



Annual General Meeting minutes

7:00 PM, October 6, 2016 | Location: Wandi Community Group Hall

Opened at 7.14pm	
1	<p>Opening meeting, welcome guests and community- Jo Minney</p> <ul style="list-style-type: none">• Welcome all and overview of agenda• Attendee introduction
2	<p>Apologies, Confirmation of previous minutes- Jo Minney</p> <ul style="list-style-type: none">• Apologies<ul style="list-style-type: none">– Shahan Hobson, Community Development Officer (CDO) at Satterley, will be going on maternity leave shortly. The committee looks forward to meeting the replacement CDO in the coming months.– Carol Adams, Mayor of Kwinana, unable to attend. Peter Feasey, Deputy Mayor, will speak on behalf of the City of Kwinana (CoK).• Confirmation of previous minutes<ul style="list-style-type: none">– The 2015 AGM minutes were approved as a true and accurate record of events by Ashley Sakala and Amanda Marshall.
2	<p>President's Report</p> <ul style="list-style-type: none">• In 2014 a large meeting of Honeywood residents was held to address concerns regarding security in the newly established estate. The meeting highlighted that there was no one to collectively represent the interests of the Honeywood community. From this the Honeywood Residents Group (HRG) was formed, and became incorporated on 11 December 2014. The inaugural committee was nominated at the HRG's first AGM on 24 August 2015.• The committee would like to recognise the significant contributions of its outgoing members; Eric Monks, Glynis Monks and Catherine Garlick (apology) who are resigning tonight.• Glynis, outgoing Vice President, has been a huge asset to the committee, bringing a

wealth of experience from her time as a Wanneroo Councillor. Glynis played a fundamental role in the incorporation process and development of the constitution.

- The committee would also like to acknowledge Eric Monks, general member, for his commitment to the group since its inception in 2014.
- Catherine, outgoing Secretary, was also the Environmental Officer. Catherine's professional role as a Senior Environmental Officer has seen her make many positive contributions to the Honeywood estate. Most recently Catherine initiated preparations for establishing a community garden within the estate. Catherine has offered to provide ongoing consultation to the committee in their endeavours to establish a community garden. Committee members Ashley Sakala and Holli Read will continue to work on this project. Interested persons can contact Ashley or Holli to be involved in the community garden subcommittee.
- Glynis, Eric and Catherine have played an important role as founding committee members and the committee would like to take this opportunity to publicly acknowledge their contributions to the HRG and wish them the best in their futures outside of Honeywood.
- Over the past 12 months, the HRG has worked hard to establish itself. Highlights for 2015-16 include;
 - Obtaining our own marquee, BBQs, tables and equipment through generous contribution of Satterley Property Group. This equipment will be used for community and fundraising events.
 - Engaging with Satterley and the City of Kwinana to set up and manage a Community Garden.
 - Reaching over 900 members on our Facebook page, with more requesting to be added daily. Mombi Sakala, does a wonderful job as Memberships Officer, monitoring the page to ensure it is enjoyable and useful for all and not abused.
 - Raising funds through various events, namely community BBQs, and most recently the RSPCA Cupcake day.
- Upcoming events:
 - Planning has begun for the upcoming Honeywood Carols by Candlelight on 17 December 2016. An application is currently pending with Lottery West for the funding to make this event possible. Confirmation of funding should be received by end of October. Interested residents can get in touch with HRG to get involved in this event.
 - The Local Farmers' Market has given HRG the opportunity to host a regular monthly or bi-monthly stall. The committee are always looking for volunteers to run BBQs.
 - Honeywood Primary School will open for 2017 and we look forward to working closely with the P&C committee in the coming year.
 - We hope to have the HRG website set up in the coming months.
- All attendees were invited and encouraged to become involved with the HRG.

