



## Meeting Agenda & Minutes

6:30 PM, Dec 14, 2016 | Location: 33 Mirima Way, WANDI

### Attendees

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

<b>X</b>	Jo	<b>X</b>	Amanda	<b>X</b>	Holli	<b>X</b>	Mombi	<b>X</b>	Amy L
<b>X</b>	Ash	<b>X</b>	Tara	<b>X</b>	Ross	<b>X</b>	Amy C	<b>X</b>	Philippa

Other Attendees:

*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	<b>Follow Up on Previous Meeting</b> <ul style="list-style-type: none"> <li>- Confirm minutes from previous meeting</li> <li>- Outstanding actions from previous committee meetings to be covered in following sections, as there were quite a few items to be actioned</li> </ul>	5
2	<b>President's Report</b> <ul style="list-style-type: none"> <li>- Update on Laxmi's request to join committee</li> <li>- Passing on HRG constitution to all new members: complete?</li> </ul>	5
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>- Current balance and anticipated expenses/credits</li> </ul>	5
4	<b>Outstanding AGM Actions</b> <ul style="list-style-type: none"> <li>- Ashley's email to Peter to thank him for speaking at AGM: complete?</li> <li>- Jo to put reports from AGM speakers on Honeywood Facebook Page: complete?</li> </ul>	5
5	<b>Local Paper Delivery to Honeywood</b> <ul style="list-style-type: none"> <li>- Ross to post link to paper on the facebook page: complete?</li> </ul>	5

6	<b>Committee Management</b> <ul style="list-style-type: none"> <li>- Basecamp as a project management tool - have committee members had a chance to look at this to see if it seems like a viable tool for us? *if not, defer to next meeting to discuss*</li> </ul>	5
7	<b>Social Media/Website sub-committee</b> <ul style="list-style-type: none"> <li>- First meeting: complete?</li> <li>- Update from Jo or Amy on short 'marketing pitch' and mission statement for page, website, etc.</li> <li>- Monetising facebook page - paid ads for business, following on from Ross's suggestion at last meeting</li> <li>- Investigation of 'market place' function on facebook for buy/sell function</li> </ul>	<b>(20)</b> 5 5 5 5
8	<b>Honeywood Sign</b> <ul style="list-style-type: none"> <li>- Jo was going to contact Aubin Grove to find out where/how they got their sign to see if we can have a similar one</li> </ul>	5
9	<b>Carols by Candlelight</b> <ul style="list-style-type: none"> <li>- Update on outcomes of assorted funding applications, inc. Lotterywest, etc, and costs outstanding</li> <li>- Summary of outstanding tasks to be delegated and general plan for the day</li> </ul>	<b>(15)</b> 5 10
10	<b>Council of Kwinana</b> <ul style="list-style-type: none"> <li>- Outcome of assorted correspondence: Jo to respond to email.</li> <li>- Discussing plan to rectify missing out on some notifications from CoK</li> <li>- Did we have a representative at the end of year CoK event? Any plans/outcomes related to leveraging involvement with CoK, esp funding-wise</li> </ul>	<b>(15)</b> 5 5
11	<b>Public Liability Insurance</b> <ul style="list-style-type: none"> <li>- Done for the Carols; do we have PLI in general now?</li> </ul>	5
12	<b>Honeywood PS Book Drive &amp; BBQ</b> <ul style="list-style-type: none"> <li>- Update on the book drive</li> <li>- Details of the BBQ, Task Delegation, Resources required</li> </ul>	<b>(15)</b> 5 10
13	<b>Forecasting Events for 2017</b> <ul style="list-style-type: none"> <li>- Suggestions for events? [Tara has one]</li> </ul>	5
14	<b>Any other matters arising</b>	5

