



Meeting Agenda & Minutes

6.30 PM, Jan 11, 2017 | Location: 33 Davenport Approach

Attendees

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

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

Other Attendees:

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

Action Items From Previous Meeting

Action	Responsible Person
Updating agenda/meetings template to include section for actions due from previous meeting	Tara DONE
Contacting Laxmi about joining the committee	Jo NO
Completing AGM minutes so that Amanda can update account details to current committee	Holli DONE
Updating account details	Amanda DONE
Jo to be reimbursed \$191.88 (for RSPCA event?)	Amanda DONE
AGM Speaker reports to be uploaded	Ashley? Changed to Jo to be uploaded to page *edit: Tara mistakenly thought this was allocated to Ashley following questions to be answered by Peter, but it was actually to be done by Jo*
<i>Approval for public liability before Carols</i>	<i>Jo?</i>
<i>Money disbursed from Satterley for Carols</i>	<i>Jo? Amanda?</i>

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

Agenda

(Please add your items below before 6.30 PM)

#	Discussion Item	Allocated Time
1	Follow Up on Previous Meeting <ul style="list-style-type: none"> - Actions arising from previous meeting/over the month or so since then. - Discussion of Carols success/feedback/ideas for improvement 	10
2	President's Report <ul style="list-style-type: none"> - Contacting Laxmi to join the committee? - Will CoK fund a good sign for us? - Anything else 	10
3	Treasurer's Report <ul style="list-style-type: none"> - Update on whether all the bank details are currently up to date now - Reimbursing Jo for the \$191.88 - Current state of bank account post-Carols/in the lead-up to Harmony Week 	10
4	Harmony Week Event <ul style="list-style-type: none"> - Tara and Jo completed an application for CoK funding - Satterley has also been approached for funding; they have tentatively committed 2k - Flyers need to be distributed shortly, and the school BBQ would be an especially good option to distribute them - Cultural groups in the area - or willing to come this way - need to be approached in 	15

	the lead up to the event for performances	
5	Honeywood PS BBQ <ul style="list-style-type: none"> - General plan for the day - what are we doing, where are we meeting, who can do what, when should we get there and how long will it go for? - Ashley sought clarification about whether it's fundraising or not, and it's not, so we will be volunteering our time to effectively increase our profile and foster good will 	15
6	Exercise Equipment <ul style="list-style-type: none"> - Ashley has been in contact with assorted people about the exercise equipment - Cost? Ideal venue? Time bracket for actions? 	5
7	Dog Park <ul style="list-style-type: none"> - Residents are keen for dog-friendly areas in the estate, and there are frequently questions on the facebook page about this. What officially are the rules with dog-walking in the estate? - Which area(s) are we looking at as a dog park? Is there any associated cost? 	5
8	Speed bumps/Anti-hooning measures in the Estate and along Lyon Road <ul style="list-style-type: none"> - Some residents have been talking about approaching the council to install speed bumps in the estate to discourage hooning in these areas. 	5
9	Bus Stops <ul style="list-style-type: none"> - Is this project now complete? 	5
10	Website/Social Media Presence <ul style="list-style-type: none"> - The Social Media sub-committee, especially Ross, have been hard at work gettign the Website ready 	15
11	LBNco & Fuzenet <ul style="list-style-type: none"> - Emails/request to joint the Resident's page 	5
12	Any further ideas for events and projects to be undertaken by the committee	5
13	General Business	5

