

WANDI PROGRESS ASSOCIATION (Inc)

**MINUTES OF THE MEETING HELD ON WEDNESDAY 21st AUGUST 2019 AT 7.00PM AT
THE WANDI COMMUNITY CENTRE, 302 DE HAER ROAD , WANDI**

This meeting was held in The Resource Centre meeting room

1. ATTENDANCE

Wayne Tentori (President), Les Whiddett (Vice President), Rod Cocks (Vice President) , Amanda Marshall (Treasurer) , Ken Workman (Secretary) , Debbie Cocks, Chris Barnes , Debbie Tentori and Mark Wells

Guests: Nil

2. APOLOGIES: Nil

3. CONTRIBUTIONS OF RESIDENTS/GUESTS: Nil

4. CONFIRMATION OF MINUTES:

Les Whiddett MOVED that the amended minutes of the meeting held on 17th July 2019 be accepted . Seconded by Debbie Tentori . PASSED.

5. BUSINESS ARISING : Nil

6. CORRESPONDENCE IN/OUT - As per schedule distributed and emailed

Correspondence In:

1. 17/07/19 Lotteries commission acquittal reminder re application no 420170696 now due by 07/08/19
2. 06/08/19 Jenny Marslen (COK Place leader) Email re community centre carpark design
3. 09/08/19 Lotteries commission completed acquittal application acknowledgement for grant 420170696
4. 14/08/19 Angela Jakob (COK Bush care officer) Email outlining Kwinana environment update September 2019 -Month of Bio diversity including details of various workshops.

Correspondence Out :

1. 10/07/19 Jenny Marslen (COK Place leader) Email to arrange meeting on site for painting and inclusion of additional disabled parking bays to existing carpark area.
2. 07/08/19 Jenny Marslen (COK Place leader) Email prepared by Rod Cocks outlining issues raised by Magenup equestrian centre management and WPA Inc re community centre carpark design

7. REPORTS

7.1 President: Nil

7.2 Treasurer:

Treasurer's report was circulated prior to the meeting.

Bank balance as at 18/08/19 was \$72345.50

Income received was \$2840.50

Accounts are currently with the auditor for preparation and review.

1. AM raised the issue concerning the outstanding amount to be invoiced for payment by the Woodturners association for their contribution towards the total costs associated with the purchase and installation of the new dust extraction system. Previously there was some confusion over the basis of the 50/50 split of the total cost including the treatment of GST. A subsequent letter dated 28/05/17 was issued by the WPA Inc advising that the Woodturners payment would be invoiced on a 50/50 contribution basis of the total cost including the GST component which would be treated and paid for in the normal manner. Discussion was then held around whether the invoice was to be for a lesser flat amount was payable or as outlined in the above subsequent letter of 50% of the total cost including the treatment of GST . It was then agreed for a motion to be raised around that the letter dated 28/05/17 was the basis of payment and that should remain the position now that the project was finalised.

President Wayne Tentori, Les Whiddett & Rod Cocks advised that as they have a potential conflict of interest that they would abstain from voting on this matter which was accepted.

Motion:

Amanda Marshall Moved that an invoice is to be issued to the Woodturners Association for payment of 50% of the total cost including normal treatment of GST for purchasing and installing the dust extraction system into the Pavilion in terms of the letter issued by the WPA Inc dated 28/05/17. Seconded Ken Workman - Passed

2. Key Bonds: The recent audit reviewed the number of outstanding key bonds (Tennis courts) shown in our records. Discussion was also held on the need to change the padlock on the entrance gate as a number of holders were no longer current financial members. It was agreed that we needed to update our records to correctly reflect only current financial members and remove those names /amounts from our records for those that had allowed their position to lapse.

Motion :

Les Whiddett Moved that we should write off stale holders from our records ,change the locks on the tennis court gates and then advise the current (4) financial members being Ben Dawes, Jim Russell, Roger Colling and Lauren Harken of the changes and provide them with new access padlock key. Seconded Mark Wells - Passed

Telstra phone bill of \$16.72 was automatically paid.

