

PEARL BEACH PROGRESS ASSOCIATION INC

EXECUTIVE MEETING MINUTES - Approved

19th October 2023 5.15pm

Attendees – Karina Stafford, Tanya Masters, Victoria Crawford, Lynne Lillico, Amanda Winley, Pauline Toohey, Nigel Tisdale, Malcom Davison

Apologies. Mary Knaggs, Douglas McDonald, Peter Richardson

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 .</p>	
<p>Minutes of Previous Executive Meeting 23rd August 2023 The Executive committee minutes were accepted as a true and accurate record of the meeting. Proposed: Pauline Toohey Seconded: Malcolm Davison</p> <p>Matters Arising MD advised that he had inadvertently been named by initials as the person responsible for Australia Day celebrations this year. The correction was made to page 4. "The organiser was MM". (Malcolm McDonald). TM to write to Malcolm M regarding the ordering of the bins.</p>	TM
<p>Correspondence The following correspondence has been received or sent since the last Executive meeting. 24/08/ 23 Email request from member, Stephanie Wood regarding the piano and advise to her, would f/u with Exec. This matter was discussed, and the committee agreed to request Stephanie to determine the feasibility of this project, in particular the impact of wheels on height of the keyboard etc. 14/9/23 Email request from Arboretum Secretary (MK) for a letter of support from PBPA for their application for a grant. 26/9/23 Email to all Executive notifying of the theft of the defibrillator from the tennis courts and the likely costs to replace. Plus, multiple emails in relation to possible avenues for insurance or purchase. *See discussion under SAG</p>	<p style="text-align: center;">TM to email SW</p> <p style="text-align: center;">KS has completed this request.</p>

Business Item	Action - Who When
<p>27/9/23 Response by PBEG to CC EP Director regarding inappropriate development in PB</p> <p>27/9/23 email to CCC from PBEG with information pertaining to proposed meeting re inappropriate development.</p> <p>28/9/23 Further emails from Amanda Crowe regarding “teaching children animal safety.</p> <p>This was discussed again at this meeting, with the committee feeling that this was not a Progress association matter. TM to write to AC and advise accordingly.</p> <p>28/9/23 cc'd invitation to Patonga Progress Assn from Liesl Tesch regarding CC bus passenger forum</p> <p>2/10/23 Cc'd email received by Ann Parsons regarding the National Parks and Wildlife Koala survey.</p> <p>3/10/23 Email from John Quigg; notification of Patonga PA holding Melbourne Cup lunch</p> <p>3/10/23 Reply to Peter Romey from CCC regarding desecration of 61 Cornelian Rd.</p> <p>4/10/23 email from Mary Knaggs regarding assistance with “your voice your coast” strategic plans</p> <p>4/10/23 email from Peter Romey (PBEG) CCC (Alice Howe) regarding pending meeting re Inappropriate development in PB</p> <p>6/10/23 Email to all members with Notification of AGM and dates for nominations for Executive committee</p> <p>9/10/23 Email from Karina to Alice Howe thanking her for meeting with representatives of PBEG and herself.</p> <p>9/10/23 Email from Victoria to multiple members thanking them for supporting and helping with the Beatles Rebooted concert in Arboretum</p> <p>11/10/23 Letter sent by Peter Romey (PBEG) to CCC Heritage planner re the proposed internal works to the hall.</p> <p>Resolved – that the correspondence items be noted and accepted.</p> <p>Proposed: Malcom Davison Seconded: Amanda Winley</p> <p>Membership Applications</p> <p>The following membership applications were presented by email to all Executive prior to the meeting.</p> <ul style="list-style-type: none"> • Joe Bowers • Michelle Jackson • Troy Rushton • Peter Willis • Anastasia Willis • Smith Paul • Woolley Matt • Eddie Zeman 	<p>TM</p>