Minutes

Opened At	6.45pm
1	Last Meeting Follow Up (especially Carols) <ul style="list-style-type: none">- Carols have been run at a loss for us; Jo might still be able to recover part of that from Lotterywest- Amanda is going to set us up to claim back GST next year; might have to change our membership fees to include GST.- Minutes accepted by Ashley, seconded by Amanda <p>ACTION: Amanda to change us to be registered for GST, and to calculate our exact loss ACTION: To stocktake supplies left from 2016 Carols for 2017 usage.</p>
2	President's Report <ul style="list-style-type: none">- Laxmi has not been contacted yet- Not making additional donations to Beyond Blue as we ran at a loss
3	Treasurer's Report <ul style="list-style-type: none">- \$848.47- Everything has been paid for the Carols and reimbursements- All the authorities on the bank account have now been completed- Tara has given the late donation of \$5 for the Carols to Amanda
4	Harmony Week Event <ul style="list-style-type: none">- First step is to come up with a bare minimum budget for if we do decide to go ahead with the event; then we can create a sub-committee to organise the event if the budget is feasible, and if we actually do get some money from CoK. Jo has reminded us that CoK strongly encourages collaboration with other community groups.- If we don't end up being able to do it this year, or at least not for Harmony Week, we can delay it. But we can still start thinking about all the details. <p>ACTION: Subcommittee of Jo, Philippa and Tara to meet to start figuring out event plan/details</p>
5	Honeywood PS BBQ <ul style="list-style-type: none">- Jo has pointed out that we still have water bottles left over from Carols if Maria would like to use those from us.- Membership forms on the table.- The insurance is covered by the school- Disposable gloves need to be provided, bin bags, aluminium trays, ice.- Amanda would like Maria to pay for as much as possible since we are providing the labour for free.- We are providing gas; Ross thinks we have enough for the BBQ, but Philippa can talk to her husband about gas if we need it.- Everyone needs to bring their own protective wear - aprons and hats. <p>ACTION: Ashley is going to send an email clarifying what Maria from the PS is providing, and what we are meant to provide. We are providing the labour, but she is meant to provide most of the food (sausages, buns, onions, sauces, napkins, cooking oil, water, paper towels and BBQ wipes and drinks if she wants them provided). We will provide the gazebo; Ashley will find out if it's going to be on concrete or grass, and if there will there be fridges/eskis provided to keep the delicate foodstuffs cold.</p>
6	Exercise Equipment <ul style="list-style-type: none">- Nothing much to report; latest information is on the committee group page.

7	<p>Dog Park</p> <ul style="list-style-type: none"> - Ashley in touch with someone about different designs of dog parks. - The decision is ultimately for the council to be made; Ashley has requested that they alert the residents with enough time to factor in their feedback. - Philippa wants to know if we can do something to alert the residents that dogs are not meant to be off the leash in the estate. - Can we post on facebook 'officially' that dogs are not allowed off the lead anywhere in the estate, but that we are working on getting a dog exercise area? <p>ACTION: As 'Honeywood Wandj' (anonymous profile) Jo is going to post a link to CoK animal rules; as untargeted as possible, diffuse the tension across dog/cat owners.</p>
8	<p>Speed bumps/Anti-hooning measures</p> <ul style="list-style-type: none"> - We don't want speed bumps, for the sake of buses. - Motorbikes have been the biggest issue - In future we might want to consider alternatives for getting stickers to be on the bins for people to slow down, beyond the three that we have already tried in the past. <p>ACTION: Jo to talk to Nick about speeding and dirt bikes.</p>
9	<p>Bus Stops</p> <ul style="list-style-type: none"> - Installation or actual bus stops instead of posts has been done - It is unlikely that we will get shelters to our bus stops, because of the relatively low number of people catching buses in the estate (according to Transperth numbers)
10	<p>Website/Social Media Sub-committee Update</p> <ul style="list-style-type: none"> - Prime display of our main sponsor - The banner can be used for something that remains consistent across all the pages; prime two options are the facebook group or the link to the membership to the group. - Intro: to orient people so that they know they are in the right place, rather than to overload them with information about the site/the committee/the group. - Link to the constitution - Information about recycling days - Information on the page to be derived from the FAQs. - An 'essential resources' page/section on the site. - An events section; things hosted by us, or things nearby that might be of interest to the residents. - 'Honeywood News' page; Ashley has suggested we make it a more prominent part of the page. 'Feed' system, and a possible avenue for creating a newsletter to automatically go out to residents group. - Businesses that want to go on the business directory are automatically linked to the page to register as financial members of the Residents Group. - Automatic member registration and repeat charges annually to get us guaranteed income flow. - Are we going to include minutes somewhere on the page under the committee information page? Ashley would like to see that done for the sake of accountability. - Information about meetings to be uploaded to site; time and date of meetings, and people can organise to attend along with us, and also a form will be made available on the page for people to suggest an item to be included on the agenda. - Information about the P&C and the PS in general to be included on the page. Ross to change the link to the P&C specifically to be about Honeywood Kids in general, with sublinks to eg the P&C, the choir, the high school, etc. - 'Sponsoring the community' section will eventually be padded out with not only sponsor details, but information about how to become a sponsor and different tiers of sponsorship