3	<p>Address from Deputy Mayor- Peter Feasey</p> <ul style="list-style-type: none"> • Peter commended the committee on its formation. • There are currently 3000 people living in Honeywood. There is significant growth on the eastern side of the freeway, more than the west side; requiring a place management strategy and planning for community hubs. Growth also brings funding opportunities. (Peter provided statistics which illustrated the continuing growth of the Honeywood estate and the wider Wandi area). • There have been various community consultation sessions providing residents with the opportunity to influence the Kwinana Strategic Community Plan; outlining what the city will be working towards for the next 10 years. Flyers were available to attendees. • There are a number of major projects planned for the Wandi area over the next 10 years: <ul style="list-style-type: none"> – a local sporting ground and pavilion associated with the future high school – building of a dry recreation facility (2022) – youth centre within Wandi district (Anketell district centre) – Adventure playground (the Calista adventure playground, due to open on the 16 October cost \$5.2 million). <p><u>Questions from the audience.</u></p> <p>Glynis Monks:</p> <p>Q. Honeywood does not receive the local paper. A. Peter acknowledged that Honeywood residents have been missing out on papers.</p> <p>Q. Queried the poor attendance at community consultation sessions so far and advised the HRG would deliver flyers to the estate for a small fee. A. Peter acknowledged that numbers had been low and may have been because of the lack of promotion and would advise the Director of option for HRG to deliver flyers in the future.</p> <p>Q. Glynis asked about the community centre in Wandi/ Honeywood. A. Peter advised he would send through a copy of the plans for the centre.</p>
4	<p>Treasurers Report</p> <ul style="list-style-type: none"> • The Honeywood Residents Group has recorded a surplus of \$2,516.19 for the financial year ended 30 June 2016. Income was generated from fundraising BBQs, donations from the Satterley Property Group, flyer deliveries and membership fees. • Expenditure was incurred to purchase food and equipment hire for use at the fundraising BBQs, and the purchase of consumables items including stationery and low value assets that did not qualify for capitalisation.

	<ul style="list-style-type: none">• The Treasurer's report was accepted by Glynis Monks, seconded by Craig Treeby.• Utilising the grant from Satterley Property Group the Association was able to purchase some fixed assets including a gazebo, ice boxes, signage and BBQs for use at fundraising and community events.• Per the constitution of the HRG an annual audit is not required unless voted for by the members. As such no audit will be undertaken for the period ended 30 June 2016. The Associations Incorporation Act 1987 does not require an annual audit be carried out. Motion for no audit to be undertaken for the period ended 30 June by Glynis Monks and seconded by Phillipa Du Plessis.
5	<p>Address from Mundijong Police Representative- Senior Constable Nick Brown</p> <ul style="list-style-type: none">• Any security is better than none. If residents cannot afford monitored alarms or real cameras, dummy devices can act as a deterrent.• Police investigators rely heavily on direct evidence such as recording cameras. They cannot use circumstantial evidence obtained from a camera at the end of the street that shows a vehicle in the area.• Swann CCTV systems are very popular. They can be purchased online or from Officeworks, JB HIFI etc. for under \$350 for the basic four camera system this can be linked to a smart phone and viewed remotely.• People should make note of serial numbers for any current or future purchases. This greatly assist police in returning stolen property.• GPS tracking on devices can be very helpful for Police; enable location services and apps such as 'Find my iPhone.'• Do not make it easy for the criminals; do not leave valuables on display, doors unlocked or wallets/ bags in cars.• Call the Police and report any suspicious people/ vehicles. If it doesn't look or feel right then more than likely it is worth reporting.• Mandijong Police, with the assistance of Armadale Response Team South, are working to reduce crime and are more than happy to attend any incident reported.

6	<p>Motion to accept new membership applications- Jo Minney</p> <p>Motion to accept new membership applications by Amanda Marshall, seconded by Ashley Sakala.</p>
7	<p>Election of Officers/ Executive committee- Jo Minney</p> <p><u>Nominations for executive committee</u> As per the constitution, two executive positions are currently up for re-election; Vice President (VP) and Secretary. The President and Treasurer will remain for another year and be up for re-election in 12 months' time. After this time executive positions will be held for two years.</p> <ul style="list-style-type: none"> - Motion to accept Ashley Sakala as new VP by Jo Minney, seconded by Holli Read. - A present attendee did not nominate for the position of Secretary; received postal nomination from Tara Auty for the position of Secretary. Jo Minney nominates Tara Auty for the position of Secretary, Ashley Sakala seconds nomination. <p><u>Nominations for non-executive committee</u></p> <ol style="list-style-type: none"> 1. Holli Read- General member 2. Amy Clarke- Marketing Officer 3. Mombi Sakala- Memberships Officer 4. Amy Lloyd- Neighbourhood Watch Officer 5. Phillipa Du Plessis- P&C/ School Liaison Officer 6. Ross Minney (written notification was not received prior to commencement of meeting; Glynis Monks nominated Ross Minney for the position of IT Officer, and was seconded by Amy Lloyd). <p>It was noted that Laxmi Advani has expressed interest in being part of the committee as a P&C representative but an official nomination has not been received.</p> <p>Jo Minney moved to approve all committee members for 2017, seconded by Ashley Sakala.</p>
8	<p>Address from Honeywood Primary Principal- Maria Cook</p> <ul style="list-style-type: none"> • Maria commended the group on its proactivity. • The new school promotes more of a community hub. • School is coming in two stages Aubin Grove Primary is currently bursting at the seams so Honeywood primary will be opening earlier than planned; 2017. First stage will be K-P; 80 students but are anticipating more. There will be five demountable buildings; 1 administration building and four classrooms. The entrance will be off Honeywood Ave for 2017. The school will be a two stage build and will ensure the students don't miss out on anything. The school will be sharing space with CoK (oval). • Already future proofing; 2018 estimate 300 students and 400 in 2019 but these are conservative numbers. A steering committee has been formed; designing the uniform, consulting with WPA regarding the logo. Two deputies have been recruited and start on