Payments presented for approval:

R& D Cocks \$275.00 (Cleaning)

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|----------------|---|
| Kelly cleaning | \$440.00 (Cleaning) |
| R&D Cocks | \$ 55.65 (Toilet paper/supplies) |
| A.Marshall | \$71.32 (Office works /stationery supplies) |

Motion: Mark Wells MOVED that the payments be made. SECONDED by Debbie Tentori - PASSED

The Treasurer's report was moved as true and correct by Mark Wells and seconded by Debbie Tentori -PASSED

7.3 Facilities

Debbie Cocks provided an update on recent bookings and local issues including the following:

- A) RC & DC will be away on 15/09/19 and require assistance for a booked wedding event at the community centre with access required on Thursday 12/09/19 to Sunday 15/09/19 to allow for set up and the wedding and then inspection/return of keys/bond. Amanda Marshall kindly agreed to assist as the point of contact and committee thanked her for her assistance.
- B) Fund raiser next weekend to be held by the AJ group.
- C) COK are holding on 07/09/19 a compost waste session with access required from 9 am to 1 pm at the centre

7.4 Projects:

Rod Cocks advised the following:

- A) Car park line repainting and marking completed with disabled bay now installed following COK approval.
- B) Hot water system issue addressed in the resource centre has now been rectified by COK
- C) LW/KW/RC & Alan Williams completed installation of security fence around dust extraction system waste bins. Thank you for volunteers assistance to complete the project.
- D) Dust extraction system now finalised and grant acquittal form finalised. Left over grant funds were agreed to be used to purchase lights. Dust extraction system has tripped out twice and currently looking at potential cause/fault or whether due to how system is being used.
- E) Air conditioning system .Approval now obtained from COK (Email Jenny Marslen Place leader COK) to proceed.Will review with COK in October 2019.
- F) Woodturners Association workshop. Approach made by them to COK to upgrade internal lighting as considered not adequate. They are looking at paying from own funds for any upgrade but also looking at the option of applying for a community chest grant.
- G) Hand towels/Liquid soap needs to order more before next meeting
- H) Car Park area . Equestrian centre at time of this meeting had not provided a response. A site meeting was held with Curtis (COK) who was then to provide a draft plan. RC thanked LW/MW & KW who also attended the meeting with COK to discuss proposed works and requirements for surfacing the equestrian/pavilion car park area.
- I) IG designs (Importers) of lightweight tables for hire/functions could be a possible replacement of our very heavy tables that are currently used. Costing provided a quote of \$7920 (Incl GST) for 25 tables. Other brand is Duralite and RC is seeking a quote from them and will investigate further in the future.

7.5 Communication Officer (Mark Wells) including Website/Facebook :

Mark Wells advised the following:

- A)Survey received from COK (Russell Cox@Kwinana.WA.GOV.AU) on seeking information on club/association details which he has completed and submitted form back
- B)Facebook site : Discussion on our policy for use and suitable type of postings
- C) Settings : Administration settings/access to our facebook .DT to review with MW

7.6 Social:

Action: September refreshments: Debbie Cocks to bring refreshments/supper

7.7 Landcare: Nil

7.8 Outstanding Lease Agreement:

Jenny Marslen (COK Place leader) email advised that the COK were still reviewing recent meetings/feedback to work through outstanding lease agreement position. Further updates to be provided as they become available.

8. WANDI WARBLER:

DT advised no update report other than the next Warbler issue is scheduled to be issued before October 2019 AGM and will include all appropriate notices and forms.

9. GENERAL BUSINESS

1. Our AGM is set for 16th October 2019 and discussed issuing invites and structure of the agenda. Invites to issue to Roger Cook ,COK Mayor Carol Adams and Jenny Marslen (Place leader) and any other COK staff that would like to attend .Discussed possible topics as part of Mayor's address including proposed sporting facilities on the new school oval ,local issues and the early learning school.
- 2.RC raised that they were looking at clearing out the old fair flag/ bunting held in the store room which is no longer being used and an approach made to donate it to an old car racing event. Discussed as we no longer have any use for it rather than disposing of it.

Motion: Mark Wells moved that we donate the bunting at no cost to the car club for their upcoming event Seconded Wayne Tentori- Passed

10 NEXT MEETING: Wednesday 18th September 2019 at 7pm

Meeting closed at 8.25 pm.