Business Item	Action - Who When
<ul style="list-style-type: none"> • Debra Schleger • Rob Langley <p>There was a brief discussion about the number of long-term members who had not renewed this year despite multiple attempts by Nigel to contact them. Several were known to VC who will follow up with their membership.</p> <p>There was also some discussion about the possibility of increasing the membership fees to \$25 pa in the next financial year . Some raised the possibility of “joint family membership” ; possibly \$40 pa.</p> <p>Moved; Nigel Tisdale Seconded; Tanya Masters</p> <p>Financial Reports</p> <p>Treasurer: Amanda had previously emailed the August financial statements for consideration by the committee.</p> <p>The August reports were addressed by the AW, with a loss showing due to large Insurance renewal cost.</p> <p>MK is applying to CCC for grant for a reduction in the CCC rates which have been paid. When the audited financial reports are available this application will be completed.</p> <p>VC felt this was an application for a “reduction in rates”, rather than a grant application as this would prohibit further grant applications for the year.</p> <p>Financial reports for <u>August</u> were accepted by the committee.</p> <p>September Financial Pack had been sent to the Committee prior to the meeting; and a subsequent small amendment made and sent.</p> <p>These included ;</p> <ul style="list-style-type: none"> • Balance sheet report • Statement of Cash Flow • Profit and Loss; Current year • Profit and Loss YTD • Job profit and loss report <p>There was a small overall loss for September of \$291.</p> <p>There was some discussion about various items on the report and further discussion about the possibility of seeking donations from the membership to increase our revenue. However, this would likely impact on the PBPA’s needing to become registered for GST once turnover reaches \$150,000. This has been discussed multiple times previously and many feel that having to add small amounts of GST to all sales is likely to become cumbersome.</p> <p>However, as the PBPA revenue grows then this is likely to come up again in the future.</p> <p>MD reminded the committee that we are a Memorial Hall, and wondered</p>	<p>.</p>

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<p>whether this could give the PBPA an exemption to GST status. VC suggested that we could possibly apply to become a charity, as the rules governing this have changed considerably in recent times. VC advised she would investigate this.</p> <p>Amanda reviewed the budget statement for 2024 which she had sent out to the committee prior to the meeting, and also Statement of financial position as of 30/6/23 which had been preliminarily audited. There were suggestions made about wording and placement of various items together in the budget. eg Events and Fundraising are one committee and therefore their budget should be joined.</p> <p>AW reminded the committee that the Budget was forecast of revenue for 2024.</p> <p>The committee agreed that each sub-committee should be providing a forecast revenue for its own budget with an explanation for any major changes or differences.</p> <p>AW explained several adjustments had been required this year due to prior years “accounting methods”. These have been corrected and certain items on the Depreciation schedule (eg air conditioner) written off. AW believes that all calculation and other errors have now been adjusted and/or corrected.</p> <p>In reviewing the FY2023 financial statements, discussion about various increases in items ensued. Eg the cost of printing and postage has risen from \$116 in 2022 to \$1519 in 2023. KS outlined that we are now printing a lot of our items rather than having to pay an outside agency.</p> <p>There was discussion about the addition costs associated with Australia Day activities. AW reported that CCC had sent a statement but the reason is unclear. Possibly for extra garbage bin collection or hiring the reserve on the beachfront. AW has contacted CCC for an invoice copy and is waiting for their response.</p> <p>TM to email MM (convenor) and ask about this.</p> <p>The committee was of the view that Australia Day should be “cost neutral”, despite the fact that this is a community event. All proceeds have traditionally been passed onto Mingaletta.</p> <p>The Financial reports for August and September 2023 were accepted by the committee and AW explained that the reviewed reports will be returned to the auditor for adjustments. Any subsequent typos or questions will need to be addressed asap, so that the complete audited report can be sent to members prior to the AGM on 11th November.</p> <p>Proposed: Nigel Tisdale Seconded: Pauline Toohey</p> <p>There was further discussion about the need to keep operating</p>	<p>VC</p>