	<p>Monday. Teaching and support staff will recruited next.</p> <ul style="list-style-type: none"> • There has been a two stage enrolment form which has been challenging. • Split of siblings has been upsetting. But are lucky to have after school care to support parents split between two sites (Family Tree). • Open Day on January 22 (Sunday afternoon) 3-4.30pm enrolled families to see teachers and classrooms. 4.30pm -6.00pm open to community; book sale, food. Currently using Facebook as their main form of communication. Satterley will be doing a sign to promote the school and initiate enrolments.
9	<p>Address from Mundogalup Bush Fire Brigade- Captain Craig Treeby</p> <ul style="list-style-type: none"> • The Mundogalup station is on the other side of Anketell road and has been operating for 54 years. • Advised that burn offs during the winter months are 'burn as desire' in rural areas. However permits are required post winter months. There will be lots of properties doing burn offs at this time, in preparation for summer, therefore it is advised that you should check the scene prior to calling 000 regarding potential fires. After December 1st, burn offs are not permitted and you are to call 000 if you see a fire. • Everyone should make a plan and do the necessary preparations in the lead up to summer; high fire risk period. There are not enough trucks to assist all households in the event of a fire and residents need to be self-sufficient. • The brigade are always looking for volunteers. It is a hefty time commitment. They have a Facebook page. Encouraged residents to get involved in the "Lolly Run" which the station organises each year on Christmas Day; goes through the estate. • Craig advised Maria Cook that the brigade does do school visits.
10	<p>General business from the floor</p> <p>There was no business from the floor.</p>
Closed at: 8.22pm	

Attendees:

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honeywood

Residents Group

2016 PRESIDENTS REPORT

Welcome to the second annual general meeting of the Honeywood Residents Group.

On the 11th December 2014 the **Honeywood Residents Group Inc.** was officially incorporated under the Associations Incorporation Act 1987 (Section 9(1)) based on feedback from the community. Last year, on the 24 August 2015, I was officially voted in to the position of President of the Honeywood Residents Group Incorporated and I am very proud to have seen how much we have accomplished over the past year or so.

Unfortunately for Honeywood, two of our inaugural executive committee members who have contributed significantly to the success of the Honeywood Residents Group are officially resigning tonight. On behalf of the rest of the committee, and the greater community, I would like to take this opportunity to thank Catherine Garlick (Secretary & Environmental Officer) and Glynis Monks (Vice President) for their dedication, perseverance and hard work in helping us to create a sustainable and effective organisation.

Both Catherine and Glynis brought with them a wealth of experience and knowledge that were integral to the success we have achieved over the past year. While we are very sorry to see them go, we wish both of them the best of luck in their future endeavours!

2015-2016 Highlights

Over the past year, here are some of the things we've achieved:

- Thanks to the generous contribution of Satterley Property Group and the dedication of several of our committee members, we successfully obtained our own marquee, BBQs, tables and equipment that can be used for future fundraising and community events.
- Our equipment has already been utilised a number of times, such as at the Honeywood Street Party to celebrate the opening of the new display village, at various community events, and at our RSPCA Cupcake Day stand at the Local Farmers Market.
- The committee has been engaged in an ongoing project with Satterley and the City of Kwinana to set up and manage a Community Garden. While this project is still in the early stages, we are very excited to have this opportunity and look forward to setting up a sustainable and environmentally friendly facility that all can benefit from.
- Our facebook group, which is managed and administrated by volunteers from the committee, has now reached over 900 members with more requesting to be added daily. Our friendly membership officer, Mombi, has been doing a fantastic job contacting those joining the group and welcoming them to the community, as well as making sure users understand and follow the guidelines set out to make the group a useful and pleasant experience for all.

