



Meeting Agenda & Minutes

7:00 PM, Nov 1, 2016 | Location: Ash and Mombi's house

Attendees

Committee Members (put a **x** for those present):

x	Jo	x	Amanda	x	Holli	x	Mombi	x	Amy L
x	Ash	x	Tara	x	Ross	x	Amy C	x	Philippa

Other Attendees:

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A quorum will be deemed complete if five committee members are present, at least two of whom are executive committee members.

Agenda

(Please add your items below before 7:00 PM)

#	Discussion Item	Allocated Time
1	Follow Up on Previous Meeting <ul style="list-style-type: none"> - Actions arising from AGM - Actions arising from previous committee meeting - Confirm minutes from previous meeting 	10
2	President's Report <ul style="list-style-type: none"> - Thank you emails to speakers from AGM 	5
3	Treasurer's Report <ul style="list-style-type: none"> - Discuss paperwork for updating account holders 	5
4	Correspondence <ul style="list-style-type: none"> - Quotes for Carols by Candlelight 	5
5	Welcome new committee members <ul style="list-style-type: none"> - Meet and Greet around the table 	(30) 10

	<ul style="list-style-type: none"> - SWOT - Confirm individual portfolios - Confirm future (approximate) meeting dates 	10 5 5
6	Exercise Equipment	5
7	Honeywood Sign	5
8	Community Garden update	
9	Local paper delivery to Honeywood	
10	Facebook ads (paid) and the HRG website	
11	Book drive for Primary School	
12	Mosquitoes	
13	Laxmi's request to join committee	
14	Social School Picnic	
15	Carols by Candlelight <ul style="list-style-type: none"> - Outcome of Funding Application - Next Steps 	(20) 5 15
16	General Business	

Minutes

Opened At 7.07	
1	<p>Last Meeting Follow Up</p> <p>ACTION: Jo to post reports from AGM speakers on Honeywood Facebook page. ACTION: Ash to email Peter Feasey (CoK) to follow up on presentation from AGM as he has not yet sent.</p> <p>No other a items arising from minutes.</p>
2	<p>President's Report</p> <p>AGM follow ups</p> <ul style="list-style-type: none">- Jo sent thank you email to police regarding the AGM and has since received a response. Snr. Constable Nic Brown has been in correspondence with Jo (via Facebook messenger) and is providing relevant updates. Nic is on the Honeywood Residents Facebook page as a silent member (using his personal account): same agreement as Satterly. Committee members advised not to tag Nic in anything on the Facebook page as using his personal account.- Jo sent thank you to Peter Feasey- no response.- Jo sent a message to Craig Treeby via Facebook. <p>ACTION: Ash to send thank you email to Maria regarding email presentation.</p> <p><u>Carols by Candlelight- Saturday 17 December</u> Natalie from Lotterywest has advised that our funding application did not get viewed at the October Board meeting and will now be viewed by the Board at the November meeting. Whilst we are awaiting confirmation of funding it is highly likely that it will be approved.</p> <p>Committee agreed to move forward with preparations in the interim. Date for carols is set for Saturday 17 December. Amanda enquired about the total amount of deposits which would need to be covered in the case that the Lotterywest funding is unsuccessful. Other funding sources for the event:; \$1000 donation for services rendered from Satterley and \$1000 for candles by carol light.</p> <p>Lotterywest Board meeting is on 17 November therefore we need to hold off on purchases until after this date as the funding will not pay purchases before this data. All invoices will be sent directly to Lotterywest for payment if funding is approved.</p> <p>Candles for the carols need to be ordered ASAP to ensure they are ready on time. Jo has been investigating suppliers and obtaining quotes.</p> <p>Carols event sub committee- Ash, Mombi, Jo, Ross, Holli, Alison Pearson (Brumbys offered to help) Laxmi. All other committee members will be available to assist on the night, except maybe Tara (TBA).</p> <p>ACTION: The Carols event will be discussed as a subcommittee at a separate meeting.</p>