# Minutes

Opened At	<b>639</b>
1	<b>Last Meeting Follow Up</b> <ul style="list-style-type: none"><li>- Confirmation of previous minutes - confirmed by Ashley and Mombi.</li></ul> <p>ACTION BY TARA: To add previous meeting's action list to the beginning of next agenda, to tick off actions completed first up before we launch into new matters.</p>
2	<b>President's Report</b> <ul style="list-style-type: none"><li>- Laxmi's request to join the committee - not done yet</li><li>- Made new constitution available to all members through Facebook page</li><li>- She did attend CoK meeting, she gave a little presentation: outcome - funding open again, but closes three days after Carols and nothing concrete is coming up to focus applications just yet, so we will focus on targeting our funding and conversations to specific causes.</li><li>- Ashley wants to talk to CoK about the exercise equipment, and to follow up on Melville Council because they had the good equipment and we want to source the same brand/style/talk to the same people because they're good. Got email from Melville, to follow up.</li><li>- Jo: outcome from the meeting: group in Kwinana called 'imagine Kwinana' another NFP, also registered with the association, they have been talking with some of the other groups about possibly talking about combining public liability - long and short of it, in order to do it, someone from both committees, needs to be on both committees, and the two committees would have to be doing similar sorts of things (for the insurance to cover the same types of events, etc).</li><li>- Ashley: surely City of Kwinana should just have one blanket public liability insurance for all the community groups? Jo says they are floating some of the same ideas in discussion with CoK, Jo wants to perhaps combine with 'Imagine Kwinana' as it is blanket one, and their vision is to use their connections and resources to enact positive change, and the guy is also involved with the Bendigo Bank in Kwinana.</li><li>- Ash's concern - is it too much hassle to combine with 'Imagine Kwinana'? But Jo pointed out that even small events cost a lot to get covered with Public Liability, and so we're probably better off combining with other people to invest in full coverage, because the difference in cost is small and the difference in benefit is large</li></ul> <p>ACTION: Follow up with Laxmi ACTION: Public Liability 12 month cover to be investigated by Jo, and queries to be made to CoK/other NFP's about offsetting costs through grants or collaboration.</p>
3	<b>Treasurer's Report</b> <ul style="list-style-type: none"><li>- Bank balance \$1,891.05.</li><li>- Received \$600 from CoK for insurance, but Satterly's still outstanding, and they take a while to pay so we still need to chase them up.</li><li>- Received invoice from Jo for previous insurance</li><li>- Treasurer's report was accepted by Ashley and Jo.</li></ul> <p>ACTION: Holli update to the AGM minutes to be finalised so that Amanda can add everyone to account. ACTION: Pay Jo \$191. 88 (for RSPCA stall cover)</p>

4	<p><b>Outstanding Actions from AGM</b></p> <ul style="list-style-type: none"> <li>- Jo still has to post up reports from AGM Speakers to facebook</li> <li>- Ashley emailed Peter to thank him</li> </ul> <p>ACTION: still have to upload reports from AGM Speakers</p>
5	<p><b>Local Paper Delivery/Link to Facebook Page</b></p> <ul style="list-style-type: none"> <li>- DONE</li> </ul>
6	<p><b>Committee Management</b></p> <ul style="list-style-type: none"> <li>- Deferring to next meeting</li> </ul>
7	<p><b>Social Media Sub-Committee</b></p> <ul style="list-style-type: none"> <li>- Meeting has taken place; report has been uploaded to facebook.</li> <li>- Revised 'pitch' for the welcome that people send people, as well as the follow-up message. Two step process - finding out people live here, and welcoming them.</li> <li>- Blanket approval granted for sub-committee to make those decisions.</li> <li>- Paypal viable for membership payments - discounted cost for NFP's, and someone to follow up possibility of scheduled/recurring payments.</li> <li>- Amanda: wants to park the issue at the moment because of cash flow problems; concerns about who will cover that fee.</li> <li>- Progress made on getting the website up and running; converted to Wordpress.</li> <li>- Difference between facebook page and facebook group - the group is used by residents, the page is from us going out to the public. So Residents can use the GROUP, the page can be used for people who want to follow the estate, and it allows us to say open events to many more people than those who are in the group. It's a presence for the group.</li> <li>- Came up with a policy about who administrates what and who's responsible for what.</li> <li>- Basically the web committee being the administrators for the pages.</li> <li>- With the group, the administration is more or less the same; Mombi is a moderator.</li> <li>- Keeping the 'Honeywood Wandl' profile to allow us an anonymous profile for moderating.</li> <li>- Deferring the issue of monetising the facebook page, as well as the marketplace, as well as the discussion of an area for 'recommended services.'</li> </ul>
8	<p><b>Honeywood Sign</b></p> <ul style="list-style-type: none"> <li>- Contacted Aubin Grove; further chase up required. Cockburn Council likely to have taken care of it. Jo going to approach CoK to try and get them to organize/fund a 'proper' sign for us.</li> </ul>
9	<p><b>Carols by Candlelight</b></p> <ul style="list-style-type: none"> <li>- 6k from lotterywest has been 'won,' is confirmed - for 'promotions and equipment hire'</li> <li>- Jo being strategic about how she words items to be covered.</li> <li>- Basically amounts to \$5k ish, because we still have to pay GST</li> <li>- Payments of invoices: early invoices requested from most of the suppliers.</li> <li>- Lotterywest will grant us the money once they see invoices.</li> <li>- Candles and banners already paid for, the latter will be reimbursed by lotterywest.</li> <li>- Public liability needs to be paid before the event.</li> <li>- Total cost of everything not covered by Lotterywest is \$3,355.</li> <li>- Sales of candles and songbooks goes back into the account to cover costs, and profits from songbooks goes back into the committee funds, profits from the candles goes to Beyondblue.</li> <li>- Need to notify residents to bring cash if they want to buy songbooks and candles.</li> </ul>