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<p>however this is reported by DM to be no longer the case. Some members of the committee felt that the cost of the theft should be borne by the tennis club. Secretary was requested to write to the tennis club President (Paul Blinkhorn) and identify our concerns with request for payment.</p> <p>KS raised the question of the location of the electrode pads, which need to be replaced when the AED is used. NT advised that they are held by a member of the SAG committee. (Jan Steinbeck)</p> <p>Events/ Fundraising /Publicity</p> <p>Gerarda had emailed a copy of the Annual report which was forward to all Executive on 17/10/23. There were no questions arising.</p> <p>Lynne had not sent her publicity report prior to the meeting as it was relatively short and is recorded below. However, she spoke about the Music Scholarship event and expressed her disappointment and sadness that the committee appeared to indicate that this event should be cost neutral. She pointed out that this year's event had relied upon a donation from the PBPA to ensure that the scholarship could be awarded. It appears that this will not be forthcoming in 2024. LL indicated that the scholarship has been a long-standing event held by the community to support young musicians. There was some discussion about various options, including the need to raise the ticket price.</p> <p>Publicity for the recent extremely successful tribute concert "The Beatles Rebooted" in the Arboretum was very successful with approximately 650 coming along to enjoy what was a fantastic concert...To maximise attendance and disseminate information further afield a publicity campaign commenced at least 3 months out starting with:</p> <ol style="list-style-type: none"> 1. 'Your Guide Central Coast', a bi-monthly publication is distributed widely across the Central Coast. The editor, Klara Kay is extremely supportive of Pearl Beach events and continues to give us free editorial. 2. The Senior Paper, a monthly publication distributed across NSW - unfortunately they did not include Beatles Rebooted. However, the previous edition did include Pearl Beach Singers concerts. 3. Central Coast Newspapers and Peninsular News supported the concert with free editorial 4. Local radio and Social Media were all sent media release and concert details - difficult to monitor success rate. 	<p>TM</p>

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<p>5. Social Media and PBPA Website gave great coverage</p> <p>6. Flyer produced and distributed as a letterbox drop and placed in several suitable locations including Umina & Patonga Caravan Parks.</p> <p>7. Arboretum produced several large banners which they posted on a variety of locations across the Peninsular</p> <p>Pearl Beach Food & Wine Fare, an annual event is scheduled for Saturday 28th October, publicity has commenced, and it has already appeared in 'Your Guide Central Coast, and the Peninsular News. Should be in Coast News later in the week, sadly The Senior did not include in the current edition.</p> <p>Social Media and PBPA Website have included details etc.</p> <p>Movie Matinee, Sunday 5th November, second event this year featuring the iconic Australian Film 'Caddie" and including a conversation with the Producer, Tony Buckley. Media and publicity campaign underway.</p> <p>Future Publicity, developing media releases and campaign to promote a variety of events over the Christmas Holiday season starting with 'Your Guide Central Coast' November/December edition.</p> <p><u>Environment Sub -Committee</u> Mary had provided her report to the committee. PBEG have requested an amount of \$1000 to be provide to the committee without having to identify each particular need. The committee agreed that any events or publications which utilised this contingency money would need to cover costs. TM to email MK and clarify this situation. There were no other questions.</p>	<p>TM</p>

Business Item	Action - Who When
<p>Community Thank you drinks for RFS And farewell to Lindsay and Jamie. Karina to organise and confirm a date, which is proposed to be 4th November.</p> <p>Signage around the village This issue has been raised by one or two members and relates to signs being placed in close proximity to the RFS sign, which obviously needs to have clear space around it. Various options for sign placement were discussed. A broader discussion encompasses the multiple real estate signs which are now becoming an eyesore. KS also raised the issue of the large variation in quality and design of the multiple PBPA signs being placed around the village. She felt that some uniformity would be helpful.</p> <p>Printing charges for non PBPA groups The matter of the increasing cost of printing was raised. TM queried the very large increase in printing cost compared to last year. KS advised that this was due to PBPA now printing a great deal of it's own material instead of paying an external source. However there remains an issue of other community groups using the printer and these costs are mounting. KS has explored the printing sources and it was agreed that PBPA would charge about half of these charges. KS to draw up a "charge list "sheet to be displayed above the photocopier. NT will circulate.</p> <p>Thank you. Karina thanked Mary, Doug, Pauline and Tanya for their hard work over the past year and who have decided not to renominate for the 2024 Executive committee.</p> <p>Meeting closed at 7.35pm.</p> <p>Next Executive meeting: November 23rd</p>	<p>NT</p>