Coming Soon...

- Stay tuned for progress on our community garden, as we finalise location and start with the planning and development phase. If you are interested in becoming involved, make sure you let us know!
- We are very excited to be planning our upcoming Honeywood Carols by Candlelight on the 17th December 2016. An application is currently pending with Lottery West for the funding to make this event possible and we should have confirmation by the end of October as to whether we will definitely be going ahead with the event. Once again, if you are interested in becoming involved, don't hesitate to get in touch!
- The Local Farmers' Market has generously offered the Honeywood Residents Group the opportunity to have a regular monthly or bi-monthly stall, in order to spread the word about what we do with new residents and raise funds that can be used for future projects. We are always looking for volunteers to run BBQs, and don't forget to stop in occasionally to say hi!
- We are excited about the new Honeywood Primary School that is soon to be open, and we look forward to working closely with the P&C committee in the coming year.
- In the coming few months, we are hoping to have our website set up, with our Frequently Asked Questions, sponsors and much more. Stay tuned!

All in all, it has been an exciting, eventful and successful year - and I look forward to seeing what the community of Honeywood can achieve in 2017.

Last but not least, please consider whether there is a way you can become involved with our blossoming community group. As with all community groups, we rely 100% on the generosity, in both time and money, of our members and sponsors. If you think you have something you can contribute or that there is something that you would like us to assist with, please don't be afraid to reach out! We are a very friendly bunch and we are dedicated to making Honeywood and surrounding areas a great place to live for many years to come.

Best Regards,

Jo Marie Minney

President | Honeywood Residents Group Inc.

Honeywood Residents Group (Inc)

Treasurer's Report for 2016

Financial Situation

The Honeywood Residents Group has recorded a surplus of \$2,516.19 for the financial year ended 30 June 2016.

Income

Income was generated from fundraising BBQs, donations from the Satterley Property Group, flyer deliveries and membership fees.

Expenditure

Expenditure was incurred to purchase food and equipment hire for use at the fundraising BBQs, and the purchase of consumables items including stationery and low value assets that did not qualify for capitalisation.

Balance Sheet

Utilising the grant from Satterley Property Group the Association was able to purchase some fixed assets including a gazebo, ice boxes, signage and BBQs for use at fundraising and community events.

Audit

Per the constitution of the Honeywood Residents Group an annual audit is not required unless voted for by the members. As such no audit will be undertaken for the period ended 30 June 2016.

The Associations Incorporation Act 1987 does not require an annual audit be carried out.

Amanda Marshall

Treasurer

HONEYWOOD RESIDENTS GROUP

c/- 21 DRYSDALE GARDENS, WANDI, WA

Profit & Loss (Cash)

1 July 2015 to 30 June 2016

	2016	2015
INCOME		
Event sales	1,210.10	985.00
Donations	1,711.15	500.00
Fundraising	600.00	-
Memberships	110.00	-
Interest income	1.27	-
Total Income	3,632.52	1,485.00
EXPENSE		
Event Hire and food purchases	530.62	665.06
Consumables	378.75	-
Depreciation	203.71	-
Phone, Post, Print, Stationery	3.25	-
Total Expense	1,116.33	665.06
NET SURPLUS	2,516.19	819.94

HONEYWOOD RESIDENTS GROUP

c/- 21 DRYSDALE GARDENS, WANDI, WA

Balance Sheet

As at 30 June 2016

	2016	2015
ASSETS		
Fixed assets at cost	1,540.43	
less accumulated depreciation	<u>- 203.71</u>	
Net book value of fixed assets	1,336.72	-
Cash at bank	1,999.41	788.90
Gift card balance	-	31.04
Total Assets	3,336.13	819.94
LIABILITIES		
Total Liabilities	-	-
NET ASSETS	3,336.13	819.94
EQUITY		
Retained Earnings	819.94	-
Plus: Surplus	2,516.19	819.94
Total Equity	3,336.13	819.94