GM, hopefully by May. There needs to be clear identification of upgrade changes in order to apply for a grant which would hopefully be by June.</p> <p>Additionally consideration is being given to refurbishment of the kitchen, which is likely to cost in the vicinity of \$50,000.00.</p> <p>At the last GM, the issue of having a second flag pole for the Aboriginal flag to be flown was raised by Peggy Todd. VC and PT have explored this option, and found that the current flag pole is placed illegally too close to the power line, and therefore the two new poles would need to be relocated elsewhere. VC and PT are investigating suitable locations at the front of the building.</p> <p>There was an additional complication, as Australia has 3 official flags which also include the Torres Strait Islander flag. As there are no TSI people living in this area, we will proceed with just two flagpoles.</p>	
<p><u>Fire Safety Statement</u></p> <p>The issue of the CCC pursuing additional fire prevention measures and equipment for the hall in order to accept the Annual Fire Safety statement submitted by PBPA is still in progress. Following last month's Executive meeting, Douglas McDonald has taken on the role of managing the Fire Safety Statement and related issues.</p> <p>Douglas reported that the issue is complicated as the CCC regard the rear WC and Kitchen extension as Building 1, and the original Hall as Building 2.</p> <p>The recent works were approved as two separate stages as there were 2 separate builders. Only Stage 1 (documented as the rear awning) has a final inspection and been certified.</p> <p>Douglas has met with the Certifier for the final inspection of Stage 2. Unfortunately, 2 critical issues are apparent.</p> <ol style="list-style-type: none"> <li>1. The two sets of timber stairs leading to the garden below the deck do not comply with the Building Code of Australia and require rectification as a matter of urgency.</li> <li>2. It was proposed to contact the original builder (Peter) ASAP. However, if this approach failed then DM and VC will follow up with other builders.</li> </ol>	

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<p>3. Additionally , the Exit at rear of the kitchen does not comply with safety standards and needs to have a safety lock.</p> <p>VC will attend to this asap, and ask Paul Barclaire to replace the lock. Despite the above, DM reports that with the exception of the back steps, all other parts of Stage 1 and Stage 2 legally comply with Safety Standards.</p> <p>DM will follow up with CCC and meet with the appropriate CCC officer in order to resolve this issue asap.</p>	
<p><b><u>Safety Advisor Group</u></b></p> <p>Paul Toohey had emailed the PBSAG update to all Exec. prior to meeting. NT addressed several of these items.</p> <ul style="list-style-type: none"> <li>• The team is moving ahead with quotes for the Spearpoint after paying licence fee of \$1090.00.</li> <li>• Some changes to the tank overflow pit and possible first flush system may be required.</li> <li>• Training for NSP will take place on Sunday 19<sup>th</sup> and Tuesday 21<sup>st</sup></li> <li>• LL has organise media interviews and filming regarding NSP to take place on 22<sup>nd</sup> March .</li> <li>• The issues around telecommunications continue with a meeting with Dr Reid provided confirmation that PB is registered on the PUMP program. However, the final determination is up to Telcos.</li> <li>• AW requested that a proforma be made up to provide to residents who may wish to complain individually to their Telco about their poor service.</li> <li>• The tower apparently only has ONE antenna pointing in the direction of PB.</li> <li>• CFU. Desperately seeking new members . Suggested that Lindsay Boyd outline the requirements for membership of CFU which are considerably less onerous than membership for RFS.</li> </ul> <p><b><u>Events and Fundraising</u></b></p> <p>A summary of proposed activities and events was forwarded to the committee prior the meeting.</p> <p>Karina advised that it has subsequently been decided to not go ahead with the Mother's Day photos, as it has been problematic to advertise.</p>	