	<ul style="list-style-type: none"> <li>- Songbooks need to be printed; changing format, that might change the cost?</li> <li>- Cost is about \$320 for the songbooks; printing off 250 songbooks, cost price \$1.30.</li> <li>- Cost of candles \$1.90.</li> <li>- \$3 for each, \$5 for both, 50% going to beyond blue.</li> <li>- An 'intro point' to orient people and to sell them things.</li> <li>- Pieta attending on behalf of Satterly bringing down sign and including notification that people are going to get photographed, Satterly is paying a photographer that they are paying for, and we get access to the events.</li> <li>- Jo has important phone numbers for the day.</li> <li>- Ross is managing anything off stage and 'technical,' where Jo is managing anything on stage and performance related.</li> <li>- We have a coffee van and ice cream van, toilet hire is done</li> <li>- Amanda is the contact point for Santa, but will also get his number.</li> <li>- Santa wanted there at 730; he's going to pop up on stage to talk about the lolly run, and will just say 'if you kids are good, you will get lollies [just not here]'</li> <li>- 'Interviewing Santa' as a way to guide his public speaking.</li> <li>- Amy L to interview Santa.</li> <li>- Estimated 300-500 attendance for Carols.</li> <li>- Facebook event - everyone to share the link.</li> <li>- Everyone to 'dress festive' or else casual and high vis.</li> <li>- Mombi to co-MC with Jo</li> <li>- Mombi's costume sorted</li> <li>- Still waiting on the notification to neighbours re: noise levels for the performance</li> </ul> <p>ACTION: approval of public liability payment for before the event on Sat.</p> <p>ACTION: Money from Satterly required to be able to pay the performers at \$750 each.</p> <p>ACTION: Contact Carol about the Carols.</p> <p>ACTION: Amanda to pass on Santa's contact details.</p> <p>ACTION: Tara to talk to Craig about possibly driving the truck for Santa to arrive on (EDIT: not included in actions ultimately as it was not required)</p> <p>ACTION: To put notification on event to people to bring some gold coin/small notes, and to bring seating, and to BYO more substantial food if they want it, and to walk down rather than drive so the Satterly car parks are available for ambulance/and all the rest.</p> <p>ACTION: Cones to be organised by Amanda on Friday night to mark of the vendors' parking spots; to be set up Saturday morning because the vendors will need spaces at lunch time and the display village will be open.</p> <p>ACTION: To bring garbage bags down to clean up afterwards.</p>
10	<p><b>Council of Kwinana</b></p> <ul style="list-style-type: none"> <li>- Not getting invites to all the events, Jo sent a direct email to Mayor that has been addressed by her; we have been told that they will follow up to ensure we are notified of all events.</li> </ul>
11	<p><b>Public Liability Insurance</b></p> <ul style="list-style-type: none"> <li>- Just for the Carols - still have the Markets cover, if we want to do a fundraising BBQ at the markets while we can</li> <li>- Already covered for the school picnic, no further action required.</li> </ul>

12	<p><b>Honeywood PS Book Drive &amp; BBQ</b></p> <ul style="list-style-type: none"> <li>- Book drive is done</li> <li>- Westbook popup stall to buy and donate there</li> <li>- Miscommunication with the PS - Philipa has pointed out that there is ambiguity about whether or not people are paying their snacks. Parents have apparently been told the food is free</li> </ul> <p>ACTION: Clarify whether or not the BBQ is fundraising or not.</p>
13	<p><b>Forecast of Events 2017</b></p> <ul style="list-style-type: none"> <li>- Multicultural event, Harmony Week? Funding options available</li> <li>- Harmony Week is 15th - 21st March every year; 18th-19th of March is when we could have our event.</li> <li>- BBQ? Desserts? Food trucks?</li> <li>- Other event ideas: Hallowe'en</li> </ul>
14	<p><b>Any Other Matters Arising</b></p>
Closed at:	<p><b>8.34 pm</b></p>

## Action Items

Action	Responsible Person
Updating agenda/meetings template to include section for actions due from previous meeting	Tara
Contacting Laxmi about joining the committee	Jo
Completing AGM minutes so that Amanda can update account details to current committee	Holli
Updating account details	Amanda
Jo to be reimbursed \$191.88 (for RSPCA event?)	Amanda
AGM Speaker reports to be uploaded	Ashley
Approval for public liability before Carols	Jo?
Money disbursed from Satterley for Carols	Jo? Amanda?
Contact Carol about Carols	Jo
Adding Santa's contact details to the event plan	Amanda to give to Jo
Updating the social media notifications for the event to include request to bring small cash, to walk in	Jo/Ashley

preferably, to bring their own seating, etc	
Traffic cones to reserve parking bays	Amanda
Garbage bags for clean up after Carols	Any/all of us
Clarifying if the school BBQ is for fundraising or not	Ashley
Application for CoK funding for Harmony event	Jo & Tara
Assorted people to visit Westpac bank as per Amanda's messages over the month (to update/verify ID etc)	Jo, Holli, Tara

## Next Meeting Agenda Items

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- Exercise Equipment (deferred item from 11/01/2016 meeting, Ashley happy to champion this one)
- Community Garden (deferred until school opens to consider having it within school grounds)
- Multicultural Event in Harmony Week