	<ul style="list-style-type: none"> - Ross has had the idea to promote the launch of the website with a push for membership through running a competition to win some massage vouchers to be provided by Aubin Grove Chiropractic. People who go into the draw specifically have to sign up for a recurring billing for membership. Promote a push for membership by saying 'Did you enjoy the Christmas Carols? That was brought to you by us, if you would like to see more events like this, then please join us as a member' followed by the membership details. Most of the group thinks recurring or pro-rata memberships are too complicated/unlikely to get maximum signups, so we are likely to settle on simply letting new signups be for 2017. Ross will make recurring membership billings an option, but not a necessary one. - Amanda wants to know if we can have a tiered membership model. - A lot of effort has been made by Ross to ensure the security of the website. - Currently the website is being privately hosted by Ross/Jo; investigations will be conducted to see what the best/most cost effective options are for hosting, especially once we have increased membership load. - We have been approved for a .org.au address. - Cost of the domain names is going to be an ongoing, but small, cost; Jo has made t he point that audience perception of .org.au specifically is better, so it is a cost that we will need to factor into the ongoing cost of the website maintenance. <p>ACTION: To see if anyone (businesses) wants to donate prizes for the website launch through the facebook page.</p> <p>ACTION: Find exact costs for plug-in options for what Ross wants to do.</p>
11	<p>LBNco & Fuzenet emails & social media involvement</p> <ul style="list-style-type: none"> - Ashley definitely does not want Fuzenet to be a sponsor or to be visible. - Jo thinks Fuzenet could be granted the same access as the Police; can see the feed, but they cannot comment, and any information they are wanting to get to the Resident's group should be done through a contact on the committee, likely Ross. - Ross doesn't think that we should have Fuzenet itself have access to the facebook page, but a rep of theirs can be granted individual access. For example if a rep from LBNco can see when the estate has issues, then perhaps something can be done more quickly through them having that direct knowledge of when people start having problems. - Amanda's point is that they are shortcutting on their customer service by trying to monitor complaints through the facebook page. <p>ACTION: Jo/Ross to contact the person who made the request to decline it, and explain that we may however be open to someone from LBNco being added as a spectator.</p>
12	<p>Further ideas for committee events/projects</p> <ul style="list-style-type: none"> - Deferred
13	<p>General Business</p> <ul style="list-style-type: none"> - Organising next meeting <p>ACTION: Tara to create poll for next meeting ASAP</p>
Closed at:	<p>8.24</p>

Action Items

Action	Responsible Person
Create poll for the next meeting	Tara
Change the business structure of HRG so it is registered for GST and has ABN	Amanda
Stocktaking leftover candles from 2016 Carols for 2017 usage	Jo & Ross (presumably)
Formation of Harmony Day subcommittee and organisation of first meeting	Tara (subcommittee of Tara, Jo, Philippa, Ross)
Talking to Nick (police rep) about dirt bikes/speeding	Jo
Liaising with Maria to finalise plan for HPS BBQ	Ashley
General message to residents re: dogs on leads, cats kept from roaming openly	Jo (as 'Honeywood Wand')
Canvassing businesses to see if they will donate prizes for the website launch, and become financial members of the group	Social Media subcommittee
Getting cost estimates on different plug-ins for the website	Ross
Getting back in touch with Fuzenet rep about request to join the facebook group (to be declined, but LBNC to be approached instead to be silent member)	Ross/Jo

Next Meeting Agenda Items

- Community Gardens (deferred until School opens to find out if we can have it on their grounds)
- Possibility of using Basecamp to organise the workload of the committee