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<p>The dates for Glee Club concert were discussed but not finalised. Lynne advised that are a number of issues associated with the Scholarship concerts, scheduled for May 21<sup>st</sup> and 22<sup>nd</sup>. These concerts have been held over 2 days for almost 20 years , and have been jointly supported by Central Coast Conservatorium and the PBPA together with individual sponsors such as Pearl Beach Real Estate, Russell Grove, Pearl Beach Café, John and Jean Irvine and others.</p> <p>The scholarship event is designed to be both pleasurable musically and an encouragement to young musicians living on the Central Coast. Prize winners receive their prize in payment towards tuition fees.</p> <p>Lynne has spoken with CC Conservatorium and they believe a one day event would be more financially viable for them.</p> <p>The issue of an ongoing and long term commitment by a sponsor was raised.</p> <p>KS advised that Cathy from Belle Real Estate had expressed a desire to become more involved in the community and had shown interest in taking this on long term.</p> <p>LL has already spoken with Troy ( PB Café) who has agreed to sponsor one prize.</p> <p>VC and MK have agreed to speak with Bev Kingston, who in the past has also provided sponsorship.</p> <p>It was agreed unanimously by the Executive that PBPA would also contribute an amount of \$500 towards the Concert organisation.</p> <p>LL had also spoken with Troy regarding his selling a future supply of the Jute bags, which had all been successfully sold.</p> <p>As the café have their own bag, he declined. LL suggested that PBPA not go ahead with idea as it would be in competition with the Café.</p> <p><b><u>Environment Sub -Committee</u></b></p> <p>Mary advised that there was no report from the new sub-committee at this stage.</p> <p>The Secretary of the Environment Group clarified the parameters around possible objections to future Development proposals.</p> <p>This was included in the EG subcommittee Terms of Reference and accepted at the GM on 1/3/23.</p>	

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<p><b>SHORT TERM SUB -COMMITTEES</b></p> <p><b>PBPA Constitution Review : a short term working party.</b>            Victoria ( Convenor) provided a document to all present with proposed changes and amendments and requested feedback via email.</p> <p>A further meeting of the Constitution committee will take place next week and VC invited any Executive who wished to attend to please do so.</p> <p>It is hoped that the amendments will be available for all members of PBPA to view and comment in the near future and ready for ratification by the May GM.</p> <p><b>OTHER BUSINESS</b></p> <p><b>Insurance</b>            DM is investigating the renewal of the hall’s annual Insurance. He discussed with the committee the possible addition to the policy of “Loss of Income” for PBPA should the hall become inoperable/unavailable. It was agreed that a figure of \$40,000.00 was an appropriate amount.            VC wished to clarify the issue of Public Liability for workers in and around the hall. DM confirmed the policy would include this.</p> <p>However, he expressed concerns regarding PBEG being a sub-committee of PBPA whilst also being an independent Incorporated group. Mary advised that Incorporated Environment Group would remain in existence ( on paper) for a further two years, whilst the transition to PBPA took place and to ensure all were happy with the new set up.</p> <p>DM reported he did not receive the current Insurance policy amongst other broker documents he had received.            TM to investigate the Cloud storage. However it seems that these documents were addressed to the previous Treasurer.</p> <p><b>Community Notice Board</b>            Further to Amanda offering her trademarked map used on her tea towels, she will ask the original artist if he will make some changes to the original design to include the Hall, Café etc. Nigel will look to incorporate a few QR codes to allow visitors to find information on current events, the tennis courts &amp; the arboretum.            Hopefully a mock up of the design will be available for next meeting.            Given that the CCC has replied to the Secretary’s letter regarding the renewal of the toilet block, and noting that is not within the current Budget, placing the map on the face of the block would be an ideal location.</p>	

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<p><b>Community Awards</b></p> <p>KS raised the issue of possibly instigating a “Community Award” to be presented by PBPA to citizens who have provide ongoing and exemplary service to our community.            In general members of the Executive did not believe there was a need for this, as there are multiple Community organisations that provide this service.            However , it was agreed that PBPA could recommend individuals to other organisations.</p> <p><b>Change of Name</b></p> <p>The issue was raised about the possibility of changing the PBPA name to Pearl Beach Community Association. Most agreed this would be a good idea. VC suggested that if this was to be initiated, then, it would be helpful to raise it at the next GM so it can be incorporated in the revised Constitution.</p> <p><b>Squares</b></p> <p>KS raised the issue that PBPA is in possession of only one EFTPOS machine, which inhibits accurate and speedy receipt of money at various functions.            In particular, at the upcoming Book Fair there will be multiple areas taking money simultaneously.</p> <p>The following motion was carried unanimously</p> <p>“That PBPA buy 4x “ Square Tap and Go Readers“</p> <p>Moved : Victoria Crawford    Seconded : Malcom Davison</p> <p>The meeting closed at 7.15 pm</p> <p>Next General Meeting ; 1<sup>st</sup> April</p> <p>Next Executive Meeting 20<sup>th</sup> April</p>	