3	<p>Treasurer's Report</p> <ul style="list-style-type: none"> - There is currently \$2389.96 in bank account - 14 paid members to date - Bill outstanding \$62.21 to reimburse Holli for items purchased from Officeworks for the AGM. Amy moved to reimburse Holli for the amount of \$62.21, Phillipa sec. <p>ACTION: Amanda to arrange reimbursement for Holli.</p>
4	<p>Correspondence</p> <ul style="list-style-type: none"> - Fiona from CoK advised of end of year event on 29 November - Invitation to present on their group <p>ACTION: Jo to respond to email from COK regarding their end of year event</p>
5	<p>Welcome new committee members</p> <p>All attendees participated in a SWOT analysis.</p> <p>ACTION: Add 'Base camp' program to the next agenda ACTION: Mombi, Ros and Amy/ Jo to meet to discuss the Marketplace on Facebook</p>
6	<p>Exercise Equipment</p> <ul style="list-style-type: none"> - Defer to next meeting but Ash happy to champion- work in progress. - Discussed possible placements
7	<p>Honeywood Sign</p> <p>ACTION: Jo to contact Aubin Grove community group to find out who did their sign.</p> <p>Defer discussion to next meeting.</p>
8	<p>Community Garden</p> <p>Ash and Holli had a handover meeting with Catherine. However when they contacted Satterley, Shahan advised that Satterley can no longer provide these sites for the garden. Ash questioned our ability to commit to a project of this magnitude at this time.</p> <p>The Community Garden garden will be put on hold until further notice, with the suggestion that we wait for the school to be established/ full school to open before re visiting.</p>
9	<p>Local paper delivery to Honeywood</p> <p>There is an online paper therefore the committee does not see need to pursue the delivery of hard copy papers.</p> <p>ACTION: Ross to post link to online paper on the Facebook page.</p>

	ACTION: Amy to create marketing pitch for the HRG page.
10	Social media/ website sub committee ACTION: Jo to arrange time for group to meet. Proposed date of 10 November, 6.00PM at Jo & Ros's house.
11	Book drive for the primary school The committee will have the opportunity to donate books at the Primary School Open Day on 22 January. Community members can attend the open day in the afternoon. This item is to be discussed at the January meeting.
12	Mosquitoes Decision to monitor the situation and act accordingly.
13	Laxmi's request to join the committee Committee is full (10) but we will try and involve Laxmi in a subcommittee. ACTION: Jo to contact Laxmi regarding her interest in joining the committee.
14	School picnic This will not be going ahead as public liability is an issue; too expensive (approximately \$462). This will be easier once the school is established.
15	Carols by Candlelight See president's report.
16	General Business ACTION: Jo to provide new members with a copy of the HRG constitution.
Closed at:	8:52PM

Action Items

Action	Responsible Person
Place reports from AGM speakers on Honeywood Facebook page.	Jo
Email Peter Feasey (CoK) to follow up on presentation from AGM as he has not yet sent.	Ash

Send thank you email to Maria regarding email presentation.	Ash
Carols event will be discussed as a subcommittee as a separate meeting.	Jo
Arrange reimbursement for Holli.	Amanda
Respond to email from COK regarding their end of year event	Jo
Add 'Base camp' program to the next agenda	Tara
Mombi, Ros and Amy/ Jo to meet to discuss the Marketplace on Facebook	Jo/ Ross
Contact Aubin Grove community group and find out who did their sign Defer discussion to next meeting.	Jo
Post link to online paper on the Facebook page.	Ross
Create marketing pitch for the HRG page.	Amy
Arrange time for marketing sub committee to meet. Proposed date of 10 November, 6.00PM at Jo & Ros's house.	Jo
Contact Laxmi regarding her interest in joining the committee.	Jo
New members to be provided with a copy of the HRG constitution.	Jo

Next Meeting Agenda Items
